BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
SEPTEMBER 18, 2019 beginning at 6:00 PM

DISTRICT ADMINISTRATIVE OFFICE
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA

In compliance with the Americans with Disabilities Act, if you have a disability and need a
disability-related modification or accommodation to participate in this meeting, please contact the
General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one
full business day before the start of the meeting.

CALL TO ORDER:
Upon request, agenda items may be moved to accommodate those in attendance wishing
to address that item. Please inform the General Manager.

ROLL CALL OF DIRECTORS:

CLOSED SESSION:

CL-1. Pursuant to Section 54956.9:
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d)
of Section 54956.9: 1 case

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 16, 2019</td>
<td>6:30 PM</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>November 20, 2019</td>
<td>6:30 PM</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>November 25, 2019</td>
<td>6:30 PM</td>
<td>Special Meeting</td>
</tr>
<tr>
<td>December 18, 2019</td>
<td>6:30 PM</td>
<td>Regular Meeting</td>
</tr>
</tbody>
</table>

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Special Meeting of the Board of Directors
of the Citrus Heights Water District was posted in a location accessible to the public at the District
Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 24 hours
prior to the special meeting in accordance with Government Code Section 54956.

Madeline Henry, Acting Sr. Management Analyst/
Chief Board Clerk

Dated: September 12, 2019
In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

CALL TO ORDER:
Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the General Manager.

ROLL CALL OF DIRECTORS:

PUBLIC COMMENT:
The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board’s consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. The Presiding Officer will limit comments to three (3) minutes per speaker.

(A) Action Item          (D) Discussion Item          (I) Information Item

CONSENT CALENDAR: (I/A)
None.

PRESENTATIONS:
None.

STUDY SESSIONS:
S-1. Overview of San Juan Water District/Sacramento Suburban Water District-led Collaboration/Integration Study (I/D)

Recommendation:
1. Receive an update and provide consensus direction on the San Juan Water District/Sacramento Suburban Water District-led Collaboration/Integration Study.

BUSINESS:
None.

MANAGEMENT SERVICES REPORTS (I):
None.

CONSULTANTS’ AND LEGAL COUNSEL’S REPORTS (I):
None.

DIRECTOR’S AND REPRESENTATIVE’S REPORTS (I):
None.
CLOSED SESSION:
   None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:
   October 16, 2019  6:30 PM  Regular Meeting
   November 20, 2019  6:30 PM  Regular Meeting
   November 25, 2019  6:30 PM  Special Meeting
   December 18, 2019  6:30 PM  Regular Meeting

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Special Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 24 hours prior to the special meeting in accordance with Government Code Section 54956.

Madeline Henry, Acting Sr. Management Services
Specialist/Chief Board Clerk

Dated: September 17, 2019
BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
SEPTEMBER 18, 2019 beginning at 6:30 PM

DISTRICT ADMINISTRATIVE OFFICE
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

CALL TO ORDER:
Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the General Manager.

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIANCE:

VISITORS:

PUBLIC COMMENT:
The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board’s consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. The Presiding Officer will limit comments to three (3) minutes per speaker.

(A) Action Item (D) Discussion Item (I) Information Item

CONSENT CALENDAR: (I/A)
All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item be removed for separate discussion/action before the motion to approve the Consent Calendar.

CC-1a. Revised Minutes of the Special Meeting – June 19, 2019 (A)
CC-1b. Minutes of the Special Meeting – August 22, 2019 (A)
CC-1c. Minutes of the Regular Meeting – August 22, 2019 (A)
CC-1d. Minutes of the Special Meeting – August 22, 2019 (A)

Recommendation: Approve the minutes of the June 19, 2019 Special Board of Directors Meeting and August 22, 2019, Special and Regular Board of Directors Meetings.

CC-2. Revenue Analysis Report for August 2019 (I)
CC-3. Assessor/Collector’s Roll Adjustment for August 2019 (I)
CC-4. Treasurer’s Report for August 2019 (I)
CC-5. Treasurer’s Report of Fund Balances for August 2019 (I)
CC-6. Operating Budget Analysis for August 2019 (I)
CC-7. Capital Projects Summary August 2019 (I)
CC-8. Warrants for August 2019 (A)

**Recommendation:** Approve disbursements issued for payment dated August 13, 2019 through September XX, 2019 per Policy 6460.20.

CC-9. CAL–Card Distributions for August 2019 (I)

CC-10. Summary of 2019 Employees and Directors Training Courses, Seminars and Conference (I)

CC-11. Employee Recognitions (I)

CC-12. Long-Range Agenda (I)

CC-13. Engineering Department Report (I)

CC-14. Operations Department Report (I)


CC-16. Water Supply Reliability (I)

CC-17. Water Efficiency and Safety Program Update (I)

CC-18. Discussion and Possible Action to Approve the Notice of Completion for the 2019 Test Hole Drilling Services Project (A)

**Recommendation:**
Adopt Resolution 13-2019 for the Test Hole Drilling Services performed on Highland Avenue, and authorize execution and recording of a Notice of Completion for the project.

CC-19. Discussion and Possible Action to Approve an Amendment to the Injury and Illness Prevention Program to Include a Lock-Out/Block-Out Plan

**Recommendation:**
Approve an amendment to the Injury and Illness Prevention Program (IIPP) to include a Lock-Out/Block-Out Plan.

**PRESENTATIONS:**
None.

**STUDY SESSIONS:**
None.

**BUSINESS:**

B-1. **Discussion and Possible Action to Authorize the General Manager to Execute a Sales Order Agreement with Automatic Data Processing, LLC. For Workforce Now Solutions Annual Subscription and Associated Implementation Services (A)**

**Recommendations:**
1. Authorize the General Manager to execute a sales order agreement with Automatic Data Processing, LLC for its Workforce Now
Solutions annual subscription and associated implementation services.

2. Authorize the General Manager to make future price modifications to the agreement to reflect increases/decreases associated with the District’s changing personnel counts as needed up to the approved limit stated in the District’s Support Services budget.

B-2. Discussion and Possible Action to Amend the District’s Easement Policies (A)

Recommendations:
1. Amend District Operations Policy No. 5550 to reflect current easement acquisition procedures.
2. Delete District Operations Policy No. 5501A.
3. Amend District Fiscal Management Policy No. 6500 to authorize the General Manager to purchase easements and other interests in real property of $20,000 or less.

B-3. 2019 Budget Workshop (A)

Recommendations:
1. Review and discuss the proposed Operating and Capital Improvement Budgets and Water Rate Schedule for 2020, and receive public comment.
2. Provide direction to staff on the draft budget and water rate schedule for 2020 to be used to make any desired changes or refinements as staff moves forward with the preparation of the Proposition 218 Notice.

MANAGEMENT SERVICES REPORTS (I):
None.

CONSULTANTS’ AND LEGAL COUNSEL’S REPORTS (I):
None.

DIRECTOR’S AND REPRESENTATIVE’S REPORTS (I):
D-1. Regional Water Authority (Riehle).
D-2. Sacramento Groundwater Authority (Sheehan).
D-3. San Juan Water District (All).
D-5. ACWA Joint Powers Insurance Authority (Wheaton/Henry).
D-6. City of Citrus Heights (Pieri).
D-7. Chamber of Commerce Update (Talwar/Henry).
D-8. RWA Legislative and Regulatory Affairs Update (Talwar/Henry).
D-9. Customer Advisory Committee (Riehle/Pieri).
D-10. Other Reports.

CLOSED SESSION:
None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:
October 16, 2019  6:30 PM  Regular Meeting
November 20, 2019  6:30 PM  Regular Meeting
November 25, 2019  6:30 PM  Special Meeting
December 18, 2019  6:30 PM  Special Meeting

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Regular Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 72 hours prior to the special meeting in accordance with Government Code Section 54954.2.

Madeline Henry, Acting Sr. Management Analyst /Chief Board Clerk

Dated: September 12, 2019
The Special Meeting of the Board of Directors was called to order at 6:00 p.m. by President Sheehan and roll was called. Present were:

Caryl F. Sheehan, President
Raymond A. Riehle, Vice President

Absent:
David C. Wheaton, Director

Staff:  Hilary Straus, General Manager
Missy Pieri, Engineering Manager/District Engineer
Paul Dietrich, Project Manager
Madeline Henry, Management Services Specialist/Deputy Board Clerk
Josh Nelson, Assistant General Counsel

VISITORS:
None.

PUBLIC COMMENT:
None.

CLOSED SESSION:
The meeting adjourned into Closed Session at 6:00 pm to discuss the following items as listed on the Closed Session Special Meeting Agenda:

CL-1. Pursuant to Section 54956.9:
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 2 case

CL-2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: Parcel 204-0201-021
Agency negotiator: Hilary Straus; Missy Pieri
Negotiating parties: GST Trust
Under negotiation: Price and Terms of Payment
The Closed Session was adjourned at 6:56 pm.

No reportable action.

**ADJOURNMENT:**
There being no other business to come before the Board, the meeting was adjourned at 6:59 pm.

**APPROVED:**

MADELINE A. HENRY  
Acting Deputy Secretary  
Citrus Heights Water District

CARYL F. SHEEHAN, President  
Board of Directors  
Citrus Heights Water District
The Special Meeting of the Board of Directors was called to order at 6:01 p.m. by President Sheehan and roll was called. Present were:

    Caryl F. Sheehan, President
    Raymond A. Riehle, Vice President
    David Wheaton, Director

Absent:
    None.

Staff:
    Hilary Straus, General Manager
    Susan Talwar, Administrative Services Manager
    David Gordon, Operations Manager
    Madeline Henry, Acting Senior Management Services Specialist/Chief Board Clerk
    Steve Anderson, General Counsel
    Josh Nelson, Assistant General Counsel

CLOSED SESSION:

    CL-1. Pursuant to Section 54956.9:
        CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
        Significant exposure to litigation pursuant to paragraph (2) of subdivision (d)
        of Section 54956.9: 1 case

        No reportable action.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:16 pm.

APPROVED:

______________________________  ______________________________
MADELINE A. HENRY                CARYL F. SHEEHAN, President
Deputy Secretary                 Board of Directors
Citrus Heights Water District    Citrus Heights Water District
The Special Meeting of the Board of Directors was called to order at 7:23 p.m. by President Sheehan and roll was called. Present were:

Caryl F. Sheehan, President  
Raymond A. Riehle, Vice President  
David Wheaton, Director

Absent:
None.

Staff:
Hilary Straus, General Manager  
Susan Talwar, Administrative Services Manager  
David Gordon, Operations Manager  
Missy Pieri, Engineering Manager  
Madeline Henry, Management Services Specialist/Deputy Board Clerk  
Brittney Moore, Customer Service Technician II  
Alberto Preciado, Accounting Supervisor  
Paul Dietrich, Project Manager  
Josh Nelson, Assistant General Counsel

BUSINESS:

B-1. Consider Adopting Resolution 12-2019 in Support of the Nomination of Pamela Tobin as a Candidate for the Position of ACWA Vice President (A)

ACTION: Director Wheaton moved and Vice President Riehle seconded a motion to adopt Resolution 12-2019 in Support of the Nomination of Pamela Tobin as a Candidate for the Position of ACWA Vice President.

The motion carried 3-0 with all Directors voting yes.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:28 pm.

APPROVED:

MADELINE A. HENRY  CARYL F. SHEEHAN, President  
Deputy Secretary  Board of Directors  
Citrus Heights Water District  Citrus Heights Water District
The Regular Meeting of the Board of Directors was called to order at 7:22 p.m. by President Sheehan and roll was called. Present were:

Caryl F. Sheehan, President
Raymond A. Riehle, Vice President
David Wheaton, Director

Staff:
Hilary Straus, General Manager
Susan Talwar, Administrative Services Manager
David Gordon, Operations Manager
Missy Pieri, Engineering Manager
Madeline Henry, Management Services Specialist/Deputy Board Clerk
Brittney Moore, Customer Service Technician II
Alberto Preciado, Accounting Supervisor
Paul Dietrich, Project Manager
Josh Nelson, Assistant General Counsel

PLEDGE OF ALLEGIANCE:

Board President Caryl Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

ADJOURNED TO SPECIAL MEETING:
President Sheehan temporarily adjourned the meeting at 7:23pm, in order to go into the Special Meeting.

REOPEN REGULAR MEETING:
President Sheehan reopened the meeting at 7:28pm.

CONSENT CALENDAR:

President Sheehan asked for consideration and/or approval of the Consent Calendar.

CC-1a. Minutes of the Regular Meeting – July 17, 2019 (A)
CC-1b. Minutes of the Special Meeting – July 23, 2019 (A)
CC-2. Revenue Analysis Report for July 2019 (I)
CC-3. Assessor/Collector’s Roll Adjustment for July 2019 (I)
CC-4. Treasurer’s Report for July 2019 (I)
CC-5. Treasurer’s Report of Fund Balances for July 2019 (I)
CC-6. Operating Budget Analysis for July 2019 (I)
CC-7. Capital Projects Summary July 2019 (I)
CC-8. Warrants for July 2019 (A)
CC-9. CAL–Card Distributions for July 2019 (I)
CC-10. Summary of 2019 Employees and Directors Training Courses, Seminars and Conference (I)
CC-11. Employee Recognitions (I)
CC-12. Long-Range Agenda (I)
CC-13. Engineering Department Report (I)
CC-14. Operations Department Report (I)
CC-16. Water Supply Reliability (I)
CC-17. Water Efficiency and Safety Program Update (I)
CC-18. Award of Contract for Old Auburn Road, Patton Avenue and Watson Way Water Main Replacement Project (A)

ACTION: Vice President Riehle moved and Director Wheaton seconded a motion to accept the Consent Calendar.

The motion carried 3-0 with all Directors voting yes.

PRESENTATIONS:
None.

STUDY SESSIONS:
S-1. Review of Updates to the Long-Range Financial Plan for the District (I)

The Board provided consensus direction for staff to present at the September 18, 2019 Budget Workshop the proposed 2020 funding options based on updated composition rates presented in the Financial Model

BUSINESS:
B-1. Discussion and Possible Action to Approve Human Resources Policy Updates (A)

ACTION: Vice President Riehle moved and Director Wheaton seconded a motion to:

1. Approve updates to the District’s Human Resources Policies as amended at the August 21 Board Meeting
2. Adopt Resolution 10-2019 Relating to Employer-Employee Organization Relations
3. Adopt Resolution 11-2019 Adding Matching Contributions to the Eligible Governmental Employer 457(B) Deferred Compensation Plan
4. Direct Staff to research Policy 4501.00 STANDARDS OF CONDUCT – and provide a policy briefing/options at a future Board Meeting

The motion carried 3-0 with all Directors voting yes.

ACTION: Vice President Riehle moved and Director Wheaton seconded a motion to approve amendments to Policy 4101.A1 effective August 21, 2019.

The motion carried 3-0 with all Directors voting yes.

**MANAGEMENT SERVICES REPORTS (I):**
MS-1. Meter Replacement Study Update

**DIRECTOR’S AND REPRESENTATIVE’S REPORTS (I):**
D-1. Regional Water Authority (Riehle).
D-2. Sacramento Groundwater Authority (Sheehan).
D-5. City of Citrus Heights (Pieri).
D-6. Chamber of Commerce Update (Talwar/Henry).
D-7. RWA Legislative and Regulatory Affairs Update (Talwar/Henry).
D-8. Customer Advisory Committee (Riehle/Pieri).
D-9. Other Reports.

**CLOSED SESSION:**
None.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 9:53 pm.

**APPROVED:**

MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District

CARYL F. SHEEHAN, President
Board of Directors
Citrus Heights Water District
## Outstanding Receivables

### Aged Trial Balance

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Current</th>
<th>31-90</th>
<th>91-150</th>
<th>&gt;150</th>
<th>Unapplied Payments</th>
<th>Current</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>881,044</td>
<td>838,204</td>
<td>99,430</td>
<td>3,232</td>
<td>41,900</td>
<td>101,722</td>
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### General Ledger Balance

<table>
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<tr>
<th></th>
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<tr>
<td>Outstanding A/R</td>
<td>907,525.75</td>
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<tr>
<td>Outstanding Liens</td>
<td>-</td>
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<tr>
<td>Outstanding Grants</td>
<td>1,453</td>
</tr>
<tr>
<td>Unclaimed Funds</td>
<td>(14,669)</td>
</tr>
<tr>
<td>Less Unapplied Payments</td>
<td>(103,060)</td>
</tr>
<tr>
<td>Total</td>
<td>$ 791,250</td>
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</table>
## Assessor/Collector Roll Adjustment
### August 31, 2019

<table>
<thead>
<tr>
<th>Reason For Cancellation</th>
<th>Charge Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Owner</td>
<td>3-DAY DOOR HANG</td>
<td>24.00</td>
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<tr>
<td>New Owner</td>
<td>DEFAULT</td>
<td>5.83</td>
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<td>One-Time Courtesy</td>
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<td>5.10</td>
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<td>6.79</td>
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<td>5.72</td>
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<tr>
<td>One-Time Courtesy</td>
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$122.77
TREASURER’S REPORT TO THE BOARD OF DIRECTORS
AUGUST 2019

Bank of the West
Beginning Balance $7,098,182

RECEIPTS: 1,531,783

DISBURSEMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Checks Issued / ACH Payments</td>
<td>1,479,592</td>
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<tr>
<td>Payroll</td>
<td>330,150</td>
</tr>
<tr>
<td>Returned Checks</td>
<td>7,218</td>
</tr>
</tbody>
</table>

1,816,959 (285,176)

Bank of the West
Balance per Bank 08/31/2019 6,813,005
Outstanding Checks 67,749
Deposit in Transit 82,294

Balance Per Books 08/31/2019 $6,827,550

RECONCILEMENT:

Bank of the West $6,827,550
Local Agency Investment Fund 6,343,453
COP Reserve Account 547,652
Money Mkt Activity Account 541,043

TOTAL BALANCE $14,259,699

CASH & INVESTMENT SUMMARY:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of the West (General Account)</td>
<td>$6,827,550</td>
</tr>
<tr>
<td>Local Agency Investment Fund</td>
<td>6,343,453</td>
</tr>
<tr>
<td>COP 2010 Reserve Account</td>
<td>* 547,652</td>
</tr>
<tr>
<td>Money Mkt Activity Account</td>
<td>541,043</td>
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Total $14,259,699

<table>
<thead>
<tr>
<th>Institution</th>
<th>MATURITY DATE</th>
<th>INT RATE</th>
<th>DEPOSIT AMOUNT</th>
<th>DATE OF LAST TRANSACTION</th>
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<tbody>
<tr>
<td>Local Agency Investment Fund</td>
<td>Daily</td>
<td>2.57%</td>
<td>40,277.83</td>
<td>7/15/2019</td>
</tr>
</tbody>
</table>

I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity with Investment of District Funds Policy 6300. As Treasurer of the Citrus Heights Water District, I hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months’ estimated expenditures.

SUSAN K. TALWAR
Treasurer

HILARY M. STRAUS
Secretary

Signed: 8/15/2019

* Balance as of 7/31/19, 8/31 statement not available
**TREASURER’S REPORT OF FUND BALANCES**

*August 31, 2019*

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Beginning Balance 01/01/2019</th>
<th>Year to Date Transfers in / Collections</th>
<th>Year to Date Transfers Out</th>
<th>Current Month Transfers In / Collections</th>
<th>Current Month Transfers Out</th>
<th>Ending Balance 08/31/2019</th>
<th>2019 Target Balance per Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>$ 1,576,226</td>
<td>$ 8,219,087</td>
<td>$ (7,263,819)</td>
<td>$ 1,531,783</td>
<td>$ (1,816,959)</td>
<td>$ 2,246,318</td>
<td>$ 2,334,017</td>
</tr>
<tr>
<td>Operating Reserve</td>
<td>$ 4,258,065</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>- (666,000)</td>
<td>$ 3,592,065</td>
<td>N/A</td>
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<td>Rate Stabilization Fund</td>
<td>$ 934,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 66,000</td>
<td>$ -</td>
<td>$ 1,000,000</td>
<td>$ 1,000,000</td>
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<td>Capital Improvement Reserve</td>
<td>$ 2,670,033</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 2,670,033</td>
<td>$ 2,681,248</td>
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<td>Restricted for Debt Service</td>
<td>$ 536,963</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 536,963</td>
<td>N/A</td>
</tr>
<tr>
<td>Water Supply Reserve</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ 400,000</td>
<td>$ -</td>
<td>$ 1,750,000</td>
<td>N/A</td>
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<tr>
<td>Water Efficiency Reserve</td>
<td>$ 200,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 200,000</td>
<td>$ 200,000</td>
</tr>
<tr>
<td>Water Meter Replacement Reserve</td>
<td>$ 1,325,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 200,000</td>
<td>$ -</td>
<td>$ 1,525,000</td>
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<tr>
<td>Fleet Equipment Reserve</td>
<td>$ 334,253</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 334,253</td>
<td>$ 318,559</td>
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<tr>
<td>Employment-Related Benefits Reserve</td>
<td>$ 405,319</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 405,319</td>
<td>$ 1,079,527</td>
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<tr>
<td><strong>Total</strong></td>
<td>$ 13,589,859</td>
<td>$ 8,219,087</td>
<td>$ (7,263,819)</td>
<td>$ 2,197,783</td>
<td>$ (2,482,959)</td>
<td>$ 14,259,951</td>
<td>$ 7,613,351</td>
</tr>
</tbody>
</table>

**SUSAN K. TALWAR, Treasurer**
TREASURER’S REPORT OF FUND BALANCES
August 31, 2019

Fund Transfers Summary:

The Operating Fund Transferred:
$1,531,783 from funds collected in August 2019 per Treasurer’s Report
$ (1,816,959) disbursements made in August 2019 per Treasurer’s Report
$ (285,176)

The Operating Reserve Transferred:
$ (66,000) to Rate Stabilization Fund for budgeted transfer
$ (400,000) to Water Supply Reserve for budgeted transfer
$ (200,000) to Water Meter Replacement Reserve for budgeted transfer
$ (666,000)
## Revenues

<table>
<thead>
<tr>
<th>Category</th>
<th>August Actual</th>
<th>Year-to-Date Actual</th>
<th>Year-to-Date Budget</th>
<th>YTD Variance</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metered Service Charges</td>
<td>$706,722.23</td>
<td>$6,261,571.97</td>
<td>$6,001,664.00</td>
<td>$259,907.97</td>
<td>$9,002,494.00</td>
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<tr>
<td>Metered Water Deliveries</td>
<td>574,364.51</td>
<td>2,784,710.82</td>
<td>3,603,860.00</td>
<td>(819,149.18)</td>
<td>5,824,506.00</td>
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<tr>
<td>Non-Metered Service Charges</td>
<td>12,439.60</td>
<td>70,691.34</td>
<td>93,336.00</td>
<td>(22,644.66)</td>
<td>140,000.00</td>
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<tr>
<td>Penalties</td>
<td>5,639.50</td>
<td>41,878.06</td>
<td>92,811.00</td>
<td>(50,932.94)</td>
<td>150,000.00</td>
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<td>Interest</td>
<td>2,761.48</td>
<td>107,578.06</td>
<td>66,645.00</td>
<td>40,933.06</td>
<td>100,000.00</td>
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<tr>
<td>Backflow Fees</td>
<td>5,672.39</td>
<td>36,201.04</td>
<td>77,336.00</td>
<td>(41,134.96)</td>
<td>116,000.00</td>
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<tr>
<td>Water Service Install &amp; S&amp;R</td>
<td>6,206.34</td>
<td>27,573.62</td>
<td>18,200.00</td>
<td>9,373.62</td>
<td>27,300.00</td>
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<td>Grant Funds</td>
<td>2,418.36</td>
<td>110,943.00</td>
<td>98,000.00</td>
<td>12,943.00</td>
<td>147,000.00</td>
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<tr>
<td>Miscellaneous *</td>
<td>10,834.28</td>
<td>110,943.00</td>
<td>98,000.00</td>
<td>12,943.00</td>
<td>147,000.00</td>
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<tr>
<td>Cost Reimbursements</td>
<td>6,253.26</td>
<td>6,253.26</td>
<td>6,253.26</td>
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<tr>
<td>Income - Wheeling Water</td>
<td>6,759.46</td>
<td>1,800.00</td>
<td>4,959.46</td>
<td>275.53%</td>
<td>2,700.00</td>
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<tr>
<td>Income - Groundwater Transfers</td>
<td>34,150.00</td>
<td>38,315.56</td>
<td>38,315.56</td>
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<tr>
<td>Income - Connection Fees</td>
<td>6,776.00</td>
<td>44,044.00</td>
<td>44,044.00</td>
<td>0.00%</td>
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</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>1,365,566.33</td>
<td>9,518,940.08</td>
<td>10,053,671.00</td>
<td>(534,730.92)</td>
<td>15,510,000.00</td>
</tr>
</tbody>
</table>

*Includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources

## Operating Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>August Actual</th>
<th>Year-to-Date Actual</th>
<th>Year-to-Date Budget</th>
<th>YTD Variance</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchased Water</td>
<td>2,013,523.36</td>
<td>2,299,764.72</td>
<td>(286,241.36)</td>
<td>-12.45%</td>
<td>3,449,647.00</td>
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<tr>
<td>Ground Water</td>
<td>39,133.34</td>
<td>551,400.88</td>
<td>34,315.56</td>
<td>0.00%</td>
<td>514,401.70</td>
</tr>
<tr>
<td><strong>Cost of Water</strong></td>
<td>39,133.34</td>
<td>2,322,238.77</td>
<td>(286,241.36)</td>
<td>-12.45%</td>
<td>4,276,434.38</td>
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<tr>
<td>Labor Regular</td>
<td>230,739.81</td>
<td>2,123,000.56</td>
<td>(109,737.17)</td>
<td>-5.17%</td>
<td>3,184,500.00</td>
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<tr>
<td>Labor Taxes</td>
<td>16,598.63</td>
<td>165,857.20</td>
<td>(13,721.89)</td>
<td>-8.27%</td>
<td>248,785.84</td>
</tr>
<tr>
<td>Labor Workers Comp</td>
<td>41,931.69</td>
<td>53,933.36</td>
<td>(12,001.67)</td>
<td>-22.25%</td>
<td>80,900.00</td>
</tr>
<tr>
<td>Labor External</td>
<td>85,655.08</td>
<td>72,493.28</td>
<td>13,161.80</td>
<td>18.16%</td>
<td>108,740.00</td>
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<tr>
<td>Benefits Med/Den/Nis</td>
<td>3,347.22</td>
<td>342,934.48</td>
<td>2,799.32</td>
<td>0.82%</td>
<td>514,401.70</td>
</tr>
<tr>
<td>Benefits LTD/Life/EAP</td>
<td>2,796.20</td>
<td>35,276.08</td>
<td>(6,749.15)</td>
<td>-19.13%</td>
<td>52,914.05</td>
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<tr>
<td>Benefits CalPers</td>
<td>32,926.27</td>
<td>198,214.16</td>
<td>(43,663.46)</td>
<td>-22.03%</td>
<td>297,321.29</td>
</tr>
<tr>
<td>Benefits Other</td>
<td>345.59</td>
<td>20,233.36</td>
<td>(3,689.47)</td>
<td>-18.23%</td>
<td>30,350.00</td>
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<tr>
<td>Benefits OPEB</td>
<td>82,400.00</td>
<td>82,400.00</td>
<td>0.00%</td>
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<tr>
<td>Benefit Retiree Expenses</td>
<td>3,739.73</td>
<td>35,036.00</td>
<td>(3,993.85)</td>
<td>-11.40%</td>
<td>52,554.00</td>
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<tr>
<td>Benefit Unemployment</td>
<td>155.14</td>
<td>6,160.00</td>
<td>(2,408.46)</td>
<td>-39.10%</td>
<td>9,240.00</td>
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<tr>
<td>Benefit GASB 68</td>
<td>382,624.50</td>
<td>123,254.50</td>
<td>259,370.00</td>
<td>47.52%</td>
<td>389,055.00</td>
</tr>
<tr>
<td><strong>Capitalized Labor &amp; Benefit Contra</strong></td>
<td>(47,831.29)</td>
<td>(335,052.59)</td>
<td>(366,666.64)</td>
<td>-8.62%</td>
<td>(550,000.00)</td>
</tr>
<tr>
<td><strong>General &amp; Administrative</strong></td>
<td>255,208.94</td>
<td>3,003,106.39</td>
<td>2,945,841.84</td>
<td>57,264.55</td>
<td>4,418,762.68</td>
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<tr>
<td>Fees &amp; Charges</td>
<td>12,497.43</td>
<td>71,169.81</td>
<td>127,396.64</td>
<td>(56,226.83)</td>
<td>191,095.00</td>
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</tbody>
</table>
## Citrus Heights Water District
### Budget Performance Report
As of 8/31/2019

<table>
<thead>
<tr>
<th>Category</th>
<th>August Actual</th>
<th>Year-to-Date Actual</th>
<th>Year-to-Date Budget</th>
<th>YTD Variance</th>
<th>Percent</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulatory Compliance/Permits</td>
<td>6,253.95</td>
<td>67,117.70</td>
<td>56,710.00</td>
<td>10,407.70</td>
<td>18.35%</td>
<td>85,065.00</td>
</tr>
<tr>
<td>District Events &amp; Recognition</td>
<td>3,289.25</td>
<td>19,178.69</td>
<td>43,226.64</td>
<td>(24,047.95)</td>
<td>-55.63%</td>
<td>64,840.00</td>
</tr>
<tr>
<td>Maintenance/Licensing</td>
<td>5,311.58</td>
<td>127,066.26</td>
<td>98,073.36</td>
<td>28,992.90</td>
<td>29.56%</td>
<td>147,110.00</td>
</tr>
<tr>
<td>Equipment Maintenance</td>
<td>3,198.72</td>
<td>42,241.18</td>
<td>68,750.00</td>
<td>(26,508.82)</td>
<td>-38.56%</td>
<td>103,125.00</td>
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<tr>
<td>Professional Development</td>
<td>6,808.88</td>
<td>50,277.62</td>
<td>76,545.92</td>
<td>(26,268.30)</td>
<td>-34.32%</td>
<td>114,819.00</td>
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<tr>
<td>Department Admin</td>
<td>98.46</td>
<td>1,153.62</td>
<td>15,466.72</td>
<td>(14,313.10)</td>
<td>-92.54%</td>
<td>23,200.00</td>
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<tr>
<td>Dues &amp; Subscriptions</td>
<td>995.86</td>
<td>153,181.73</td>
<td>106,828.00</td>
<td>46,553.73</td>
<td>43.66%</td>
<td>159,942.00</td>
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<td>Facility Improvements</td>
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<td></td>
</tr>
<tr>
<td>Fuel &amp; Oil</td>
<td>1,671.04</td>
<td>22,276.70</td>
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<td>General Supplies</td>
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<td>1,130.59</td>
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<td>47,200.00</td>
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<td>Insurance - Auto/Prop/ Liab</td>
<td>62,365.35</td>
<td>59,500.00</td>
<td>2,865.35</td>
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<td>89,250.00</td>
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<tr>
<td>Leasing/Equipment Rental</td>
<td>3,661.27</td>
<td>18,040.00</td>
<td>11,558.78</td>
<td>64.07%</td>
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<td>27,060.00</td>
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<tr>
<td>Parts &amp; Materials</td>
<td>16,443.88</td>
<td>36,666.64</td>
<td>250,279.55</td>
<td>682.58%</td>
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<td>55,000.00</td>
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<tr>
<td>Postage/Shipping/Freight</td>
<td>9,007.01</td>
<td>112,733.36</td>
<td>(8,569.22)</td>
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<td>169,100.00</td>
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<tr>
<td>Rebates &amp; Incentives</td>
<td>600.00</td>
<td>21,735.93</td>
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<td>-71.57%</td>
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<td>29,680.00</td>
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<tr>
<td>Telecom/Network</td>
<td>2,737.30</td>
<td>30,333.36</td>
<td>(8,757.43)</td>
<td>-28.87%</td>
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<td>45,500.00</td>
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<tr>
<td>Tools &amp; Equipment</td>
<td>8,042.10</td>
<td>73,366.64</td>
<td>(40,361.57)</td>
<td>-55.01%</td>
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<td>110,050.00</td>
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<tr>
<td>Utilities</td>
<td>293.42</td>
<td>4,258.43</td>
<td>4,258.43</td>
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<tr>
<td>Write-Off Bad Debt Exp</td>
<td>69.28</td>
<td>3,333.36</td>
<td>(3,264.08)</td>
<td>-97.92%</td>
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<td>5,000.00</td>
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<tr>
<td>Capitalized G&amp;A Contra</td>
<td>(18,187.21)</td>
<td>(207,669.84)</td>
<td>(207,669.84)</td>
<td>0.00%</td>
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<tr>
<td>Capitalized Equipment Contra</td>
<td>(38,816.57)</td>
<td>(284,344.66)</td>
<td>(284,344.66)</td>
<td>0.00%</td>
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<tr>
<td></td>
<td>25,923.37</td>
<td>622,192.84</td>
<td>1,015,423.92</td>
<td>(393,231.08)</td>
<td>-38.73%</td>
<td>1,523,136.00</td>
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<tr>
<td>Professional &amp; Contract Services</td>
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</tr>
<tr>
<td>Support Services</td>
<td>(1,565.92)</td>
<td>437,956.52</td>
<td>1,135,118.00</td>
<td>(697,161.48)</td>
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<td>1,731,377.00</td>
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<tr>
<td>Legal Services</td>
<td>7,398.39</td>
<td>82,312.19</td>
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<td>(117,687.81)</td>
<td>-58.84%</td>
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<tr>
<td>Printing Services</td>
<td>286.72</td>
<td>26,633.36</td>
<td>(17,761.53)</td>
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<tr>
<td></td>
<td>6,119.19</td>
<td>527,140.54</td>
<td>1,359,751.38</td>
<td>(832,610.82)</td>
<td>-61.23%</td>
<td>2,088,327.00</td>
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<tr>
<td>Reserves &amp; Debt Services</td>
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<tr>
<td>Interest Expense</td>
<td>59,647.78</td>
<td>81,750.01</td>
<td>(22,102.23)</td>
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<tr>
<td>Net Increase(Decrease) in Value of Investments</td>
<td>(5,907.73)</td>
<td>(5,907.73)</td>
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<td></td>
<td>122,625.01</td>
</tr>
<tr>
<td></td>
<td>53,740.05</td>
<td>81,750.01</td>
<td>(28,009.96)</td>
<td>-34.25%</td>
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<td>122,625.01</td>
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<tr>
<td>Total Operating Expenses</td>
<td>326,384.84</td>
<td>6,628,418.59</td>
<td>8,253,932.73</td>
<td>(1,625,514.14)</td>
<td>-19.69%</td>
<td>12,409,599.07</td>
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<tr>
<td>Net Income / (Expense)</td>
<td>1,039,181.49</td>
<td>2,890,521.49</td>
<td>1,799,738.27</td>
<td>1,090,783.22</td>
<td>60.61%</td>
<td>3,100,400.93</td>
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## Capital Projects Summary

**Fiscal Period End as of 8/2019**

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Name</th>
<th>BUDGET</th>
<th>AMOUNTS PAID</th>
<th>Project to Date</th>
<th>Remaining Budget</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Forecast Budget</strong></td>
<td><strong>Expenditures to 12/2018</strong></td>
<td><strong>Month to Date</strong></td>
<td><strong>Year to Date</strong></td>
</tr>
<tr>
<td>C15-102</td>
<td>Corporation Yard Improvements</td>
<td>$330,097</td>
<td>$111,419</td>
<td>$19,414</td>
<td>$85,910</td>
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<tr>
<td>C16-131</td>
<td>Wind Way and Longwood Way</td>
<td>$327,158</td>
<td>$23,128</td>
<td>$25,518</td>
<td>$189,046</td>
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<tr>
<td>C16-134</td>
<td>Auburn Blvd-Rusch Park Placer</td>
<td>$10,000</td>
<td>$609</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>C19-108</td>
<td>6230 Sylvan East Wall</td>
<td>$250,000</td>
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<td>$0</td>
<td>$2,432</td>
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<tr>
<td></td>
<td><strong>Construction in Progress</strong></td>
<td><strong>$917,255</strong></td>
<td><strong>$135,166</strong></td>
<td><strong>$44,932</strong></td>
<td><strong>$277,388</strong></td>
</tr>
<tr>
<td>C18-013</td>
<td>Water Meter Replacements</td>
<td>$46,497</td>
<td>$10,847</td>
<td>$0</td>
<td>$60,401</td>
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<tr>
<td>C19-010</td>
<td>Water Main Replacements</td>
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<tr>
<td>C19-011</td>
<td>Water Valve Replacements</td>
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<td>$0</td>
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<tr>
<td>C19-012</td>
<td>Water Service Connections</td>
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<td>C19-013</td>
<td>Water Meter Replacements</td>
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<td>$0</td>
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<tr>
<td>C19-014</td>
<td>Fire Hydrants</td>
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<td>$5,429</td>
<td>$66,437</td>
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### AUGUST 2019 WARRANTS

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### AUGUST 2019 WARRANTS

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**Total** $1,480,695.13

- ACH 1168-2019-7 INVOICE CLOUD: Bank Fee $4,970.90
- ACH HARRIS & ASSOCIATES: Contract Services-Engineering $22,284.17
- ACH JULY 2019 CLAIMS: Employee Paid Insurance $1,875.00
- ACH JULY 2019 BOW: Bank Fee $1,542.06
- ACH JULY 2019 US Bank: See August Agenda Item CC-09 $9,426.02
- ACH JULY 2019 CHASE: Bank Fee $2,402.42
- ACH JULY 2019 FEE-PAYCHEX: Contract Services-Other $463.70
- ACH SEPTEMBER 2019 PRINCIPAL LIFE: Health Insurance $7,786.80
- ACH VALIC 8/8/19 PAYDAY: Deferred Compensation $4,529.25
- ACH VOYA 8/22/19 PAYDAY: Deferred Compensation $25.00
- ACH VOYA 8/8/19 PAYDAY: Deferred Compensation $25.00
- ACH GASS 68 S.FEE: PERS $1,450.00
- ACH PERS 8/22/19 PAYDAY: PERS $20,932.61
- ACH PERS 8/20/19P DayAY: PERS $21,390.70
- ACH PERS 8/6/19 PAYDAY: PERS $21,991.19
- ACH VALIC 8/22/19 PAYDAY: Deferred Compensation $4,529.25

**Total** $125,624.07

**Grand Total** $1,606,319.20

September Checks Approved at September Board Meeting

- 68224 Innovyze: Maintenance Agreement-Software $8,283.36
- 68225 Martin General Engineering Inc: Contract Services Engineering $65,839.75
- ACH US Bank I.M.P.A.C. Government Services: See September Agenda Item CC-09 $13,496.68

**Total** $87,619.79
# US BANK - CAL-Card Distributions

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| Total Bill | $130.00 | $298.39 | $73.50 | $792.61 | $1,748.00 | $783.20 | $241.96 | $742.56 | $96.57 | $4,753.68 | $493.91 | $365.48 | $13,496.68 |

**CC-09**
### DIRECTORS

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**Total - Directors**: $7,069.21
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The following District employees were recognized for perfect attendance during July 2019, and outstanding customer service and quality of work during the month of August 2019.

**Administrative Services & Water Efficiency Department**

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<th>Customer Service</th>
<th>Work Quality</th>
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<td>Brady Chambers</td>
<td>Yes</td>
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<td>Gave the August safety presentation.</td>
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<td>Kelly Drake</td>
<td>Yes</td>
<td>A new resident of Citrus Heights called to give thanks and kudos to Kelly after he followed up quickly and effectively to a telephone message that was left for water efficiency.</td>
<td>Assisted with constructing the slideshow for the August safety presentation.</td>
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<tr>
<td>Madeline Henry</td>
<td>Yes</td>
<td></td>
<td>Assisted with proofing and formatting HR policy update.</td>
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<td>Prepared a staff report and presented at the August Board Meeting.</td>
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<tr>
<td>Dana Mellado</td>
<td>Yes</td>
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<tr>
<td>Rex Meurer</td>
<td>Yes</td>
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<td>Britney Moore</td>
<td>Yes</td>
<td>Helped to stand in at the front counter when there was a staff outage due to a family emergency.</td>
<td>Assisted with proofing and formatting HR policy update. Prepared a staff report and presented at the August Board Meeting.</td>
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<td>Jeff Ott</td>
<td>Yes</td>
<td>Assisting staff with issues on their laptop.</td>
<td>Work on the Corp Yard Safety improvements.</td>
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<td>Alberto Preciado</td>
<td>Yes</td>
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<td>Assisting with the Financial Model Update</td>
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<td>Beth Shockley</td>
<td>Yes</td>
<td>Beth helped Alberto to set up two meals for a professional organization; Alberto had never ordered catering, and Beth helped to make the event a success, and raise the District’s profile in the world of government finance.</td>
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<td>Desiree Smith</td>
<td>Yes</td>
<td>Desiree assisted a customer whose water had been disconnected. The customer had many questions and Desiree helped to explain his account, the payment options available, and set up the customer for Autopay to avoid any future issues with the customer’s account.</td>
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**Engineering Department**

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<tr>
<th>Name</th>
<th>Attendance</th>
<th>Customer Service</th>
<th>Work Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tamar Dawson</td>
<td>Yes</td>
<td></td>
<td>Worked on the review of private development project during off hours (Mitchell Farms).</td>
</tr>
</tbody>
</table>
## Operations Department

<table>
<thead>
<tr>
<th>Name</th>
<th>Attendance</th>
<th>Customer Service</th>
<th>Work Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Buford</td>
<td>Yes</td>
<td>Customer on Niessen Way called to compliment the crew on a great job throughout the project of replacing a water service on their property.</td>
<td></td>
</tr>
<tr>
<td>Jarrett Flink</td>
<td>Yes</td>
<td></td>
<td>Friday – 8/23: assisted standby with an emergency fire hydrant shutoff emergency and cleanup.</td>
</tr>
<tr>
<td>Gilbert Garcia</td>
<td></td>
<td>Customer on Niessen Way called to compliment the crew on a great job throughout the project of replacing a water service on their property.</td>
<td></td>
</tr>
<tr>
<td>Brian Hensley</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rick Jimenez</td>
<td>Yes</td>
<td>Customer on Celine Dr. called to compliment Rick for assisting with a broken pipe emergency in their front yard.</td>
<td>Gave the August safety presentation.</td>
</tr>
<tr>
<td>Ricky Kelley</td>
<td></td>
<td></td>
<td>Friday – 8/23: assisted standby with an emergency fire hydrant shutoff emergency and cleanup.</td>
</tr>
<tr>
<td>Name</td>
<td>Attendance</td>
<td>Customer Service</td>
<td>Work Quality</td>
</tr>
<tr>
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<td>--------------</td>
</tr>
<tr>
<td>Mike Marieth</td>
<td>Yes</td>
<td>Customer on Celine Dr. called to compliment Mike for assisting with a broken pipe emergency in their front yard.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Customer on Mansfield Dr. called to thank Mike for his prompt and professional service in locating multiple broken sprinklers on their irrigation system.</td>
<td></td>
</tr>
<tr>
<td>Rebecca Scott</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Spinella</td>
<td>Yes</td>
<td>Customer on Niessen Way called to compliment the crew on a great job throughout the project of replacing a water service on their property.</td>
<td></td>
</tr>
</tbody>
</table>
## CITRUS HEIGHTS WATER DISTRICT

**DISTRICT STAFF REPORT TO BOARD OF DIRECTORS**

**SEPTEMBER 18, 2019 MEETING**

---

**OBJECTIVE:**
Listed below is the current Long Range Agenda.

### CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA

<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>MEETING TYPE</th>
<th>ITEM DESCRIPTION</th>
<th>ASSIGNED</th>
<th>AGENDA TYPE</th>
<th>AGENDA ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 16, 2019</td>
<td></td>
<td>Emergency Response Plan (Policy 5100)</td>
<td>Gordon/Scott</td>
<td>B</td>
<td>A</td>
</tr>
<tr>
<td>October 16, 2019</td>
<td></td>
<td>Misc. Charges and Fees - Proposed</td>
<td>Talwar</td>
<td>S</td>
<td>I/D</td>
</tr>
<tr>
<td>October 16, 2019</td>
<td></td>
<td>District-wide Annexation Project</td>
<td>Pieri</td>
<td>B</td>
<td>I/D</td>
</tr>
<tr>
<td>November 20, 2019</td>
<td></td>
<td>Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits, and Directors’ Compensation</td>
<td>Henry</td>
<td>B</td>
<td>A</td>
</tr>
<tr>
<td>November 20, 2019</td>
<td></td>
<td>2019 Strategic Plan Update</td>
<td>Henry</td>
<td>CC</td>
<td>I/D</td>
</tr>
<tr>
<td>November 20, 2019</td>
<td></td>
<td>Award of Contract for Electronic Document Retention Management System (EDRMS)</td>
<td>Talwar/Ott</td>
<td>B</td>
<td>A</td>
</tr>
<tr>
<td>November 25, 2019</td>
<td>Special Board Meeting</td>
<td>2020 Operating and Capital Budgets</td>
<td>Straus/Talwar/Pieri/Gordon</td>
<td>PH</td>
<td>A</td>
</tr>
<tr>
<td>November 25, 2019</td>
<td>Special Board Meeting</td>
<td>2020 Water Rates, Charges and Fees</td>
<td>Straus/Talwar</td>
<td>PH</td>
<td>A</td>
</tr>
<tr>
<td>November 25, 2019</td>
<td>Special Board Meeting</td>
<td>2020 Capacity Fees</td>
<td>Straus/Talwar</td>
<td>PH</td>
<td>A</td>
</tr>
<tr>
<td>December 18, 2019</td>
<td></td>
<td>Committee Assignments</td>
<td>Henry</td>
<td>B</td>
<td>A</td>
</tr>
<tr>
<td>December 18, 2019</td>
<td></td>
<td>District Officers</td>
<td>Henry</td>
<td>B</td>
<td>A</td>
</tr>
<tr>
<td>December 18, 2019</td>
<td></td>
<td>Selection of President and Vice President</td>
<td>Henry</td>
<td>B</td>
<td>A</td>
</tr>
<tr>
<td>January 15, 2020</td>
<td></td>
<td>Strategic Plan Preview</td>
<td>Henry</td>
<td>P</td>
<td>A</td>
</tr>
<tr>
<td>February 19, 2020</td>
<td></td>
<td>Investment of District Funds</td>
<td>Talwar/General Counsel</td>
<td>B</td>
<td>A</td>
</tr>
</tbody>
</table>
Significant assignments and activities for the Engineering Department are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

<table>
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<tr>
<th>Items of Interest</th>
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<th>Project Team</th>
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<tbody>
<tr>
<td>PROJECT 2030 Water Main Replacement Project</td>
<td>Engineering</td>
<td>Director of Engineering and Project Manager</td>
<td>Ongoing</td>
<td>Yes, 10/16/19 (Final Completion Update)</td>
<td>Yes</td>
<td>Masterplan for replacement of water mains.</td>
<td>Top Alternative selected at CAC Workshop #7 on 06/11/19. Top Alternative Implementation Plan to be developed and discussed at CAC Workshop #8 on 09/10/19.</td>
</tr>
<tr>
<td>Items of Interest</td>
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</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECT</td>
<td>Engineering</td>
<td>Director of Engineering and Project Manager</td>
<td>On-going</td>
<td>Yes, 07/17/19 (Award of Contract)</td>
<td>Yes</td>
<td>Masterplan for office space requirements through 2045.</td>
<td>Project kick-off meeting occurred on 07/24/19.</td>
</tr>
<tr>
<td>Corporation Yard / Facilities Master Plan Buildout</td>
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</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECT</td>
<td>Engineering</td>
<td>Senior Construction Inspector and Project Manager</td>
<td>On-going</td>
<td>Yes, 06/20/18 (Notice of Completion)</td>
<td>Yes</td>
<td>2017 design, 2018 construction.</td>
<td>Easements being prepared by District.</td>
</tr>
<tr>
<td>Highland Ave &amp; Rosa Vista Ln 8” Water Mains</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>6825/28 Rosa Vista Lane easement recorded on 08/15/19. Awaiting easements from other property owners.</td>
</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECT</td>
<td>Engineering</td>
<td>Project Manager and Assistant Engineer</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>Yes</td>
<td>2018 design, 2019 construction.</td>
<td>Construction to be completed by District Operations staff. Construction began in June 2019. 90% Complete.</td>
</tr>
<tr>
<td>Items of Interest</td>
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</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECT</td>
<td>Engineering</td>
<td>Project Manager, Assistant Engineer and Senior Construction Inspector</td>
<td>On-going</td>
<td>Yes, 04/17/19 (Award of Contract)</td>
<td>Yes</td>
<td>2018 design, 2019 construction.</td>
<td>Award of Contract approved on 04/17/19. Notice to Proceed sent to contractor on 05/21/19. Construction began on 06/24/19. 75% Complete.</td>
</tr>
<tr>
<td>Pleasantview Dr 8&quot; Water Main</td>
<td></td>
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</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECT</td>
<td>Engineering</td>
<td>Project Manager and Assistant Engineer</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>Yes</td>
<td>2019 design, 2019 construction.</td>
<td>Plans sent to Engineer on 05/02/18. Potholing completed. Preparing 90% plans. Right-of-Way agent began easement process for the project.</td>
</tr>
<tr>
<td>Michigan Dr 8&quot; &amp; 6&quot; Water Mains</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECT</td>
<td>Engineering</td>
<td>Project Manager and Assistant Engineer</td>
<td>On-going</td>
<td>Yes, 08/21/19 (Award of Contract)</td>
<td>Yes</td>
<td>2018 design, 2019 construction.</td>
<td>Contract awarded at the 08/21/19 Board Meeting. Contract documents being obtained from Contractor.</td>
</tr>
<tr>
<td>Old Auburn Rd - Daffodil to Wooddale 8&quot; Water Main</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECT Cologne Way 6&quot; Water Main</td>
<td>Engineering</td>
<td>Project Manager and Assistant Engineer</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>Yes</td>
<td>2019 design, 2019 construction.</td>
<td>District to provide 60% mark-ups to Consultant. Right-of-Way agent began easement process for the project.</td>
</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECT Quiet Oak Ln 8&quot; Water Main</td>
<td>Engineering</td>
<td>Project Manager, Assistant Engineer and Senior Construction Inspector</td>
<td>On-going</td>
<td>Yes, 04/17/19 (Award of Contract)</td>
<td>Yes</td>
<td>2018 design, 2019 construction.</td>
<td>Award of Contract approved on 04/17/19. Notice to Proceed sent to contractor on 05/21/19. Construction began on 06/24/19. 75% Complete.</td>
</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECT Patton Avenue - Watson Way to North</td>
<td>Engineering</td>
<td>Project Manager and Assistant Engineer</td>
<td>On-going</td>
<td>Yes, 08/21/19 (Award of Contract)</td>
<td>Yes</td>
<td>2019 design, 2019 construction.</td>
<td>Contract awarded at the 08/21/19 Board Meeting.</td>
</tr>
<tr>
<td>Items of Interest</td>
<td>Department</td>
<td>Project Team</td>
<td>Date</td>
<td>To Board? If so, Date</td>
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</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECT Watson Way - Sherlock Way to Well Site</td>
<td>Engineering</td>
<td>Project Manager and Assistant Engineer</td>
<td>On-going</td>
<td>Yes, 08/21/19 (Award of Contract)</td>
<td>Yes</td>
<td>2019 design, 2019 construction.</td>
<td>Contract awarded at the 08/21/19 Board Meeting.</td>
</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Rd East Side Wall</td>
<td>Engineering</td>
<td>Project Manager and Assistant Engineer</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>No</td>
<td>Wall along the east side of District property.</td>
<td>Task Order executed with Engineer. District following up with SJUSD regarding property.</td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Dr</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>No</td>
<td>200-300 unit development by Watt Communities.</td>
<td>Received second submittal 07/03/19. District provided comments to developer's engineer on 08/23/19.</td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT Mitchell Farms Land Exchange - 7925 Arcadia Dr</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>No</td>
<td>Land Exchange of District's Well Site for development property.</td>
<td>Received third submittal from developer's engineer on 08/20/19.</td>
</tr>
<tr>
<td>Items of Interest</td>
<td>Department</td>
<td>Project Team</td>
<td>Date</td>
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</tr>
<tr>
<td>PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>Ongoing</td>
<td>No</td>
<td>No</td>
<td>Seniors apartment complex with 42 one bedroom and 68 two bedroom units.</td>
<td>Received Project Referral and proposed site plan on 11/13/18. District sent Will Serve Letter on 12/04/18. Awaiting first submittal from developer's engineer.</td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>Ongoing</td>
<td>No</td>
<td>No</td>
<td>Parcel being split into 3 for 3 home subdivision.</td>
<td>Plans signed on 09/19/18. Awaiting construction.</td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT 8053 Holly Dr Parcel Split 1 - 3</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>Ongoing</td>
<td>No</td>
<td>No</td>
<td>Parcel being split into 3 for 3 home subdivision.</td>
<td>Final plans signed and fees received on 05/10/18. District Operations staff began construction on 09/25/18. 98% Complete. Awaiting final street improvements before completion can occur.</td>
</tr>
<tr>
<td>Items of Interest</td>
<td>Department</td>
<td>Project Team</td>
<td>Date</td>
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</tr>
<tr>
<td>PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>Parcel being split into 3 for 3 home subdivision.</td>
<td>Received initial plans on 10/01/18. District provided comments to the developer's engineer on 01/02/19.</td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT 8116 Holly Dr Parcel Split 1 - 2</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>Parcel being split into 2 with 2 existing homes and meters.</td>
<td>Received Project Referral 11/16/18. Conditions of Approval letter sent 11/28/18.</td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11</td>
<td>Engineering</td>
<td>Senior Construction Inspector</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>Commercial Development.</td>
<td>Preconstruction meeting occurred on 05/22/19. Construction began on 05/23/19. 99% Complete. Punchlist provided to contractor on 08/13/19.</td>
</tr>
<tr>
<td>Items of Interest</td>
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</tr>
<tr>
<td>PRIVATE DEVELOPMENT 8525 Auburn Blvd Big Lots</td>
<td>Engineering</td>
<td>Senior Construction Inspector and Director of Engineering</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>Commercial Development.</td>
<td>Project 100% Complete. Need Signed Common Area Maintenance Agreement from developer to be sent to District. Easements received. Documents submitted to Sacramento County and Placer County on 07/31/19 for recordation. Sacramento County easement documents received on 08/26/19.</td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT 5425 Sunrise Blvd Sunrise Village</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>Redevelopment of Sunrise Village.</td>
<td>Received Project Review request from City of Citrus Heights on 07/03/19. Provided will serve letter to the City on 07/31/19.</td>
</tr>
<tr>
<td>Items of Interest</td>
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</tr>
<tr>
<td>PRIVATE DEVELOPMENT 8501 Auburn Blvd Parcel Split</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>Ongoing</td>
<td>No</td>
<td>No</td>
<td>Potential parcel split from one parcel to four parcels.</td>
<td>Sent conditions of approval letter on 09/06/18. Waiting for the developer engineer's to prepare easements.</td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT 8501 Auburn Blvd Studio Movie Grill</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>Ongoing</td>
<td>No</td>
<td>No</td>
<td>Commercial Development.</td>
<td>Received second submittal from engineer on 03/25/19. Sent comments to developer's engineer on 04/16/19. Awaiting next submittal and easements from developer.</td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>Ongoing</td>
<td>No</td>
<td>No</td>
<td>Proposed multi-unit housing complex for low-income and homeless.</td>
<td>Received project referral and initial plans on 10/11/18. Will-Serve letter sent 11/21/18. Awaiting first plan submittal from developer's engineer.</td>
</tr>
<tr>
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</tr>
<tr>
<td>PRIVATE DEVELOPMENT 8220 Sunrise Blvd</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>Proposed memory care facility.</td>
<td>Received schematic plans on 05/08/19.</td>
</tr>
<tr>
<td>Carefield Citrus Heights</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Will-Serve letter sent 05/20/19.</td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT Livoti Development</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>Six Parcel Subdivision.</td>
<td>Received second submittal on 05/20/19.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>District provided comments to the engineer on 06/26/19.</td>
</tr>
<tr>
<td>COMCAST</td>
<td>Engineering</td>
<td>Assistant Engineer and GIS Specialist</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>Various communications boring projects throughout the service area.</td>
<td>District has provided water utility maps for all requested projects.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Awaiting resubmittal from Comcast engineer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Awaiting as-builts on all completed projects.</td>
</tr>
<tr>
<td>Items of Interest</td>
<td>Department</td>
<td>Project Team</td>
<td>Date</td>
<td>To Board? If so, Date</td>
<td>Strategic Planning Item</td>
<td>Item Description</td>
<td>Update from Last Report/ Current Status</td>
</tr>
<tr>
<td>-------------------</td>
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<td>------------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>CITY OF CITRUS HEIGHTS DRAINAGE PROJECT Highland Ave</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>On-going</td>
<td>No</td>
<td>Yes</td>
<td>Highland Ave Drainage Project.</td>
<td>District completed relocation of water facilities. Awaiting completion of storm drain improvements by City contractor.</td>
</tr>
<tr>
<td>CITY OF CITRUS HEIGHTS DRAINAGE PROJECT Wonder St</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>Yes</td>
<td>Wonder St Drainage Project.</td>
<td>Anticipate bid and start of construction in 2019. &quot;B&quot; Plans sent back 08/21/17 with comments. Coordinating utility conflicts and possible easement.</td>
</tr>
<tr>
<td>CITY OF CITRUS HEIGHTS PROJECT Bonita &amp; Old Auburn Rd Storm Drain Improvements</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>Bonita Way &amp; Old Auburn Rd Storm Drain Project.</td>
<td>Received 30% plans on 05/21/18. District sent City's engineer data on 08/03/18.</td>
</tr>
<tr>
<td>Items of Interest</td>
<td>Department</td>
<td>Project Team</td>
<td>Date</td>
<td>To Board? If so, Date</td>
<td>Strategic Planning Item</td>
<td>Item Description</td>
<td>Update from Last Report/ Current Status</td>
</tr>
<tr>
<td>-------------------</td>
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<td>---------------------------------------------------</td>
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<td>-----------------------</td>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>On-going</td>
<td>No</td>
<td>Yes</td>
<td>Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.</td>
<td>District inspecting City contractor’s work as needed. Awaiting completion of storm drain improvements by City contractor.</td>
</tr>
<tr>
<td>CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase IV</td>
<td>Engineering</td>
<td>Director of Engineering and Assistant Engineer</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>Yes</td>
<td>Frontage improvements along east side of Mariposa Ave from Madison Ave to Skycrest School.</td>
<td>Attended kick-off meeting with the City on 01/14/19. District provided comments to City's engineer on 05/02/19. District prepared Cost Liability letter to the City of Citrus Heights on 06/27/19.</td>
</tr>
<tr>
<td>COUNTY OF SACRAMENTO Overlay Oak Avenue from Hazel Ave to Granite Ave</td>
<td>Engineering</td>
<td>Director of Engineering and Senior Construction Inspector</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>Road improvements along Oak Ave from Hazel Ave to Granite Ave.</td>
<td>District prepared agreement with County contractor. Project 100% Complete.</td>
</tr>
<tr>
<td>Items of Interest</td>
<td>Department</td>
<td>Project Team</td>
<td>Date</td>
<td>To Board? If so, Date</td>
<td>Strategic Planning Item</td>
<td>Item Description</td>
<td>Update from Last Report/ Current Status</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------</td>
<td>------------------------</td>
<td>-------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>District-wide Annexation Project</td>
<td>Engineering</td>
<td>Director of Engineering, Project Manager and Assistant Engineer</td>
<td>2018</td>
<td>Yes, 07/17/19 (Award of Contract)</td>
<td>Yes</td>
<td>Annex properties into the District to clarify and revise District boundaries.</td>
<td>District Board meeting minutes sent out on 08/27/19 to be scanned. Progress meeting with District's engineer held on 09/09/19. Project 5% Complete.</td>
</tr>
<tr>
<td>District-wide Easement Project</td>
<td>Engineering</td>
<td>Director of Engineering, Project Manager and Assistant Engineer</td>
<td>2018</td>
<td>Yes, TBD</td>
<td>Yes</td>
<td>Research and review District facility locations and easements for potential additions/revisions.</td>
<td>Staff will begin this project once the annexation project is near completion.</td>
</tr>
</tbody>
</table>
### Facilities Maintenance

<table>
<thead>
<tr>
<th>Service</th>
<th>August</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backflow Maintenance</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Blow Off Maintenance</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hydrant Maintenance</td>
<td>1</td>
<td>127</td>
</tr>
<tr>
<td>Leak Investigation</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mainline Repair/Maintenance</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Meter Box Maintenance</td>
<td>4</td>
<td>38</td>
</tr>
<tr>
<td>Meter Register Replacement</td>
<td>12</td>
<td>133</td>
</tr>
</tbody>
</table>

### CIP Projects

<table>
<thead>
<tr>
<th>CIP Project</th>
<th>August</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>C19-010 Water Mainline</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>C19-011 Water Valves</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>C19-012 Water Services</td>
<td>6</td>
<td>163</td>
</tr>
<tr>
<td>C19-013 Water Meters</td>
<td>3</td>
<td>31</td>
</tr>
<tr>
<td>C19-014 Fire Hydrants</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>C19-103 Pot Hole Main</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>19</td>
<td>648</td>
</tr>
</tbody>
</table>

### Water Quality

*Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 72 samples were collected with no positive results.*
## Objective:
Report on annual water supply including comparison with prior years.

<table>
<thead>
<tr>
<th>Month</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>Year-to-Date Comparison to 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>602.52</td>
<td>602.39</td>
<td>570.05</td>
<td>539.60</td>
<td>506.81</td>
<td>531.38</td>
<td>466.43</td>
<td>54.43</td>
</tr>
<tr>
<td>Feb</td>
<td>606.36</td>
<td>450.96</td>
<td>511.52</td>
<td>484.53</td>
<td>443.99</td>
<td>525.73</td>
<td>418.47</td>
<td>29.01</td>
</tr>
<tr>
<td>Mar</td>
<td>819.55</td>
<td>612.20</td>
<td>725.95</td>
<td>517.56</td>
<td>546.60</td>
<td>540.78</td>
<td>496.33</td>
<td>20.54</td>
</tr>
<tr>
<td>Apr</td>
<td>1,029.73</td>
<td>737.30</td>
<td>761.02</td>
<td>677.81</td>
<td>575.52</td>
<td>646.09</td>
<td>651.54</td>
<td>31.36</td>
</tr>
<tr>
<td>May</td>
<td>1,603.43</td>
<td>1,190.07</td>
<td>869.08</td>
<td>979.49</td>
<td>1,138.72</td>
<td>1,072.27</td>
<td>929.85</td>
<td>47.56</td>
</tr>
<tr>
<td>Jun</td>
<td>1,816.73</td>
<td>1,548.66</td>
<td>1,065.10</td>
<td>1,343.76</td>
<td>1,412.94</td>
<td>1,387.03</td>
<td>1,312.73</td>
<td>15.34</td>
</tr>
<tr>
<td>Jul</td>
<td>2,059.21</td>
<td>1,622.10</td>
<td>1,184.95</td>
<td>1,544.57</td>
<td>1,650.76</td>
<td>1,737.13</td>
<td>1,582.40</td>
<td>0.00</td>
</tr>
<tr>
<td>Aug</td>
<td>1,924.28</td>
<td>1,477.49</td>
<td>1,188.18</td>
<td>1,579.80</td>
<td>1,570.80</td>
<td>1,583.78</td>
<td>1,603.36</td>
<td>0.00</td>
</tr>
<tr>
<td>Sep</td>
<td>1,509.82</td>
<td>1,275.11</td>
<td>1,069.78</td>
<td>1,257.91</td>
<td>1,441.76</td>
<td>1,330.19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>1,297.42</td>
<td>1,030.74</td>
<td>918.67</td>
<td>840.80</td>
<td>1,128.97</td>
<td>1,061.88</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>911.55</td>
<td>682.48</td>
<td>589.6</td>
<td>561.82</td>
<td>631.55</td>
<td>807.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>700.94</td>
<td>563.15</td>
<td>519.57</td>
<td>518.62</td>
<td>574.43</td>
<td>558.97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>14,881.54</td>
<td>11,792.65</td>
<td>9,973.47</td>
<td>10,846.27</td>
<td>11,622.85</td>
<td>11,782.93</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Total</td>
<td>97.41%</td>
<td>2.59%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OBJECTIVE:
Receive status report on surface water supplies available to the Citrus Heights Water District (District).

BACKGROUND AND ANALYSIS:
As of September 1, 2019, storage in Folsom Lake (Lake) was at 759,400 acre-feet, 78 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 76,100 acre-feet in the past month.

The District’s total water use during the month of August 2019 (1,603.36 acre-feet) was 16.7 percent below that of August 2013 (1,924.28 acre-feet).

The District continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. The District’s groundwater production wells: Bonita, Skycrest, Mitchell Farms and Sylvan, are operational and used on a rotational or as-needed basis. Other District groundwater production wells, Palm and Sunrise, are at various stages of repairs.
AGENDA ITEM: CC-17

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
SEPTEMBER 18, 2019 MEETING

SUBJECT           : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
STATUS          : Information Item
REPORT DATE      : September 3, 2019
PREPARED BY      : Rex W. Meurer, Water Efficiency Supervisor

Water Efficiency, Safety and Meter Program updates are summarized below.

ACTIVITIES AND PROGRESS REPORT
Water Efficiency, Safety and Meter Program activities during the month of August 2019 include:

- 8 High Efficiency Toilet (HET) rebates were processed. This compares to 16 HET rebates processed for the month of August 2018. The 5 year monthly average (2014-2018) of August HET rebates is 29. A total of $5,625.00 in HET rebates have been issued year-to-date.

- A total of 5 High Efficiency Clothes Washer (HECW) rebates were issued during the second quarter of 2019. This compares to 7 HECW rebates issued for the second quarter of 2018. A total of 12 HECW rebates were issued year to date.

- 216 service calls were completed. There was 2 reports of water waste received through CHWD’s Water Efficiency web page.

- Five WaterSmart classes are planned for 2019. The fourth class, titled “Nurturing Your WaterSmart Garden’s Health” was held on Saturday, July 27, 2019. The final class will be held on Thursday, October 17, 6 pm-8 pm. The title for the class is “It’s the Perfect Time to Revitalize Your Landscape”. Topics include: ways to build and nurture healthy soil; strategies for keeping rain and irrigation water in your landscape; how to select and place the right plants; and efficient irrigation strategies for new and maturing landscapes. All classes are being held at the Citrus Heights Community Center.

- CHWD has secured three garden plots at the Sylvan Ranch Community Garden (SRCG). The plots will feature water efficient landscaping. The project will be completed in two phases. Phase 1 will include a gardening area at the corner of Sylvan Rd. and Stock Ranch Rd. Phase II will be an education area for activities, such as workshops and presentations. Funding for the rental, development, and maintenance of the garden plots is included in the 2019 budget and is planned for the 2020 budget. Staff will meet with the SRCG Board of Directors on Thursday, October 17, 2019. Plans for the plot design will be presented to the SRCG Board for their review and comment.

- The Department of Water Resources (DWR) has reviewed the Citrus Heights Water District’s Validated Water Loss Audit Report (for data year 2017). DWR found the report addresses the requirements of Chapter 7, Division 2, of Title 23 on Water Loss Audits and Water Loss Control Reporting. This completes the District’s 2017 SB 555 reporting requirements for 2017.
• Staff is currently updating the District’s Emergency Operations Plan (EOP). The last update to the EOP was in July 2011. The EOP establishes procedures and provides information necessary to ensure that members of CHWD’s staff are knowledgeable about what to do in the event of an emergency. The District is using consultant Brenna Howell with Foster-Morrison to assist with the EOP update. Staff met with the consultant on Wednesday, May 15, to review recommended updates and revisions to the EOP. The consultant provided staff with a draft EOP and a draft template of EOP Annex’s, covering the Emergency Operation Center (EOC) and the Emergency Response Plan (ERP). The Consultant and staff will present the EOP to the Board of Directors, at the Board meeting, on Wednesday, October 16.

• The seventh group safety presentation, in a series of eleven group safety presentations, was presented on Thursday, August 15. The topic was “Defensive Driving”. The presenters were Brady Chambers, Water Efficiency Technician; Paul Dietrich, Project Manager; and Rick Jimenez, Water Distribution Operator. The eighth presentation will be given on Thursday, September 12, and the topic is “First Aid”. The presenters will be, Ricky Kelly, Water Distribution Worker; David Gordon, Director of Operations; and Desiree Smith, Customer Service Technician II.

• The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

<table>
<thead>
<tr>
<th>Month</th>
<th>R-GPCD 2018</th>
<th>R-GPCD 2019</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>77</td>
<td>76</td>
<td>-.01%</td>
</tr>
<tr>
<td>February</td>
<td>85</td>
<td>72</td>
<td>-.15%</td>
</tr>
<tr>
<td>March</td>
<td>79</td>
<td>75</td>
<td>-.05%</td>
</tr>
<tr>
<td>April</td>
<td>100</td>
<td>103</td>
<td>+.03%</td>
</tr>
<tr>
<td>May</td>
<td>156</td>
<td>147</td>
<td>-.06%</td>
</tr>
<tr>
<td>June</td>
<td>209</td>
<td>200</td>
<td>-.04%</td>
</tr>
<tr>
<td>July</td>
<td>253</td>
<td>231</td>
<td>-.09%</td>
</tr>
<tr>
<td>August</td>
<td>231</td>
<td>234</td>
<td>+.01%</td>
</tr>
</tbody>
</table>
OBJECTIVE:
Consider adoption of Resolution 13-2019 for 2019 Test Hole Drilling Services at the Highland Avenue proposed well site, and authorize execution and recording of a Notice of Completion for the project.

BACKGROUND AND ANALYSIS:
On December 11, 2018, the Citrus Heights Water District (District) executed an agreement with ABC Liovin Drilling, Inc. for test hole drilling services at the proposed well site on Highland Avenue. In order to verify the quality and quantity of the groundwater below a potential well site property, the District utilizes a test hole drilling contractor. The scope of work for the project included the following:

1) Drilling a 8-3/4 inch diameter hole to a depth of approximately 600 feet;
2) Collection of drill cutting samples every 10 feet for geophysical logging;
3) Performing water quality zone sampling at three discrete zones, as identified by the District; and
4) Abandonment of the test hole using cement grout and in accordance with State and County regulations.

The final inspection of ABC Liovin Drilling, Inc.’s restoration work was performed on August 1, 2019, and the project is now complete. The total project cost was $126,500, which included materials, labor and equipment. Funding for the test hole drilling was allocated in the C17-104B: Groundwater Well Property Acquisition project budget.

RECOMMENDATION:
Adopt Resolution 13-2019 Accepting 2019 Test Hole Drilling Services, and authorize the District Secretary to execute and record a Notice of Completion for the project.

ATTACHMENT:
Resolution 13-2019 Accepting 2019 Test Hole Drilling Services

ACTION:
Moved by Director ____________, Seconded by Director ____________, Carried __________
WHEREAS, on December 11, 2018 a contract was executed between the Citrus Heights Water District (the District) and ABC Liovin Drilling, Inc. for 2019 Test Hole Drilling Services; and

WHEREAS, ABC Liovin Drilling, Inc. has completed the work for 2019 Test Hole Drilling Services performed in accordance with the contract and specifications documents prepared by the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Citrus Heights Water District that the 2019 Test Hole Drilling Services performed within the District’s service area is accepted as complete.

BE IT FURTHER RESOLVED that the District Secretary is authorized to execute a Notice of Completion, Exhibit A, for the 2019 Test Hole Drilling Services and to have said Notice recorded with the Office of the Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 18th day of September, 2019 by the following vote, to wit:

AYES: Directors:
NOES: Directors:
ABSTAIN: Directors:
ABSENT: Directors:

SEAL

CARYL F. SHEEHAN, President
Board of Directors
Citrus Heights Water District

ATTEST:

MADELINE HENRY, Acting Chief Board Clerk
Citrus Heights Water District
NOTICE OF COMPLETION FOR 2019 TEST HOLE DRILLING SERVICES

1. Project Name: 2019 Test Hole Drilling Services
2. Prime Contractor: ABC Liovin Drilling, Inc.
3. Date of Contract: December 11, 2018
4. Date of Completion: August 1, 2019
5. Project Site Locations: The Project was performed throughout the Citrus Heights Water District (District) Service Area. The District Service Area is within four local jurisdictions which include the City of Citrus Heights, Sacramento County, Placer County and the City of Roseville.
6. Description of Work or Materials Furnished: The Scope of Work for this Project consists of furnishing all materials, labor, equipment, fuel, tools, transportation and services for direct rotary drilling, sampling and logging, zone sampling, and abandonment of one (1) test hole. The purpose of the work is to obtain geologic, hydrologic, and water quality information concerning the water-bearing formations at the specified site.
7. Owner’s Property Interest in Site is: vendee under contract
8. Owner: Citrus Heights Water District, 6230 Sylvan Rd, Citrus Heights, CA 95610
9. Signature for Owner: 

Hilary M. Straus, General Manager/Secretary
Citrus Heights Water District

VERIFICATION

I hereby verify, under the penalty of perjury, that Hilary M. Straus who signed the foregoing Notice of Completion and that the facts and contents therein are true and correct to the best of my knowledge.

DATE: September 18, 2019

Madeline Henry, Acting Chief Board Clerk
Citrus Heights Water District
OBJECTIVE:
Consider approving an amendment to the Injury Illness Prevention Program (IIPP), to include a Lock
Out/Block Out Plan.

BACKGROUND AND ANALYSIS:
On October 2, 1989, Senate Bill 198 was adopted, mandating that after July 1, 1991, any employer with
10 or more employees (public or private) must implement and maintain an Injury & Illness Prevention
Program (IIPP) in accordance with the California Code of Regulations, Title 8, Division 1, Chapter 4,
Subchapter 7, and Section 3203 of the General Industry Safety Orders. A few noteworthy examples from
the District’s IIPP (Attachment 1) are: Hazard Assessment, Recordkeeping, and an Injury and Illness
Reporting Policy.

On June 3, 1992, the District’s Board of Directors adopted Policy 4702 establishing the District’s IIPP,
with amendments adopted on May 8, 2007. In 2010, three amendments were made to the District’s IIPP,
adding an Asbestos Cement Pipe Safety Plan, a Heat Illness Prevention Procedure and the Emergency
Evacuation Safety Plan. In 2015, five amendments were made to the IIPP, adding an Emergency Action
Plan, a Hearing Conservation Plan, a Hazard Communication Program, Personal Protective Equipment
Plan and an update to the Heat Illness Prevention Procedure. In 2017, two amendments were made to the
IIPP updating the Confined Space Entry Program and adding a Respiratory Protection Program. Lastly,
in 2018, two amendments were made to the IIPP, adding a Traffic Control/Flagger Plan and a
Bloodborne Pathogen Control Plan.

Hazardous energy appears in the workplace in the form of electrical, mechanical, pneumatic, hydraulic
and thermal energy and includes chemical, water, steam and gaseous energy systems. Lockout/Block Out
procedures prevent the unexpected energization, start up or release of stored energy that could cause
injury to employees working on equipment.

The purpose of this program is to identify the practices and procedures necessary to shut down and lock
out or tag out machines and equipment. It also requires that employees receive training in the
Lockout/Block Out program before they are authorized to perform service and maintenance requiring
Lockout/Block Out.

The proposed amendment to the District IIPP, the Lock Out/Block Out Plan, is a result of the following:

1. Regulation modifications made by the California Division of Occupational Safety and Health;
2. Recommendations from the Senior Risk Management Advisor from the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA);

Lock Out/Block Out Plan

The Lock Out/Block Out Plan (Attachment 2) as proposed will meet current regulations and best practices. The Plan:

1. Specifies safe work practices for authorized/qualified employees to use while working on or around equipment or machinery with hazardous energy sources that may pose a risk during cleaning, servicing, or adjusting in accordance with California Code of Regulations, Title 8 General Industry Safety Orders, Section 3314 and Electrical Safety Orders, Group 1, Article 3 and ANSI Z-244.1.

2. Describes the responsibilities of District employees, including management, supervisors, authorized/qualified employees, and affected personnel.

3. Identifies the responsibilities of District contractors;

4. Specifies requirements to review and update the plan;

5. Provide needed forms;

In anticipation of Board approval of this policy amendment, staff training will be provided by ACWA JPIA on October 15, 2019.

The District’s General Counsel, Safety Committee, key staff and the Senior Risk Management Advisor from ACWA JPIA have reviewed and provided input into the development of this Program document.

RECOMMENDATION:

Approve an amendment to the IIPP, to include a Lock Out/Block Out Plan to the IIPP.

ATTACHMENTS:

1. Injury Illness Prevention Program dated January 18, 2018
2. Draft Lock Out/Block Out Plan

ACTION:

Moved by Director _____________, Seconded by Director _______________, Carried _____________
ATTACHMENT 1

Injury Illness Prevention Program Dated January 18, 2018
CITRUS HEIGHTS WATER DISTRICT
INJURY / ILLNESS PREVENTION PROGRAM
(IIPP)

Adopted May 8, 2007
by
CHWD Board of Directors Resolution 08-2007

Revised January 18, 2018
CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 08-2007

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ADOPTING THE INJURY / ILLNESS PREVENTION PROGRAM

WHEREAS, it is the policy of the Board of Directors to promote and provide safe and healthful working conditions for District employees, customers and the public; and

WHEREAS, the District has developed an Injury / Illness Prevention Program to provide procedures and controls that will serve to support workplace safety and to reduce or eliminate industrial accidents; and

WHEREAS, the formal adoption of the Injury / Illness Prevention Program is in accordance with District Policy No. 4702, Injury and Illness Prevention.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT hereby adopts the Injury / Illness Prevention Program.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 8th day of May, 2007 by the following vote, to-wit:

AYES: Directors: Dains, Dion, Rose
NOES: Directors: None
ABSTAIN: Directors: None
ABSENT: Directors: None

SEAL

CHARLES T. ROSE, President
Board of Directors
Citrus Heights Water District

ATTEST:

ROBERT A. CHURCHILL, Secretary
CITRUS HEIGHTS WATER DISTRICT
INJURY/ILLNESS PREVENTION PROGRAM (IIPP)

General Statement of Injury/Ilness Prevention Program

To our employees:

It is the policy of Citrus Heights Water District to achieve the greatest practical degree of freedom from injury/illnesses and to insure that every employee is provided safe and healthful working conditions, free from potential hazards.

Injuries/illnesses are always costly to the individual employee, often significantly changing their future, and frequently destroying the security of their family. They are also costly to the District, both directly and indirectly – with indirect costs often being much higher than the direct costs. It is the firm and continuing policy of the Board of Directors that industrial accidents shall be eliminated or significantly reduced with the use of reasonable administrative procedures, engineering controls and by the aggressive promotion of safe work practices within the District.

Every employee plays an important part in preventing injuries/illnesses and is expected to cooperate fully with the measures taken for safety. Every employee has a responsibility to themselves for their safety, but likewise has a responsibility to their family, to their fellow employees, to their community, and to the District.

In the performance of their duties, therefore, each employee shall be expected to observe safety practices, rules, and operating procedures, as well as instructions relating to the efficient performance of work within the District. The ideal in safe and efficient District operations is reached only when all employees are properly trained, encouraged to be keenly alert and are always safety conscious.

We have instituted an Injury/Ilness Prevention Program which, with your help, will succeed in providing a safe, healthful, and pleasant working environment. Everyone stands to benefit, everyone stands to gain. The cooperation of all employees in the District is expected. The results will be worth the effort.

Original Signed by:

Charles T. Rose
President, Board of Directors

Robert A. Churchill
General Manager
# CITRUS HEIGHTS WATER DISTRICT

INJURY / ILLNESS PREVENTION PROGRAM (IIPP)

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### AMENDMENTS

<table>
<thead>
<tr>
<th>Policy</th>
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</thead>
<tbody>
<tr>
<td>Asbestos Cement Pipe Safety Plan</td>
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<td>Emergency Action Plan</td>
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<td>Hazard Communication Program</td>
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<td>Hearing Conservation Plan</td>
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<td>Respiratory Protection Program</td>
<td>04/11/2017</td>
</tr>
<tr>
<td>Confined Space Entry Program</td>
<td>04/11/2017</td>
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### SAFETY-RELATED POLICIES

<table>
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<tr>
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<tbody>
<tr>
<td>Injury and Illness Prevention</td>
<td>Policy 4702</td>
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<tr>
<td>Injury and Illness Reporting</td>
<td>Policy 4703</td>
</tr>
<tr>
<td>Confined Space Entry Program</td>
<td>Policy 5130</td>
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CITRUS HEIGHTS WATER DISTRICT
INJURY/ILLNESS PREVENTION PROGRAM (IIPP)

PURPOSE

The Injury/Illness Prevention Program (IIPP) is Citrus Heights Water District’s overall safety program. The purpose of the IIPP is to create an organized approach to employee accident prevention. The purpose of this section is to provide Citrus Heights Water District with a program that meets the requirements of Title 8 California Code of Regulations, Section 3203.

SCOPE

Each member of the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) is expected to administer an effective IIPP. Therefore, Citrus Heights Water District will implement a program based on the model IIPP program provided by ACWA/JPIA.

RESPONSIBILITIES

Management:
1. Implement an effectively written IIPP
2. Provide the necessary leadership and resources to administer an effective program
3. Ensure regular/temporary employees are provided with the necessary training appropriate to their job and associated hazards

Supervisors:
1. Know the IIPP and provide the necessary leadership to insure its success
2. Provide regular/temporary employees with training necessary to accomplish their duties safely in accordance with the plan
3. Practice safe work habits daily to encourage regular/temporary employees to adopt them. Be a good example

Regular/Temporary Employees:
1. Know the IIPP and give it your total support
2. Learn the risks and hazards of your job, and practice safe behavior
3. Help fellow regular/temporary employees to prevent injuries/illnesses
4. Assist fellow regular/temporary employees by making them aware of available/beneficial training and sharing the knowledge you have gained through training
PROGRAM ELEMENTS

Responsibility

The General Manager is responsible for the District’s Injury/Illness Prevention Program (IIPP).

The Safety Officer has the authority and responsibility for implementing the provisions of this program for the District.

All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP.

Each employee will be given an initial copy of the IIPP and copies of revisions as changes to the Plan are made.

Each new employee will be given a copy of the current IIPP and will receive an initial briefing on its contents by their supervisor.

Compliance

The Safety Officer is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all regular/temporary employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All regular/temporary employees are responsible for using safe work practices; for following all policies, procedures and directives; and for assisting in maintaining a safe work environment.

Citrus Heights Water District’s plan for ensuring that all regular/temporary employees comply with the rules and maintain a safe work environment include:

1. Informing regular/temporary employees of the provisions of the District’s IIPP
2. Evaluating the safety performance of all regular/temporary employees
3. Recognizing regular/temporary employees who perform safe and healthful work practices
4. Providing additional training to regular/temporary employees whose safety performance is not to the standards of the plan
5. Taking action to correct regular/temporary employees who, for whatever reason, have failed to observe or comply with safe and healthful work practices
Communication

The District recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury and illness-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

- New worker orientation including a discussion of safety and health policies and procedures
- Annual briefing of the provisions of the plan and updates implemented since the last briefing
- Workplace safety training programs
- Regularly scheduled safety meetings
- Effective communication of safety and health concerns between regular/temporary employees and supervisors, including translation where appropriate
- Posted or distributed safety information
- Appointing a representative from each department in the District to the Citrus Heights Water District Safety Committee to provide regular/temporary employees a means to report workplace hazards or submit suggestions for improvements in the workplace
- Citrus Heights Water District has established a Safety Committee which is charged with the following responsibilities:

  The Committee generally meets monthly, prepares written records of the safety committee meetings, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, investigates alleged hazardous conditions, and evaluates employee safety suggestions and makes recommendations to the General Manager for action by the Board of Directors.
Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by the Safety Committee. Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist and any other effective methods to identify and evaluate workplace hazards.

Periodic inspections are performed according to the following schedule:

1. When the IIPP is initially established
2. As a minimum, once per year
3. When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace
4. When new or previously unidentified hazards are recognized
5. When regular/temporary employees are hired and/or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted
6. Whenever workplace conditions warrant an inspection

Accident/Injury/Exposure Investigations

Accident/Injury/Exposure Investigations will be conducted by the Manager/Supervisor responsible for the individual or work area involved in the accident, injury or exposure.

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident/injury incident scene as soon as possible
2. Interviewing injured regular/temporary employees and witnesses
3. Examining the workplace for factors associated with an accident/injury/exposure
4. Determining the cause of the accident/injury/exposure
5. Taking corrective action to prevent the accident/injury/exposure from recurring
6. Recording the findings and corrective actions taken
7. Submitting completed reports to the Safety Committee for review and recommendations if the Committee deems it appropriate
Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected as soon as practical based on the severity of the hazards and/or whether or not the hazard can be made “safe” while awaiting material or parts to correct the hazard. Hazards shall be corrected in accordance with the following:

1. When observed or discovered

2. When an imminent hazard exists which cannot immediately be abated without endangering employee(s) and/or property, all exposed regular/temporary employees shall be removed from the area except those necessary to correct the existing condition. Regular/temporary employees necessary to correct the hazardous condition shall be provided with the necessary Personal Protective Equipment (PPE)

3. All such actions taken and dates they are completed shall be documented on the appropriate forms and submitted to the Safety Committee for review

Training and Instruction

All regular/temporary employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

1. When the IIPP is initially established

2. To all new regular/temporary employees

3. To all regular/temporary employees given new job assignments for which training has not been previously provided

4. Whenever new substances, processes, procedures or equipment which are introduced to the workplace and present a potential new hazard

5. When new or previously unidentified hazards are recognized

6. To supervisors to familiarize them with the safety and health hazards to which regular/temporary employees under their immediate direction and control may be exposed

7. To all regular/temporary employees with respect to hazards specific to each employee’s job assignment.
Additional training/instruction conducted by Citrus Heights Water District for its regular/temporary employees includes but is not limited to the following:

1. The District’s emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, unsafe work practices, and job-related injuries

2. The use of appropriate clothing including gloves, footwear, and Personal Protective Equipment (PPE)

3. Information about chemical hazards to which workers could be exposed and other hazard communication program information

4. Availability of toilet, hand-washing and drinking water facilities

5. Provisions for medical services and first aid including emergency procedures

In addition, the District will provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information is not already covered in other training.

**Recordkeeping**

The District will take the following measures to implement and maintain its IIPP:

1. Records of hazard assessment inspections are documented on a Hazard Assessment and Correction Record (see Attachment E), including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified, and the action taken to correct the identified unsafe conditions and work practices. These forms are maintained by the Safety Officer electronically on the District’s Local Area Network.

2. Training is documented on the Citrus Heights Water District Attendance Records (see Attachments H and I). Documentation of safety and health training for each employee shall include their name or other identifier, training dates, type(s) of training, and training providers. Records relating to employee training provided by a construction industry occupational safety and health training program approved by Cal/OSHA or other industry professionals may be included in this IIPP.

Employees receiving training shall sign the Attendance Record and include reference to the training session on their weekly time sheet.
List of Training Subjects That May Apply

- The District’s Code of Safe Practices
- Confined spaces (see District Policy No. 5130)
- Goodhousekeeping
- Fire Prevention
- Safe practices for operating construction equipment
- Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery
- Safe access to working areas
- Protection from falls
- Electrical hazard, including working around high voltage lines
- Crane operation
- Trenching and excavation work
- Proper use of powered tools
- Proper use of handtools
- Guarding of any equipment that may contain nip points
- Machine, machine parts, and prime movers guarding
- Lock-out/tag-out procedures
- Materials handling
- Use of elevated platforms, including scissor lifts
- Forklift Operation
- Driver safety/Defensive driving
- Slips, falls, and backinjuries
- Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time
- Personal protective equipment (PPE)
- Hazardous chemical exposures
- Hazard communication
- Physical hazards, such as heat/cold stress, noise, and ionizing and non-ionizing radiation
- Blood-borne pathogens and other biological hazards.
- Training requirements in Title 8, California Code of Regulations (see Attachment J)
# Accident Prevention Checklist

**CITRUS HEIGHTS WATER DISTRICT**

**IIPP ATTACHMENT A**

**Inspection Date:** ________________  
**Department:** ________________

**Building:** _______________________  
**Location:** _______________________  

## MACHINE AND EQUIPMENT SAFETY
- Machine guards in place
- Lock and stop devices operative
- Lifting slings & chains proof-loaded
- Safety hooks in good order
- Load lifting equipment used properly
- Eye protection signs posted
- Ladders in good order
  - Railings and work platforms 30” or more above the floor
- Hand rails on stairs with 4 or more steps
- Work stands in good order
- Dollies in good repair
- Electrical equipment grounded
- High pressure gas cylinders capped and chained
- Grinder tool rest adjusted within 1/8” of wheel
- Grinding wheel used at correct speed
- Grinding wheel enclosure guard in place
- Grinding wheel enclosure

## WORK HABITS
- Air hoses over 10 psi not used for cleaning clothes
- All industrial injuries treated at Occupational Health/Emergency Room
- Respirators used properly
- Sharp projections padded
- Air pressure over 30 psi not used for cleaning work areas
- Air pressure over 30 psi not used for cleaning work areas

## PROTECTIVE & PERSONAL APPAREL
- Eye protection worn as required
- Face shields worn when required
- Welding hoods used when required
- Long sleeves buttoned
- No jewelry
- Appropriate footwear worn
- Welders equipped with proper lenses
- Protective clothing used when needed
- Respirators used

## CHEMICAL SAFETY
- High pressure gas cylinders capped and chained
- Grinder tool rest adjusted within 1/8” of wheel
- Grinding wheel used at correct speed
- Grinding wheel enclosure guard in place
- Grinding wheel enclosure

## HANDTOOLS
- Tools properly stored
- No mushroomed heads on tools
- No files without handles
- No broken handles
- Tools used properly

## HOUSEKEEPING & STORAGE
- Material stored properly
- No racks overloaded
- Flammable liquids stored in proper, labeled containers and in cabinets
- Paint pots an flammable liquid storage containers grounded
- Floor free and clear of hazards
- Exit-ways free and clear
- Stairways in good repair with non-skid surface
- Aisles free and clear
- Excess air hose removed from floor
- Cigarette butts in containers
- Exits marked
- Cords are not tripping hazard
- Floor free from foreign objects or fluids on floor

## MISCELLANEOUS
- _________________________
- _________________________
- _________________________
- _________________________
- _________________________

## FIRE SAFETY
- Excessive flammable storage >10 gallon
- Flammable storage cabinet required
- Flammables in unapproved refrigerator
- Fire extinguishers required & accessible
- Exits/corridors blocked (36” aisle)
- NFPA diamond required on floor
- Electrical panels blocked
- Fire extinguisher visually inspected

**Comments:**

**Date:** ________________  
**Adopted:** 05/08/2007  
**(Investigator’s Signature)**
CITRUS HEIGHTS WATER DISTRICT
Safety Committee Walk-Through Inspection Checklist

Department/Location: _______________________________ Date Inspected: __________
Inspected By: __________________________________________________________________

<table>
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<th>Hazardous Conditions Observed:</th>
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<th>Emergency Stations Accessible</th>
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<td>(Not applicable to location)</td>
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<td>Guards in Place</td>
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<td>Aisle-ways Clear</td>
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<td>Helmet – on hand</td>
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<tr>
<td>Hoses/Connectors</td>
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<td>Other</td>
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<td><strong>Notes:</strong></td>
<td></td>
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</table>

9
### Safety Officer Inspection Checklist

**Employee Safety Orientation:**
- Proper completion of all areas
- Signed by supervisor

**Department Safety Meetings:**
- Weekly/monthly
- Appropriate discussions (relevant to hazards)

**Safety Committee:**
- Minutes being kept
- Department walk-through inspections
- Follow up on previous deficiencies
- Completion dates met

**Management Responsibilities:**
- Attendance at safety meetings (at least one per month)
- Participates in committee inspection tour quarterly

**Equipment Safety Maintenance Files:**
- Equipment safety log up-to-date (vehicle, etc.)
- Spot check of selected items to ensure integrity

**Supervisors Investigation Report:**
- All departments using
- Supervisors properly filling out form
- Results being properly utilized

**Work Order Program Being Utilized:**
- One to Safety Officer after repair completed

**Facility Inspection Report Used on Scheduled Basis:**

***ACTIVITY*** | **YES** | **NO** |
--- | --- | --- |
Employee Safety Orientation: | [ ] | [ ] |
  - Proper completion of all areas | [ ] | [ ] |
  - Signed by supervisor | [ ] | [ ] |
Department Safety Meetings: | [ ] | [ ] |
  - Weekly/monthly | [ ] | [ ] |
  - Appropriate discussions (relevant to hazards) | [ ] | [ ] |
Safety Committee: | [ ] | [ ] |
  - Minutes being kept | [ ] | [ ] |
  - Department walk-through inspections | [ ] | [ ] |
  - Follow up on previous deficiencies | [ ] | [ ] |
  - Completion dates met | [ ] | [ ] |
Management Responsibilities: | [ ] | [ ] |
  - Attendance at safety meetings (at least one per month) | [ ] | [ ] |
  - Participates in committee inspection tour quarterly | [ ] | [ ] |
Equipment Safety Maintenance Files: | [ ] | [ ] |
  - Equipment safety log up-to-date (vehicle, etc.) | [ ] | [ ] |
  - Spot check of selected items to ensure integrity | [ ] | [ ] |
Supervisors Investigation Report: | [ ] | [ ] |
  - All departments using | [ ] | [ ] |
  - Supervisors properly filling out form | [ ] | [ ] |
  - Results being properly utilized | [ ] | [ ] |
Work Order Program Being Utilized: | [ ] | [ ] |
  - One to Safety Officer after repair completed | [ ] | [ ] |
  - One to Safety Committee |
○ ○  ____________________________
Facility Inspection Report Used on Scheduled Basis: | [ ] | [ ] |
  - Comments: __________________________________________ |

**Inspected By:** ____________________________  **Date Inspected:** ____________________________

Adopted: 05/08/2007
Fire extinguishers require inspection on a monthly basis according to OSHA and state safety regulations. The following is a list of items to check when performing a monthly inspection.

The Operations Department will schedule an outside resource to service all fire extinguishers in the first quarter of each year. Fire extinguishers in vehicles shall be inspected weekly and documented on the Vehicle Inspection Report. Those listed below will be inspected monthly.

- Extinguisher should be in designated location (mounted on bracket)
- Access is maintained (keep all items away from extinguisher)
- Pin is in place and tab is not broken
- The charge indicator (if present), should be in full range (green area)
- No indication of physical damage
- Labels should be readable
- Inspection is documented-initial the tag on the extinguisher (monthly/yearly)

### Fire Extinguisher List

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Date Inspected</th>
<th>By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Administration Office - BC</td>
<td>Computer Server/Copy Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2  Administration Office - ABC</td>
<td>Near Restrooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3  Administration Office - ABC</td>
<td>Near AGM Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4  Administration Office - ABC</td>
<td>North Electrical Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5  Operations Office - ABC</td>
<td>Doorway, North</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6  Operations Office - ABC</td>
<td>Meter Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7  Operations Office - ABC</td>
<td>Exit Door, South</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8  Shop - ABC</td>
<td>North End <em>(Near Storage Records)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9  Shop - ABC</td>
<td>Center Bay Shop Door</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Shop - ABC</td>
<td>Welding Room-So Bay Door</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CITRUS HEIGHTS WATER DISTRICT
Safety Issue - Hazard Assessment and Correction Record

IIPP ATTACHMENT E

- Hazardous Conditions Observed
- Unsafe Acts Observed or Noted

Submitted by: ______________________ Date/Time: ______________________

Describe Problem: (include location, if applicable)

Date Given to Safety Committee: ______ Date Inspected: ________________
Suggested Resolution: ______________________

Submitted to: ______________________ Date Submitted: ________________ date: ________________

Please Note Your Proposed Action: ______________________

Please submit form to Safety Officer

For Safety Committee Use:

Date Form returned: ______________________
Additional Comments: ______________________
Date Resolved: ______________________
Approved by: ______________________
Cc: (if needed) ______________________
Regular/Temporary Employee Injured: ____________________________________________________________

Name(s) of other employee(s) at the scene: __________________________________________________

Date of Injury: __________________________ Time of Injury: __________________________

Address and Description where accident/incident occurred:
____________________________________________________________________________________

What was employee doing: __________________________________________________________________
____________________________________________________________________________________

What was injured: (be specific, hand - right/left) ______________________

How was injured part affected: ____________________________________________________________

First Aid/Medical Attention given: _______________________________________________________

☐ I have declined medical attention at this time. I understand I have up to one year to file a Worker's
Compensation Claim.

I agree with the above stated facts.

____________________________________________________________________________________
Employee Signature Date

Please Return Original Form to Administration Department

Filed Electronically ☐ (i/users/Safety Committee/B-Reports-Accident-Incident Reports.pdf)

Emailed to the following employees: General Manager Safety Officer HR Employee File ☐
Assistant General Manager ☐ Operations Manager ☐ Project Manager ☐

Date Emailed form: __________________________

Regular/Temporary Employees - Supervisor (name) __________________________
Respirator Medical Evaluation Questionnaire

The following information must be provided by every employee who has been selected to use any type of respirator (please print).

Name: ___________________________________________  Job Title: ___________________________________________

Age (to nearest year): ____________________________  Sex (check one) □ Male □ Female  Date: ______

Height: ___ feet ___ inches  Weight: ___ lbs.  Check the type of respirator you will use (you can check more than one category):

□ N, R, or P disposable respirator (filter-mask, non-cartridge type only).

□ Other type (for example, half- or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

□ Have you worn a respirator: □ Yes  □ No  If “yes,” what type(s): __________________________

Has your employer told you how to contact the health care person who will review this (check one): □ Yes  □ No

Phone number where you can be reached by the health care person who reviews this (include area code): ______________________________

The best time to call you at this number: ______

Part A — Section 2 (Mandatory)
Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please check “yes” or “no”).

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month? □ Yes  □ No

2. Have you ever had any of the following conditions?

   a. Seizures (fits): ................................................................. □ Yes  □ No
   b. Diabetes (sugar disease): ............................................. □ Yes  □ No
   c. Allergic reactions that interfere with breathing: .......... □ Yes  □ No
   d. Claustrophobia (fear of closed-in places): .................. □ Yes  □ No
   e. Trouble smelling odors: ............................................... □ Yes  □ No

3. Have you ever had any of the following pulmonary or lung problems?

   a. Asbestosis: ..................................................................... □ Yes  □ No
   b. Asthma: ......................................................................... □ Yes  □ No
   c. Chronic bronchitis: ...................................................... □ Yes  □ No
   d. Emphysema: ................................................................. □ Yes  □ No
   e. Pneumonia: ................................................................. □ Yes  □ No
   f. Tuberculosis: ................................................................. □ Yes  □ No
   g. Silicosis: ......................................................................... □ Yes  □ No
   h. Pneumothorax (collapsed lung): ................................. □ Yes  □ No
   i. Lung cancer: ................................................................. □ Yes  □ No
   j. Broken ribs: ................................................................. □ Yes  □ No
   k. Any chest injuries or surgeries: ................................... □ Yes  □ No
   l. Any other lung problem that you’ve been told about: ........................................................ □ Yes  □ No
4. Do you currently have any of the following symptoms of pulmonary or lung illness?
   a. Shortness of breath: ................................................................. ☐ Yes ☐ No
   b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: ☐ Yes ☐ No
   c. Shortness of breath when walking with other people at an ordinary pace on level ground: ☐ Yes ☐ No
   d. Have to stop for breath when walking at your own pace on level ground: ☐ Yes ☐ No
   e. Shortness of breath when washing or dressing yourself: ☐ Yes ☐ No
   f. Shortness of breath that interferes with your job: ☐ Yes ☐ No
   g. Coughing that produces phlegm (thick sputum): ☐ Yes ☐ No
   h. Coughing that wakes you early in the morning: ☐ Yes ☐ No
   i. Coughing that occurs mostly when you are lying down: ☐ Yes ☐ No
   j. Coughing up blood in the last month: ☐ Yes ☐ No
   k. Wheezing: .................................................................................. ☐ Yes ☐ No
   l. Wheezing that interferes with your job: ☐ Yes ☐ No
   m. Chest pain when you breathe deeply: ☐ Yes ☐ No
   n. Any other symptoms that you think may be related to lung problems: ☐ Yes ☐ No

5. Have you ever had any of the following cardiovascular or heart problems?
   a. Heart attack: ........................................................................... ☐ Yes ☐ No
   b. Stroke: .................................................................................... ☐ Yes ☐ No
   c. Angina: ..................................................................................... ☐ Yes ☐ No
   d. Heart failure: ................................................................................ ☐ Yes ☐ No
   e. Swelling in your legs or feet (not caused by walking): ☐ Yes ☐ No
   f. Heart arrhythmia (heart beating irregularly): ☐ Yes ☐ No
   g. High blood pressure: ........................................................................ ☐ Yes ☐ No
   h. Any other heart problem that you’ve been told about: ☐ Yes ☐ No

6. Have you ever had any of the following cardiovascular or heart symptoms?
   a. Frequent pain or tightness in your chest: ☐ Yes ☐ No
   b. Pain or tightness in your chest during physical activity: ☐ Yes ☐ No
   c. Pain or tightness in your chest that interferes with your job: ☐ Yes ☐ No
   d. In the past two years, have you noticed your heart skipping or missing a beat: ☐ Yes ☐ No
   e. Heartburn or indigestion that is not related to eating: ☐ Yes ☐ No
   f. Any other symptoms that you think may be related to heart or circulation problems: ☐ Yes ☐ No

7. Do you currently take medication for any of the following problems?
   a. Breathing or lung problems: ..................................................... ☐ Yes ☐ No
   b. Heart trouble: .................................................................................. ☐ Yes ☐ No
   c. Blood pressure: ................................................................................... ☐ Yes ☐ No
   d. Seizures (fits): .................................................................................. ☐ Yes ☐ No
8. If you’ve used a respirator, have you ever had any of the following problems?
   (If you’ve never used a respirator go to question 9)
   a. Eye irritation: .................................................................□ Yes □ No
   b. Skin allergies or rashes: ...........................................................□ Yes □ No
   c. Anxiety: ...........................................................................□ Yes □ No
   d. General weakness or fatigue: ......................................................□ Yes □ No
   e. Other problem that interferes with your respirator use: ........□ Yes □ No

9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: ...............................................................□ Yes □ No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you ever lost vision in either eye (temporarily or permanently): ........................................□ Yes □ No

11. Do you currently have any of the following vision problems?
   a. Wear contact lenses: ...........................................................................□ Yes □ No
   b. Wear glasses: ................................................................................□ Yes □ No
   c. Color blind: ...................................................................................□ Yes □ No
   d. Other eye or vision problem: ........................................................□ Yes □ No

12. Have you ever had an injury to your ears, including a broken ear drum: ..........................................□ Yes □ No

13. Do you currently have any of the following hearing problems?
   a. Difficulty hearing: ...........................................................................□ Yes □ No
   b. Wear a hearing aid: ...........................................................................□ Yes □ No
   c. Any other hearing or ear problem: ....................................................□ Yes □ No

14. Have you ever had a back injury: ........................................................................................................□ Yes □ No

15. Do you currently have any of the following musculoskeletal problems?
   a. Weakness in any of your arms, hands, legs, or feet: ..................................................□ Yes □ No
   b. Back pain: ................................................................................□ Yes □ No
   c. Difficulty fully moving your arms and legs: ......................................................□ Yes □ No
   d. Pain or stiffness when you lean forward or backward at the waist: ................□ Yes □ No
   e. Difficulty fully moving your head up or down: ........................................□ Yes □ No
   f. Difficulty fully moving your head side to side: ................................................□ Yes □ No
   g. Difficulty bending at your knees: ........................................................□ Yes □ No
   h. Difficulty squatting to the ground: ........................................................□ Yes □ No
   i. Climbing a flight of stairs or a ladder carrying more than 25 lbs: ................□ Yes □ No
   j. Any other muscle or skeletal problem that interferes with using a respirator: ........□ Yes □ No
Part B
Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: □ Yes □ No
   or other symptoms when you're working under these conditions: □ Yes □ No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g. gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: □ Yes □ No
   __________________________________________________________________________________________
   __________________________________________________________________________________________

3. Have you ever worked with any of the materials, or under any of the conditions, listed below:
   a. Asbestos: □ Yes □ No
   b. Silica (e.g. in sandblasting): □ Yes □ No
   c. Tungsten/ cobalt (e.g. grinding or welding this material): □ Yes □ No
   d. Beryllium: □ Yes □ No
   e. Aluminum: □ Yes □ No
   f. Coal (for example, mining): □ Yes □ No
   g. Iron: □ Yes □ No
   h. Tin: □ Yes □ No
   i. Dusty environments: □ Yes □ No
   j. Other hazardous exposures: □ Yes □ No
   If “yes,” describe these exposures:
   __________________________________________________________________________________________
   __________________________________________________________________________________________

4. List any second jobs or side businesses you have:
   __________________________________________________________________________________________
   __________________________________________________________________________________________

5. List your previous occupations:
   __________________________________________________________________________________________
   __________________________________________________________________________________________

6. List your current and previous hobbies:
   __________________________________________________________________________________________
   __________________________________________________________________________________________

7. Have you been in the military services? □ Yes □ No
   If “yes,” were you exposed to biological or chemical agents (either in training or combat): □ Yes □ No
   __________________________________________________________________________________________
   __________________________________________________________________________________________

8. Have you ever worked on a HAZMAT team? □ Yes □ No
Name of Employee Injured __________________________ Date/Time of Accident: __________________________

Location: (be specific) __________________________________________________________

Accident Description: __________________________________________________________

Regular/Temporary Employee(s) Involved: _________________________________________

Corrective Action Taken: (to be completed by Supervisor) __________________________

Manager Responsible: __________________________ Date Investigation Completed: ____________

Preventative Action Recommendations: (to be completed by Safety Committee) ______

Safety Committee Member: __________________________ Date Completed: ________________

Filed Electronically □ (i/users/Safety Committee/Reports-Accident Injury-Incident-Investigation Report -employee name.xls)

Emailed to the following appropriate employees:

General Manager Safety Officer HR Employee File

Assistant General Manager Operations Manager Project Manager

Date Emailed __________________________

Regular/Temporary Employees - Supervisor (name) __________________________ Fax to ACWA/JPIA
Citrus Heights Water District  
Training Session - Attendance Record  
IIPP ATTACHMENT H  

Date: ________________  
Time __________  
Length of Session: ________  
Subject: ______________________________________________________________________  

Instructor: ____________________________________________________________________  
# of Attendees: ________  

Attendee: (sign on line above your name)  

| Last, First | Last, First | Last, First | Last, First | Last, First | Last, First | Last, First | Last, First | Last, First | Last, First | Last, First | Last, First | Last, First | Last, First | Last, First | Last, First | Last, First | Last, First 
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------- 

Adopted: 05/08/2007 - Revised 09/24/2015
Training is a fundamental part of any job or task. It is particularly important that regular/temporary employees are trained to perform their job and work safely. In general, the Cal/OSHA Injury and Illness Prevention Program (IIPP) requires training to instruct regular/temporary employees in general safe work practices and to provide specific instruction with respect to hazards specific to each employee’s job assignment. It also requires training be provided to supervisors to ensure they are familiar with the hazards to which regular/temporary employees under their control may be exposed.

The IIPP requires safety training as specified on Page 5 of this IIPP.

Listed below are sections of the CalOSHA Safety Orders that require training that may apply to the District’s water operations:

### CONSTRUCTION SAFETY ORDERS

<table>
<thead>
<tr>
<th>Section</th>
<th>Subject Title</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1529</td>
<td>Asbestos</td>
<td>Annual</td>
</tr>
<tr>
<td>1585</td>
<td>Power Actuated Tools, air, gas or electrically powered</td>
<td>Annual</td>
</tr>
<tr>
<td>1599</td>
<td>Vehicle Traffic Control, Flaggers</td>
<td>Annual</td>
</tr>
</tbody>
</table>

### GENERAL INDUSTRY SAFETY ORDERS

<table>
<thead>
<tr>
<th>Section</th>
<th>Subject Title</th>
<th>Frequency</th>
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</thead>
<tbody>
<tr>
<td>3203</td>
<td>Injury and Illness Prevention Program</td>
<td>Initially</td>
</tr>
<tr>
<td>3220</td>
<td>Emergency Action Plan</td>
<td>Initially</td>
</tr>
<tr>
<td>3221</td>
<td>Fire Prevention Plan</td>
<td>Initially</td>
</tr>
<tr>
<td>3314</td>
<td>Cleaning, Repairing, Servicing and Adjusting Prime Movers, “</td>
<td>Initially</td>
</tr>
<tr>
<td>3400</td>
<td>Medical Services and First Aid (CPR)</td>
<td>3 Years</td>
</tr>
<tr>
<td>3401</td>
<td>Personal Protective Clothing and Equipment</td>
<td>Annual</td>
</tr>
<tr>
<td>3472</td>
<td>Cranes and Other Hoisting Equipment</td>
<td>Initially or</td>
</tr>
<tr>
<td>3664</td>
<td>Industrial Trucks (lift trucks)</td>
<td>3 Years or</td>
</tr>
<tr>
<td>4848</td>
<td>Welding Cutting Fire Watchers</td>
<td>Initially</td>
</tr>
<tr>
<td>Section</td>
<td>Subject Title</td>
<td>Frequency</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>3314</td>
<td>Cleaning, Repairing, Servicing and Adjusting Prime Movers, Machinery and Equipment (Lockout/Tagout)</td>
<td>Initially</td>
</tr>
<tr>
<td>3400</td>
<td>Medical Services and First Aid (CPR)</td>
<td>3 Years</td>
</tr>
<tr>
<td>3401</td>
<td>Personal Protective Clothing and Equipment</td>
<td>Annual</td>
</tr>
<tr>
<td>3472</td>
<td>Cranes and Other Hoisting Equipment</td>
<td>Initially or 2 years (see standard)</td>
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<tr>
<td>3664</td>
<td>Industrial Trucks (lift trucks)</td>
<td>3 Years or Annual (see standard)</td>
</tr>
<tr>
<td>4848</td>
<td>Welding Cutting Fire Watchers</td>
<td>Initially</td>
</tr>
<tr>
<td>5006</td>
<td>Crane Operators</td>
<td>Initially</td>
</tr>
<tr>
<td>5099</td>
<td>Hearing Protection</td>
<td>Annual</td>
</tr>
<tr>
<td>5110</td>
<td>Repetitive Motion Injuries (Ergonomics)</td>
<td>Initially</td>
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<tr>
<td>5157</td>
<td>Permit-Required Confined Spaces</td>
<td>Annual</td>
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<tr>
<td>5185</td>
<td>Changing and Charging Storage Batteries</td>
<td>Initially</td>
</tr>
<tr>
<td>5191</td>
<td>Occupational Exposure to Hazardous Chemicals</td>
<td>Initially</td>
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<td>5192</td>
<td>Hazardous Waste Operations and Emergency Response (HAZWOPER)</td>
<td>Annual</td>
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<td>5193</td>
<td>Bloodborne Pathogens</td>
<td>Initial</td>
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<tr>
<td>5194</td>
<td>Hazard Communication</td>
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<td>5208</td>
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<tr>
<td>5209</td>
<td>Carcinogens</td>
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</tr>
<tr>
<td>6151</td>
<td>Portable Fire Extinguishers</td>
<td>Annual</td>
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</tbody>
</table>
CITRUS HEIGHTS WATER DISTRICT
ASBESTOS CEMENT PIPE SAFETY PLAN
(ACPSP)

Adopted January 8, 2010
Citrus Heights Water District
Asbestos Cement Pipe Safety Plan
January 8, 2010

1.0 PURPOSE AND SCOPE

To detail the health and safety requirements for Citrus Heights Water District (CHWD) employees carrying out the repair and removal of non-friable asbestos cement pipe (ACP) and to ensure compliance with all federal, State and local laws, regulations, and standards.

This Asbestos Cement Pipe Safety Plan (ACPSP) applies to all CHWD employees and contractors who repair, connect to or remove ACP.

2.0 REFERENCES AND RELEVANT LEGISLATION

- California Occupational Safety and Health Act (CAL/OSHA) Asbestos Standard for General Industry, Title 8, Section 5208
- CAL/OSHA Asbestos Standard for the Construction Industry, Title 8, Section 1529
- California Labor Code, Section 6501.8(c)
- CAL/OSHA Code of Regulations, Title 8, Section 341.17

3.0 DEFINITIONS

ACP Asbestos Cement Pipe (also known as transite pipe)
ACPSP Asbestos Cement Pipe Safety Plan
CP Competent Person (A “Competent Person”, as defined in the CAL/OSHA Asbestos Standard for the Construction Industry, Title 8, Section 1529, means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them, one who is capable of identifying existing asbestos hazards in the workplace and selecting the appropriate control strategy for asbestos exposure, who has the authority to take prompt corrective measures to eliminate them)
OSHA Occupational Safety and Health Act
PPE Personal Protective Equipment and Clothing
TWA Time Weighted Average (The average exposure to a contaminant or condition to which workers may be exposed without adverse effect over a period such as in an 8-hour day or 40-hour week)
4.0 RESPONSIBILITIES AND AUTHORITIES

4.1 District ACP Instructor

- Coordinate and conduct ACP initial and refresher training for all employees who work (handle, cut, clean up, etc.) with ACP.
- Maintain records of training for employees and update the training data base.

4.2 General Manager

- Demonstrate a commitment to the ACPSP program by supporting the safe handling of ACP encountered within the District.
- Ensure all records of ACP safety training are accessible, retained for a minimum of 36 months and added to the records retention schedule.
- Ensure records are made available on request to federal and state inspectors.
- Ensure proper disposal procedures of ACP waste are followed in accordance with federal, State, and local laws, regulations and standards.

4.3 Operations Manager

- Identify those CHWD employees, including supervisors, who are required to work with or around ACP during their normal course of duty.
- Designate “Competent Person”/ACP Removal Supervisor.
- Ensure identified employees have completed authorized ACP safety training including training noted in this ACPSP prior to participating in any work with or around ACP.
- Once trained, authorize employees to carry out work with or around ACP.
- Ensure new employees do not carry out ACP work without completing the appropriate training.
- Develop procedures for working on, handling and removal of ACP that comply with all federal, State, and local laws, regulations and standards.
- Monitor work to ensure employees follow the procedures for safe handling of ACP.
- Ensure that safety training and equipment inspections are carried out and arrange for equipment maintenance and repair as necessary.
- Ensure all appropriate PPE has been identified and is available to employees engaged in ACP work.
- Ensure an approved “Competent Person” has been assigned for all ACP activity and that this “Competent Person” is trained in the duties required of the Competent Person as per federal, State and local laws, regulations and standards.
- Carry out periodic review of ACP activities to ensure employees are following CHWD’s ACP handling procedures.
- Provide remedial training for and/or counsel employees who do not follow the correct ACP safety procedures.
4.4 Job Site Designated “Competent Person”/ACP Removal Supervisor

- Be designated verbally by the Operations Manager from the approved list of trained employees to fulfill this role.
- Has completed ACP initial and refresher training.
- Ensure compliance with all federal, State and local laws, regulations and standards.
- Ensure all employees engaged in ACP work have the PPE needed at the job site to do the assigned task.
- Be present at the work site whenever ACP is being handled or worked on to provide assistance and direction.
- Establish a work zone to control the entry of personnel who are not trained or authorized to be near ACP work.

4.5 Employees

- Have completed ACP initial and refresher training.
- Follow all requirements within this ACPS and procedures developed in compliance with all federal, State and local laws, regulations and standards.
- Ensure that the PPE identified as “required” is in serviceable condition and worn properly.
- Ensure that the safety equipment is working in the appropriate manner and is only used for the designated work.
- Report any defective safety equipment to the Operations Manager or ACP Removal Supervisor and do not use this equipment until it is made safe.

4.6 Contractors

- Contractors, including subcontractors, shall not perform work on or around CHWD ACP infrastructure unless the contractor has had and can provide appropriate documentation of approved ACP initial and refresher training in compliance of all federal, State and local laws, regulations and standards.

4.7 Training Requirements

- No employee or contractor is permitted to handle or work on or around ACP without completing an approved training course on ACP.
- Employees must be designated by the Operations Manager and contractors must be approved by the Project Manager to carry out work on or around ACP.
- Work operations involving ACP materials shall include initial and refresher training at a minimum containing the elements prescribed in Attachment 1 – “Training Criteria for Asbestos Cement Pipe Course” and specific work practices and engineering controls set forth in Attachment 2 – “Minimum Requirements for Safe Practices and Procedures for Minimizing Asbestos Exposures from Operations Involving Asbestos Cement Pipe”.
- Records of ACP training shall be maintained in the employee’s personnel file and with the District ACP Instructor.
TRAINING CRITERIA FOR ASBESTOS CEMENT PIPE COURSE

**Initial Course**
The course shall consist of a minimum of four (4) hours of training for identified employees and for supervisors, and shall include, but is not limited to, the topics A through E listed below.

**Refresher Course**
An annual refresher course must be provided in accordance with Cal OSHA Asbestos Standard for the Construction Industry, Title 8, Section 1529(k)(9)(B). The annual refresher shall consist of a minimum of two (2) hours of review of the key elements covered in the initial course, any changes in federal, State and local asbestos laws, regulations and standards and the latest developments in state-of-the-art practices for work involving asbestos cement pipe. In addition, the course shall include, but is not limited to, the topics A through E listed below.

A) The Physical Characteristics and Health Hazards of Asbestos.

B) The Types of Asbestos Cement Pipe an Employee May Encounter in the Work Place.


E) Hands-on Instruction Using Pipe and the Tools and Equipment, including Personal Protective Equipment and Clothing that Employees Will Use in the Work Place.
Acceptable Work Practices for Asbestos Cement Pipe

Shipping, Receiving and Handling
Asbestos cement pipe (ACP) is shipped clean from the factory and is carefully loaded using methods that will not damage the pipe. Loading, unloading, stringing out and assembly of complete lengths of ACP are virtually dust-free operations. The storage and stacking of ACP are also dust-free operations. All pipe handling and mechanical unloading operations should be carried out using non-abrasive lifting straps and rigging methods that do not damage the ACP.

Personal Protective Equipment and Clothing
Employees are required to use personal protective equipment (PPE) when performing tasks which may create a hazard or potential hazards from ACP. No single combination of personal protective equipment and clothing is capable of protecting against all hazards from ACP. Thus, employees are reminded that PPE should be used in conjunction with other protective methods. All employees are directed to follow proper procedure and wear the required PPE. (Selection of PPE is at the discretion of the ACP Removal Supervisor and is based on the working tasks performed). The following items are to be made available to employees for ACP inspection, handling and field operations: full body clothing or disposable coveralls (tyvek); hand protection (gloves); foot protection (safety steel toe boots) and safety glasses.

Pressure Tapping (Wet Tapping)
Pressure or “wet” tapping is used for service and water main connections in a trench while the pipe is under pressure. The manual equipment is attached to the pipe through a corporation stop or gate valve and a “saddle” attached to the main. A combination boring-and-insert bar drills through the pipe wall. The tool’s pressure chamber protects against water leakage and catches any ACP debris and dust, making this a dust free operation. To remove ACP debris that has entered the tool’s pressure chamber, provisions must be made for flushing/purging the tapping tool prior to removal from the corporation stop or gate valve.

Tying-in Closure System
Using full-length pipe sections and closure couplings is no longer common practice. Sections of ACP needing repair or replacement will be done with the use of repair bands or flex couplings.

Tying-in Pipe Cutting
If field cutting of pipe is required, a device such as a snap cutter shall be available and used to produce a smooth square cut end. Snap cutters avoid damaging the pipe and significantly limits the release of airborne asbestos. A snap cutter, also known as a “squeeze and pop” device is a set of cutting wheels evenly mounted in a chain that can be wrapped around the full circumference of a pipe. Hydraulic pressure is applied by an electric or manually operated pump that tightly draws in the cutting wheels, squeezing them into the pipe wall until it is cut through.
A continuous flow of water is required on the cut line while using snap cutters. Carbide-tipped cutting blades must not be used to cut ACP.

**Wet Abrasive Disk Tools or Saws**

Only disk tools or saws that supply a constant and continuous supply of water in order to eliminate all possible dust shall be used to cut materials containing asbestos. All tool or saw operations require pre-wetting to prevent ACP dust and the continuous use of water while cutting. The use of these methods should only be used for limited periods and only when a constant and continuous source of pressurized water is available in the field. When using this method, all debris and spray must be captured, controlled and contained in a minimum of 6-mil plastic or bag for proper disposal.

**Pipe Removal**

When necessary and applicable, pipe sections removed from the trench must be intact. Do not damage or crush. Wet and contain each pipe section as removed. Place all pipe sections on a layer of minimum 6-mil plastic, double wrap, securely tape close and affix a warning label as specified in Attachment 3 - “Minimum Requirements for Signs or Warning Labels Pertaining to Asbestos Cement Pipe Waste Materials”. Avoid moving pipes and debris until waste disposal can be arranged in accordance with local, state and federal regulations, laws and standards.

**Housekeeping and Waste Disposal**

Cleanup and proper disposal is equally important to safe work practices when working with ACP. In all work operations, “AVOID CREATING DUST”! Airborne asbestos fibers can be created by cutting, grinding, sawing or crushing. Insofar as practicable, wet methods shall be used when asbestos is handled, mixed, applied, removed, cut, scored or otherwise worked in a wet state sufficient to prevent the emission of airborne asbestos fibers so as to not expose employees to levels in excess of the Time Weighted Average (TWA) and/or excursion limit. In all cases, ACP debris should be wetted and collected during field operations. This can be accomplished by covering the ground with a leak tight layer of 6-mil or greater plastic or bags. All ACP dust or debris should be thoroughly wet, but not so wet as to generate runoff. All wetted ACP dust and debris is to be contained and collected on plastic or in bags. After completion of operations, plastic is to be folded and sealed to prevent any possible leakage. Another layer of plastic shall be wrapped around the first layer to control accidental spillage or release. In addition, all contained ACP debris shall be labeled as specified in Attachment 3.
Warning Labels
Warning labels shall be affixed to all raw materials, mixtures, scrap, waste, debris and other products containing asbestos fibers, or to their containers. When CHWD, Contractors or Subcontractors identify or generate ACP dust or debris, labels or signs shall be affixed or posted so that employees will be notified of what materials contain asbestos. CHWD, Contractors or Subcontractors shall attach such labels in areas where they will clearly be noticed by employees who are likely to be exposed, such as on all containers or bundles. See Attachment 3.

All generated and collected asbestos-containing waste materials shall be handled and discarded in accordance with federal, state and local laws, regulations and standards and taken to an approved waste disposal site.

Unacceptable Work Practices for Asbestos Cement Pipe

Nonpressure Tapping (Dry Tapping)
Nonpressure or “dry tapping” for service connections in ACP is not permitted on CHWD’s facilities.

Tapped Couplings
Using factory tapped couplings is no longer common practice and is not permitted on CHWD’s facilities.

Machining (End Trimming) using Manual or Power Field Lathe
A field lathe designed to end-trim and remachine rough pipe ends into profiles equal to factory made ends is not permitted on CHWD’s facilities.

Dry Sanders, Grinders, Saws or Abrasive Tools
Any abrasive tool that has the possibility of producing any dust will not be used for cutting, shaping or beveling ACP. These tools are likely to produce asbestos dust and airborne concentrations beyond the permissible exposure limit (PEL) and short-term exposure limits. Using such tools, dry cutting methods or performing any other operations that would generate any dust are to be avoided as such operations will subject the employee to possible health hazards and disciplinary action.

Hand and Power Tools (Rasps, Files, Hammers, Drills, Chisels, etc.)
Any hand or power tool that has the possibility of producing any dust should not be used for breaking, crushing, cutting, shaping or beveling ACP. These tools are likely to produce dust and airborne concentrations beyond the permissible exposure limit (PEL) and short-term exposure limits. Using such tools, dry cutting methods or performing any other operations that would generate any dust are to be avoided as such operations will subject the employee to possible health hazards and disciplinary action.
ATTACHMENT NO. 3

MINIMUM REQUIREMENTS FOR SIGNS OR WARNING LABELS PERTAINING TO ASBESTOS CEMENT PIPE WASTE MATERIALS

DANGER

CONTAINS ASBESTOS FIBERS

AVOID OPENING OR CREATING DUST

CANCER AND LUNG DISEASE HAZARD
CITRUS HEIGHTS WATER DISTRICT
HEAT ILLNESS PREVENTION PROCEDURES (HIPP)

Revised 12/08/2015
Citrus Heights Water District
Heat Illness Prevention Procedures
Revised
12/08/2015

Citrus Heights Water District is dedicated to providing a safe work place for all of its employees. Each employee working in the field will be trained in the recognition, prevention, and treatment of heat-related illnesses. Additionally, each employee will have an air-conditioned vehicle at their job site that may be used to provide temporary cooling as necessary. Employees may also use shade tents to provide a safer work environment.

The following procedures will be followed

- The Crew Leader will bring one drinking water container (5 gallons each) to the jobsite, so that at least 4 quarts of fresh, pure, & suitably cool water per employee is available at the start of each shift.

- The Crew Leader will also bring at least 30 disposable paper cone cups and the necessary cup dispenser to ensure that enough disposable cups are made available for each worker and are kept clean until used.

- The Crew Leader will check the water level of all containers every 30 minutes, and more frequently when the temperature exceeds 90 degrees F. When the water level within a container drops below 50%, water containers will be refilled with cool water. To accomplish this task, the Crew Leader will acquire additional water as needed.

- When the temperature exceeds 90 degrees F, the Crew Leader will provide ice in the drinking water to keep it cool.

- The Crew Leader will check the work site and place the water as close as possible to the workers (i.e. no more than 50 feet from the workers). If the work terrain prevents the water from being placed as close as possible to the workers, the Crew leader will bring bottled water and disposable cups so that workers can have drinking water readily accessible.

- The Crew Leader will ensure that the water containers are relocated to follow along as the crew moves, so drinking water will be readily accessible.

- The Crew Leader will be responsible for daily cleaning the water containers and ensuring that they are kept in sanitary condition (all necessary cleaning supplies are provided by the company).

- The District will reimburse Crew Leader for any cost incurred for him/her to fill up their water containers as needed on a daily basis or to purchase necessary disposable cups or cleaning supplies. The Crew Leader will be given reimbursement for the purchase of supplemental water and/or drinking water supplies if necessary.
• The Crew Leader will point out daily the location of the water coolers to the workers and remind them to drink water frequently. When the temperature exceeds or is expected to exceed 90 degrees F, the crew leader will hold a brief “tailgate” meeting each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.

• The Crew Leader will remind employees to drink water throughout the work shift.

• When the temperature equals or exceeds 95 degrees F, or during a heat wave, the Crew Leader will increase the number of water breaks, and will remind workers throughout the work shift to drink water.

• During employee training, the importance of drinking water frequently will be stressed.

**Procedures for Access to Shade include the following:**

• The Crew Leader will ensure that shade is available to accommodate all employees on recovery or rest periods, and those onsite taking meal periods.

• The Crew Leader will ensure that one air-conditioned vehicle is driven to the jobsite. This vehicle can be used by any employees on the crew to sit and rest without contacting the bare ground.

• The Crew Leader will encourage employees to take a 5 minute preventative cool-down rest period in the shade, when they feel the need to do so to protect themselves from overheating.

• The Crew Leader will ensure that the vehicle is relocated to follow along with the crew and double-check that it is as close as practical to the employees, so that access to shade is provided at all times.

**Procedures for Monitoring the Weather include but are not limited to:**

• One week in advance (or with as many days in advance as possible), the Operations Manager will check the Weather Channel TV Network or local news programs to view the extended weather forecast in order to plan the work schedule. Warnings will be issued to all field personnel when weather is predicted to be over 95 degrees F. This type of advance warning should take place during all summer months. **Sacramento Forecast:** 979-3038

• Prior to each workday, the Operations Manager will be responsible for monitoring the weather forecast for the worksite. This critical weather information will be taken into consideration, to determine when it will be necessary to make modifications to the work schedule (such as increasing the number of water and rest breaks).
Handling a Heat Wave (at least 80 degrees):

- During a heat wave, or heat spike, field employees will have an air-conditioned vehicle available to cool down.

- If schedule modifications are not possible and workers have to work during a heat wave, the Crew Leader will provide a short tailgate meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the workers.

High Heat Procedures:

High Heat Procedures are additional preventive measures that will be used when the temperature equals or exceeds 95 degrees F.

- The Crew Leader will ensure that effective communication by radio or cell phone is available so that employees at the jobsite can contact a supervisor and/or emergency services when necessary.

- The Crew Leader will observe employees for alertness and symptoms of heat illness.

- The Crew Leader will remind employees throughout the work shift to drink plenty of water.

- The Crew Leader will closely supervise new employees, or assign a “buddy” or more experienced coworker for the first 8 work days of employment, unless the new employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for 4 or more hours per day.

- Employees assigned to work unaccompanied shall implement a “Buddy System” with a fellow employee to contact by cell phone or radio every hour.

Procedures for Acclimatization include but are not limited to:

- The Operations Manager will monitor the weather and be on the lookout for sudden heat wave(s) or increases in temperatures to which employees haven’t been exposed to for several weeks or longer.

- For new employees, when the temperature exceeds 80 degrees Fahrenheit, the Crew Leader will try to find ways to lessen the intensity of the employees work during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning)).

- During a heat wave, the Crew Leader will observe all employees closely (or maintain frequent communication via phone or radio) and be on the lookout for symptoms of heat illness.
Citrus Heights Water District’s training program for employees and supervisors will include the importance of acclimatization, how it is developed and how these District procedures address it.

**Procedures for Emergency Response include but are not limited to:**

- Prior to assigning a crew to a particular worksite, the Operations Manager will provide workers and the Crew Leader with maps along with clear and precise directions (such as streets or road names) of the site, to avoid a delay if emergency medical services are needed.

- Prior to assigning a crew to a particular worksite, the Operations Manager will ensure that a qualified, appropriately trained and equipped person will be available at the site, to render first aid if necessary.

- All Crew Leaders and supervisors will have cell phones or other means of communication, to ensure that emergency medical services can be called in the event of an emergency.

- When an employee is showing symptoms of possible heat illness, the Crew Leader will take immediate steps to keep the stricken employee cool and comfortable. If symptoms do not decrease within ten minutes, emergency service responders should be called to reduce the possible progression to more serious illness.

- At remote locations such as undeveloped areas, the Crew Leader will designate an employee or employees to physically go to the nearest roadway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vest or flashlights in order to direct emergency service responders to the location of the worksite, which may not be visible from the road-way.

- During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor or Crew Leader any signs or symptoms they are experiencing.

- Citrus Heights Water District’s training for employees and supervisors will include every detail of these written emergency procedures.
Handling a Sick Employee:

- When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the air-conditioned truck and drinking cool water will suffice or if emergency service providers will need to be called. Stay with the sick worker.

- Call emergency service providers immediately if an employee displays serious signs of heat illness such as loss of consciousness, incoherent speech, or convulsions. Emergency service providers should also be called if an employee has a red and hot face, does not look OK and does not get better after drinking cool water and resting in an air-conditioned truck for ten minutes. While the emergency service providers are in route, initiate first aid (cool the worker: place in the air conditioned truck, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the job site alone.

Procedures for Employee and Supervisory Training:

- Citrus Heights Water District will ensure that all supervisors are trained prior to being assigned to supervise other workers. Training will include this District’s written prevention procedures and what steps supervisors will follow when employees’ exhibit symptoms consistent with heat illness.

- Citrus Heights Water District will ensure that all employees are trained prior to working outside. Training will include the company’s written prevention procedures.

- The Operations Manager will train employees on the steps that will be followed for contacting emergency medical services. The importance of clear and precise directions to the site will be stressed along with the possible need to make visual contact with emergency responders at the nearest road to direct them to the worksite.
CITRUS HEIGHTS WATER DISTRICT
EMERGENCY ACTION PLAN (EAP)

Revised 12/08/2015
1.0 PURPOSE

The purpose of the Emergency Action Plan is to serve as a supplement to Citrus Heights Water District’s (CHWD) Injury and Illness Prevention Program (IIPP) and must be used in conjunction with the IIPP. The Emergency Action Plan establishes procedures and provides information which is necessary to ensure that members of CHWD’s staff are knowledgeable in the event of an emergency and to ensure their own safety and the safety of others.

California Code of Regulations, Title 8, Section 3220 & 3221

2.0 INTRODUCTION

Emergencies, disasters, accidents and injuries can occur at any time usually without warning. Being prepared physically and mentally to handle emergencies is an individual as well as an organizational responsibility.

Citrus Heights Water District has established emergency procedures for you to follow so that the effects of these emergencies can be minimized. Your safety is of primary importance.

The purpose of these procedures is to acquaint you with an effective plan for handling possible emergencies and disasters. Once you are familiar with this information, you will be able to better protect yourself and others. You are encouraged to read this guide in its entirety to gain the knowledge to be able to act quickly in an emergency situation to minimize your exposure to danger. If you have questions or need further information, please contact your immediate supervisor, department manager or the District’s safety officer.
3.0 EMPLOYEE INJURY

3.1 Life Threatening Injuries:

Dial 9-911

Use the following list of examples and your own experience to determine if a life threatening emergency exists and when to call for help:

- Persistent or sudden chest pain;
- Difficulty breathing;
- Uncontrollable bleeding;
- Severe altered level of consciousness;
- Injuries involving trauma (falls, head injuries, burns, etc.).
- Heatstroke.

For all types of injuries:

- Keep person as calm and comfortable as possible;
- Do not move the person unless absolutely necessary;
- Never give liquids to an unconscious person;
- Do not remove objects that are embedded in a person’s skin.

3.2 Non-Life Threatening Injuries/Illness/First Aid.

Types of these injuries may include:

- Twisted ankle, wrist and/or back pain (e.g. musculoskeletal disorders);
- Minor cuts or abrasions that might require medical attention;
- Debris, dust and chemicals in eye (use eyewash first if available).
- Heat disorders (other than life threatening)
- Dehydration
- Fume sickness.

Employees should be escorted to (should not be allowed to drive themselves):

Sutter Occupational Health Services Roseville
Three Medical Plaza Dr. Suite 100
Roseville, CA 95661
(916) 797-4700
(916) 797-4701 fax
Monday – Friday
8:00 a.m. – 5:00 p.m.
After hours escort to:

Sutter Roseville Medical Center Emergency Department
One Medical Plaza Dr.
Roseville, CA 95661
(916) 781 - 1000

3.3 Reporting Responsibilities for Workplace Injuries/Illnesses:

3.3.1 Employees: It is the employees’ responsibility to report an injury to your supervisor immediately. Any delay in reporting an injury may cause delay in workers’ compensation benefits.

3.3.2 Supervisor/Manager: It is the supervisors’/manager’s responsibility to report the injury/illness immediately to the District’s Human Relations Specialist.

3.4 Blood or Bodily Fluids:

If assisting an injured person before help arrives, wear disposable gloves if possible. Always thoroughly wash your hands with soap and water for at least thirty seconds after exposure to such liquids. Do not exceed your level of training.

4.0 FIRE EMERGENCIES

4.1 If there is a fire, explosions, or smoke in a building, take the following steps:

- Stuff objects (papers, rags, jackets, etc.) at the base of the door;
- DIAL *7011 ON THE PHONE SYSTEM AND ANNOUNCE THE FIRE;
- ACTIVATE THE EVACUATION ALARM;
- Call 911 and tell them the location;
- Close all doors (do not lock the doors);
- If smoke is present, stay close to the floor;
- Once outside, proceed to one of the designated meeting areas;
- Meeting areas are flexible and might have to be adjusted depending on wind direction or the magnitude of the hazard;
- Remain at the meeting place;
- Attempt to account for all persons;
- Stay at the evacuation area until the fire department or a designated representative has given the “all clear” to re-enter the building.

4.2 If you are trapped in a room:

- Stuff objects (papers, rags, jackets, etc.) at the base of the door;
- Call 911 and tell them your location;
- If needed break a window for fresh air or to escape. Stay as close to the floor as possible since smoke rises.

If your clothing is on fire, STOP, DROP and ROLL.
4.3 In the event of a fire the District does not require employees to use a fire extinguisher. However, if you have received fire extinguisher training and are comfortable in extinguishing an incipient stage fire (a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguisher), you may attempt to extinguish the fire with a fire extinguisher if **ALL** of the follow conditions are met:

- The evacuation alarm has been sounded and all occupants have been evacuated;
- If the fire is small (waste basket size) and has not spread from its originating point;
- You have the correct type of extinguisher;
- You are current on fire extinguisher training;
- Your exit is clear and you can extinguish the fire with your back to the exit door.

5.0 BOMB THREAT

Take a bomb threat very seriously, and report it immediately to 911. The proper authority will determine what immediate actions are appropriate to take (up to and including evacuation).

5.1 A written bomb threat or package:

- Do not handle the object any more than necessary;
- Do not disturb any powder or liquid coming from a suspicious package.

5.2 A telephone bomb threat:

- Note the exact time of the call;
- Attempt to write down the exact words of the caller;
- Try to ask clear and exact questions (type, time, place, etc.);
- Try to note the caller’s voice (lisp, gender, jargon, etc.).

Get as much information as possible by asking:

- Where it is located?
- What kind of bomb is it?
- What does it look like?
- When is the bomb set to explode?
- How do you deactivate it?
- As soon as you get off the phone call 911 and give all the information you obtained.
6.0 EARTHQUAKE

6.1 During the earthquake:

• Stay Calm;
• Cover and hold: Get under a table, desk, or in the door frame;
• Face away from the windows (or other glass);
• Cover your head;
• If outside, get to the nearest open space away from buildings or overhangs.

6.2 After the earthquake stops:

• Check for personal injuries;
• Evacuate the building if necessary (using evacuation procedures);
• Notify 911 of any injuries or immediate health hazards;
• If there is damage to the building, make sure the building has been checked by the fire department and/or a designated representative and deemed safe before re-entering the building after an earthquake.

7.0 WORKPLACE VIOLENCE

Violence in the workplace can have many sources. It may be a current or former disgruntled employee. It may be an angry spouse or relative of an employee. It also may be an upset customer or other outside person. The violence may be a random act or something planned to gain public attention. The following guidelines are designed to reduce the likelihood of workplace violence and provide information for all employees to use as methods of prevention and intervention of workplace violence.

7.1 Emergency Procedures:

Immediate Threat:

• Notify your supervisor or manager;
• Call 911 if needed;
• Get out of the area and away from the immediate threat.

Violence Committed:

• Call 911 immediately if a person commits an act of violence against you or another person;
• Notify your supervisor or manager.
Intimidating Situation:

- Notify your supervisor or manager;
- Call 911 if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (e.g. oral or written, gestures, expressions).

7.2 Non-emergency Procedures:

If you are not in immediate physical danger, but you have information or concerns regarding workplace violence, contact your supervisor.

8.0 UTILITIES FAILURE

Examples of utility failure that may occur are electrical outage, plumbing failure/flooding, natural gas leak, or ventilation problems.

In the event of a failure, immediately notify Supervisor or Manager.

For emergencies call 911.

If there is potential danger to you or other occupants:

- Call 911;
- In a situation where a building needs to be evacuated, please proceed to the emergency evacuation area;
- Turn off equipment, machines and computers;
- Assist disabled persons as needed;
- Stay at the designated evacuation area until the fire department or designated representative has given the “all clear” to re-enter the building.
9.0 EVACUATION PROCEDURES

Evacuation of the building is REQUIRED when the evacuation alarm system sounds or when instructed to do so.

9.1 Employee Alarm Systems

- The employee alarm system shall provide warning for necessary emergency action as called for in this plan, or for reaction time for safe escape of employees from the workplace or the immediate work area, or both.

- CHWD’s preferred means of alerting employees of an emergency situation that requires evacuation shall consist of the District’s two-way radio system and the District’s telephone intercom system (not cell phones). When telephones are used as a means of signaling an evacuation, telephone numbers as well as instructions explaining how to activate the intercom shall be conspicuously posted nearby. Where a communication system also serves as the employee alarm system, all emergency messages shall have priority over all non-emergency messages.

- Direct voice communication to evacuate is acceptable as a backup or augmentation to the primary intercom alarm to ensure all employees hear the evacuation order.

- A current list of key personnel such as General Manager, Operations Manager, Fire Department, Hospitals and Ambulances, Police Departments, Emergency Response Team and Emergency Agencies, in order of priority, to be notified in the event of an emergency during regular and off-duty hours shall be posted in each work area.

- All employees shall be made aware of the means and methods of reporting emergencies. These methods may be, but are not limited to, radio or telephones including cell phones.

- Back-up means of alarm, such as employee runners or cell phones, shall be provided when systems are out of service or as a means of augmenting other alarm devices or systems.

- Manually operated actuation devices for use in conjunction with employee alarms shall be unobstructed, conspicuous and readily accessible.

9.2 Procedures to follow to evacuate District Facilities located at 6230 Sylvan Road, Citrus Heights, in the event of an Emergency when evacuation is required.

- When an alarm is activated or an order given to evacuate any or all of the District’s facilities, immediately locate the nearest safe available exit. All employees shall be familiar with the facilities map and detail of all safe exits.

- Employees should exit in an orderly manner to prevent confusion and minimize panic or injury.
• Select one District Representative to contact emergency response agency via “911” and provide the following information:
  o Name
  o Nature of emergency
  o Location by street and number address with nearest cross street.
  o Actions taken to move to a safe location.
  o Actions taken to minimize the emergency or damage caused by the emergency.
  o Assistance needed including injuries suffered by employees if any.
• An employee checklist stationed by each safe exit shall be carried to the assembly area by any employee using that exit. The checklist will have, as a minimum, a listing of all District employees and cell phone numbers and call sign (unit) number. The checklist will be given to the senior employee at the assembly area.
• All employees with a District cell phone will ensure it is carried to the assembly area.
• Employees should proceed directly to the designated assembly area outside the facilities to await further instructions and to be accounted for.
• The primary assembly is 6240 Sylvan Road located north of the administration and field offices.
• Alternate location if the primary location is unavailable or obstructed shall be at the gate of the east end of the District property at Shuman Ln.
• An assembly area other than those listed may be directed if an alternative is dictated by the incident that triggered the evacuation.
• Extreme caution must be exercised at all times during the evacuation since emergency vehicles may be responding to the emergency and/or other risks of bodily injury may be present.
• Do not stand or congregate within designated fire lanes. These are identified as the areas inside the red fire lane stripes marked in the corporation yard driveway.

9.3 Procedures to follow to account for all employees after emergency evacuation have been completed.

• The senior employee at the assembly area will take charge of the assembled employees in order to account for all present on one of the employee checklist. Only one checklist will be used at any one assembly area.
• The senior employee will determine if the other means of communication should be used to contact employees that are not present at the assembly area.
• Should it become necessary to assemble at two or more separate areas as dictated by the emergency, the senior employee at each assembly area will attempt to contact the other areas to account for all employees involved in the evacuation.
• Report anyone not accounted for to the emergency responders when they arrive or to the senior employee.
• All employees shall remain in their assembly area until released by emergency personnel or the senior employee at the assembly area.
9.4 Procedures to follow when employees are at a remote facility or job site

- Evacuate all employees.
- Visually account for all employees after evacuation.
- Contact emergency response agency via “911” and provide the following information:
  - Name
  - Nature of emergency
  - Location by street and number address with nearest cross street.
  - Actions taken to move to a safe location.
  - Actions taken to minimize the emergency or damage caused by the emergency.
  - Assistance needed including injuries suffered by employees if any.

- Contact District Office with the following information:
  - Name
  - Nature of emergency
  - Location by street and number address with nearest cross street.
  - Actions taken to move to a safe location.
  - Actions taken to minimize the emergency or damage caused by the emergency.
  - Assistance needed including injuries suffered by employees if any.
  - Advise if emergency response agency via “911” has been contacted or is on scene.
  - Advise Supervisor of the situation.
  - Request assistance if necessary.
  - Document the incident with photos.

9.5 Building Evacuation:

- Determine in advance the nearest exit to your work area and the route you will follow;
- Establish an alternate route in the event your first route is blocked or unsafe to use;
- Assist those needing assistance;
- Once outside, proceed to a designated meeting area or similar area at least 100 ft. from the building;
- Meeting areas are flexible and might have to be adjusted depending on wind direction or the magnitude of the hazard;
- Remain at the meeting place;
- Attempt to account for all persons;
- Stay at the designated evacuation area until the fire department or designated representative has given the “all clear” to re-enter the building.
Assisting Persons with Disabilities

In cases of emergencies, individuals with mobility or sensory impairments (hearing or vision) may need assistance or guidance with evacuating a building.

To Assist Visually-Impaired Persons:

- Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area. Tell the person what needs to be done in order to evacuate;
- Guide the person with you. Allow the person to take your arm below the elbow and instruct them to follow you. Remember to move slowly and communicate clearly with the individual;
- Advise the individual of any hazards or obstacles in the path;
- When you have reached safety, advise the individual of their location and stay with them if necessary. Before leaving, make sure the individual does not need any further help.

To assist Deaf/Hard of Hearing Persons:

- To get a person’s attention, you can flash room lights, wave your arms, or tap on the persons shoulder;
- Gesture about what is happening and what to do (i.e. follow me, get down) or;
- Write on a board or paper the nature of the emergency or the evacuation route.

To Assist Mobility-Impaired Persons:

- First ask the individual if they have medical/health needs, advice, or requirements;
- Individuals using wheelchairs can be pushed or accompanied to safety. If needed, seek help to safely assist the person;
- Individuals using canes, crutches, or walkers should evacuate themselves except in the event that rapid evacuation is deemed essential;
- If in need of assistance, call 911. Do not attempt to transfer a person from a wheelchair unless absolutely necessary.
Citrus Heights Water District
Personal Protective Equipment Policies

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Introduction

The purpose of the Personal Protective Equipment Policies is to protect the employees of Citrus Heights Water District (CHWD) from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

CHWD Personal Protective Equipment Policies includes:

- Responsibilities of Managers, supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE
Responsibilities

Safety Committee

The Safety Committee is responsible for the development, implementation, and administration of CHWD’s PPE policies. This involves

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.

2. Reviewing, updating, and conducting PPE hazard assessments whenever:
   - A job changes
   - New equipment is used
   - There has been an accident
   - A supervisor or employee requests it
   - At least once year

3. Maintaining records on hazard assessments.

4. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

Department Managers

Department Managers have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:

1. Providing appropriate PPE and making it available to their employees.

2. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.

3. Ensuring that employees properly use and maintain their PPE, and follow CHWD’s PPE policies and rules.

4. Notifying the safety committee when new hazards are introduced or when processes are added or changed.

5. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

6. Provide remedial training for and/or counsel employees who do not follow the correct PPE safety procedures.
Supervisors

Supervisors have the responsibility for implementing and enforcing PPE use and policies in their work area. This involves:

1. Providing appropriate PPE and making it available to their employees.
2. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
3. Ensuring that employees properly use and maintain their PPE, and follow CHWD’s PPE policies and rules.
4. Notifying the safety committee when new hazards are introduced or when processes are added or changed.
5. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Provide remedial training for and/or counsel employees who do not follow the correct PPE safety procedures.

Employees

CHWD employees are responsible for following the requirements of the PPE policies. This involves:

1. Properly wearing PPE as required.
2. Attending required training sessions.
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
4. Following CHWD’s PPE policies and rules.
5. Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules will be provided remedial training for and/or counseling regarding CHWD’s PPE Plan.
**Procedures**

**Hazard Assessment for PPE**

The Safety Committee, in conjunction with Managers, and Supervisors, will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Certification Form, which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey. The District’s Safety Officer will keep the forms in the Safety Committee file cabinet.

**Selection of PPE**

Once the hazards of a workplace have been identified, The Safety Committee will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behavior, such as engineering controls.

If such methods are not adequate or feasible, then The Safety Committee will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH (National Institute for Occupational Safety and Health) or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face Protection ANSI Z87.1-1989
- Head Protection ANSI Z89.1-1986
- Foot Protection ANSI Z41.1-1991
- Hand Protection (There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by CHWD at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.
Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

Training of each employee will be documented using the Personal Protective Equipment Training Documentation Form and kept on file. The document certifies that the employee has received and understood the required training on the specific PPE he/she will be using.

Retraining

The need for retraining will be indicated when

- An employee’s work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- New equipment is purchased
- Changes in the work place make previous training out-of-date
- Changes in the types of PPE to be used make previous training out-of-date
- Once a year

Cleaning and Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers’ instructions before and after each use. Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, Supervisors must make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.
**NOTE:** Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk.

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

Safety Disciplinary Policy

Citrus Heights Water District believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. CHWD believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. Discipline will follow current CHWD Employee Policies.
PURPOSE

The Hazard Communication Program establishes methods for providing information regarding hazardous materials in the workplace as required by California Code of Regulations, Title 8, Section 5194 (8 CCR 5194). Cal/OSHA has adopted the new Globally Harmonized System effective October 17, 2013.

SCOPE

This Program discusses requirements for the use of hazardous material labels and other hazard warning methods, Safety Data Sheets (SDSs) formerly Material Safety Data Sheets (MSDSs), hazardous materials evaluations, annual inventories, and employee information and training on hazardous materials. The program will ensure that:

- Employees have proper training and awareness of hazardous materials in the workplace.
- Safety Data Sheets (SDSs) are on file for employee access
- Proper posting and container labeling are accomplished

RESPONSIBILITIES

This Program applies to employees, including contract employees under the direct supervision of the District’s employees, who may come in contact with or be exposed to hazardous materials at the workplace while performing their normal duties or during emergency conditions. It also applies to those who are involved in the purchase, transportation, or storage of hazardous materials.

Individual(s) assigned to manage the HCS Plan, and periodically update the Program, SDSs, chemical inventory list, and container labeling:

Purchasing/Inventory Specialist
Safety Officer/Safety Committee
Operations Manager
Management Shall:

A. Provide training, document training, and provide copies of training records to appropriate supervisors.

B. Ensure a list is provided of all hazardous materials in the workplace.

C. Ensure that SDSs are readily available, and the location of information is identified to employees.

D. Evaluate the hazard potential of new hazardous materials being introduced into the workplace, and recommend safer alternatives, if available.

E. Provide guidance for labeling of hazardous material containers.

F. Ensure workplace inspections include evaluations of hazardous material safe handling and storage practices.

G. Integrate changes to the existing HCS Program to comply with the requirements under the Global Harmonization Standard (GHS).

Supervisors Shall:

A. Identify the hazardous materials normally associated with jobs under their supervision, and make sure their employees receive the appropriate Hazard Communication training (both general and specialized), before they begin any work assignment involving hazardous materials.

B. Notify management regarding the use of new hazardous materials.

C. Notify management regarding new uses for existing hazardous materials.

D. Ensure personnel employ the protective measures prescribed by SDSs, container labels, and local operating instructions when working with hazardous materials.

E. Ensure personnel use, transport, and store hazardous materials in a safe manner.

F. Ensure hazardous material containers are labeled properly (including portable and secondary containers).

G. Ensure current SDSs are available for the hazardous materials used.

H. Integrate changes to the existing HCS Program to comply with the requirements under the Global Harmonization Standard (GHS).
Employees Shall:

A. Familiarize themselves with, and follow all hazard warnings, container labels, and SDSs so they can use this information where needed.

B. Be familiar with and implement changes to the existing HCS Program to comply with the safe work practices and requirements under the Global Harmonization Standard (GHS).

C. Employ the safe work practices and protective measures prescribed by SDSs, container labels, and local operating instructions when working with hazardous materials.

CONTRACTOR (MULTI-EMPLOYERS) REQUIREMENTS

Contractors are required to have their own Hazard Communication Program. The information on the contractor’s HCS Plan, SDS documents must be available to the District when contractor’s chemicals or hazardous materials are used or stored on district property. The district will provide the contractors with HCS, and SDS information specific to district operations. The contractors must, in turn, convey this information to their employees.

TRAINING

A. Initial Training:

For employees whose duties require them to work around hazardous materials, initial training shall be provided by Management before they begin their work assignment. This training will cover the following topics:

1) Overview of Hazard Communication regulations, including employees' rights under the regulations.

2) Operations in the work area where hazardous materials are present.

3) How to read warning labels and identify the presence or release of hazardous materials.

4) Emergency procedures for spills/accidents, including fire hazards, first aid, clean-up, and disposal.

5) Location and availability of this Hazard Communication Program, including hazardous materials lists, and SDSs.

6) How to read an SDS.
A. Training for Non-Routine Tasks:

Periodically, employees are required to perform non-routine tasks, which may involve hazardous materials. Before starting work on such projects, affected employees shall be given information by their supervisor about the hazards to which they may be exposed.

B. Specialized Training:

Specialized training shall also be provided on an as-needed basis as new hazards are introduced into the workplace and for hazards that are newly discovered (e.g., from revised SDS, and label information).

C. Recurring Training:

On-going training will be provided to employees. The frequency of this training should be designed to maintain a heightened level of hazardous material awareness. Hazardous Material awareness training should be conducted at least annually.

HAZARDOUS MATERIAL INFORMATION

A. All purchases of hazardous materials must include the most current SDS with delivery.

B. A list of workplace hazardous materials can be found in SDS binders/files. This information should be reviewed and updated periodically by the assigned individual(s).

C. Workplace SDSs are located in the following areas:

Operations Building in the assembly area on the safety bulletin board. Main storeroom attached to the meter cage.
SAFETY DATA SHEETS (SDSs)

One of the main components of the Chemical Hazard Communication Program is the safety data sheets (SDSs). SDSs will accompany shipments of hazardous material. If an SDS is not included with a shipment and the SDS is not on file from a previous shipment, the shipment shall be refused. An SDS is not required for subsequent shipments if a current SDS is on file. SDSs can be stored as paper copies and stored in notebooks in the immediate workplace, or they can be available electronically on an accessible database.

For any hazardous material which is used, stored, or handled, which is found to be lacking an SDS, a phone request will be made to the material manufacturer or supplier, requesting a copy of the SDS. A copy of the SDS can also be downloaded from the internet.

SDSs have 16 elements as follows:

1. Identification of the substance or mixture and of the supplier
2. Hazards identification
3. Composition/information on ingredients
4. First aid measures
5. Firefighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls/personal protection equipment
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological information
13. Disposal considerations
14. Transport information
15. Regulatory information
16. Other information including information on preparation and revision of the SDS

Three very important categories are highlighted above: #4 First aid measures, #7 Handling and storage and #8 Exposure controls/personal protection equipment (PPE).
LABELING AND WARNINGS

Labeling of chemical containers is an important element for the prevention and control of incidents. Inadequate labeling of containers can result in serious problems if the contents cannot be swiftly and definitely identified.

The following outlines the GHS labeling requirements:

1. Product Identifier

2. Pictograms

3. Signal Words

4. Hazard Statements

5. Precautionary Statements

6. Supplier Identification

The GHS symbols have been incorporated into pictograms for use on the GHS label. Pictograms include the harmonized hazard symbols plus other graphic elements, such as borders, background patterns or colors which are intended to convey specific information.
The GHS pictograms show an immediate visual picture of the potential hazards the chemical presents.

SIGNAL WORDS

Will be either “DANGER” (for more severe hazards) or “WARNING” (for less severe hazards). The word “CAUTION” will no longer be used.

LABELING REQUIREMENTS
A. Receiving employees will ensure that incoming containers are labeled with the name of the manufacturer or supplier, name of the material and hazard warning. They also will conduct an inspection for leaks or broken containers. A shipment shall be refused if not adequately labeled or if there are damaged containers.

B. Containers used, handled, or stored will maintain adequate labeling.

C. The name of the material on the label must be the same as the name on the SDS.

D. When a hazardous substance is transferred from one container to another, the new container must be labeled with a label that matches the bulk container label. An exception to this requirement is if the material is going to be immediately used (same work shift) by the person who dispensed the material - then no label is required, unless the material is left unattended.

E. Labels will be written in English. Other languages may also be included on supplemental (additional) labels.

F. Unlabeled containers are a serious potential health & safety risk. Before unlabeled containers are used, the contents will be identified and the container labeled. This may require chemical testing or contacting a knowledgeable person or Supervisor.

G. Pipes will be labeled as to contents and direction of flow.

H. The following materials are typically labeled pursuant to other regulations and do not require container labels as required by the Hazard Communication Standard:

   1) Pesticides
   2) Food, food additives, color additives, drug, cosmetic or medical or veterinary device
   3) Distilled spirits (alcohol) consumer product

Note these items and labels shall still identify the material to the extent that it is understood that the material is hazardous.
SIGNAGE

Process vessels or tanks may be labeled using signs or labels and National Fire Protection Association (NFPA) Placards. (Note: *Hazard classification for GHS is different from NFPA.* For the GHS system, a classification of 1 is most severe where under the NFPA numbering system a 4 is most hazardous. Refer to the “REFERENCES” to review OSHA QuickCard Comparison of NFPA 704 and HazCom 2012 Labels.)

REFERENCES

A. 8 CCR 5194 Hazard Communication  
https://www.dir.ca.gov/title8/5194.html

B. 8 CCR 3204 Access to Employee Exposure and Medical Records  
https://www.dir.ca.gov/title8/3204b.html

C. Hazard Communication Safety Data Sheets  
https://www.osha.gov/Publications/HazComm_QuickCard_SafetyData.html

D. Hazard Communication Standard Labels  

E. Hazard Communication Standard Pictograms  

F. OSHA QuickCard Comparison of NFPA 704 and HazCom 2012 Labels  
CITRUS HEIGHTS WATER DISTRICT
HEARING CONSERVATION PLAN

Revised 12/08/2015
Citrus Heights Water District
Hearing Conservation Plan

1.0 PURPOSE

The purpose of this hearing conservation plan is to prevent occupational hearing loss and ensure CHWD complies with OSHA Standard CFR 1910.95, Occupational Noise Exposure.

Operations Manager is responsible for assuring implementation of Company policy concerning hearing conservation.

2.0 NOISE MONITORING

A. Noise Survey

1. The Safety Committee will perform the survey.

2. Upon new equipment purchase or when an employee complains of excess noise.

3. Utilizing a noise dosimeter.

4. Results of survey: The following activities, locations, operations, etc. (as applicable) were found not to equal or exceed 85dBA as an eight-hour average:

B. Monitoring

1. When information indicates any employee’s exposure may equal or exceed an eight-hour time weighted average of 85 decibels, a monitoring program will be implemented.

2. Where circumstances such as high worker mobility, significant variations in sound level, or a significant component of impulse noise make area monitoring generally inappropriate, representative sampling will be used to comply with the monitoring requirements of the standard unless sampling produces equivalent results.

3. All continuous, intermittent and impulse sound levels from 80 decibels to 130 decibels will be integrated into the noise measurements.

4. Instruments used to measure employee noise exposure will be calibrated to ensure measurement accuracy.
5. Monitoring will be repeated whenever a change in production, process, equipment or controls increases noise exposure to the extent that:

- Additional employees may be exposed at or above the action level; or

- The attenuation provided by the hearing protection devices being used by employees may be rendered inadequate to meet the requirements of paragraph (j) of the standard.

3.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Provision and use of hearing protection is required as a condition of employment for all employees who work in areas or at operations in which their noise exposure exceeds 90dBA as an eight hour average.

2. Employees who do not use provided PPE will be subject to disciplinary procedures as found in CHWD Policy #4513

3. PPE will be available on request for all employees who work in areas or at operations in which their noise exposure equals or exceeds 85dBA as an eight hour average.

Provision of PPE

A choice of several types of hearing protective devices will be provided to allow employees to select the most comfortable hearing protection. It is recommended that at least two types of earplugs and one type of earmuff be made available. The OSHA Standard 1910.95 requires that a variety of hearing protection devices be made available.

a. Types of PPE provided are earplugs and earphones

b. Employees will obtain and replace PPE by contacting Purchasing Specialist

c. A choice of several types of hearing protection devices is provided to allow employees the most comfortable style or type. Employees are encouraged to try different types in order to determine their preference.

VI. EMPLOYEE EDUCATIONAL TRAINING

A. An annual training program will be provided for all employees who are exposed to noise levels at or above an eight-hour average of 85dBA.

B. Training will be conducted by the Safety Officer/Safety Committee and will include information on:

1. The effects of noise on hearing.

2. The purpose and use of hearing protectors.
CITRUS HEIGHTS WATER DISTRICT
RESPIRATORY PROTECTION PROGRAM (RPP)
Adopted 4/11/2017
1.0 POLICY

It is the policy of Citrus Heights Water District to protect its employees from hazardous atmospheres through a comprehensive program of recognition; evaluation; engineering, administrative and work practice controls; and personal protective equipment, including respirators. To the greatest extent feasible, hazard elimination and engineering and work practice controls shall be employed to control employee exposure to within allowable exposure limits. However, where these measures are not feasible or fully effective or are under development, Citrus Heights Water District shall provide appropriate respirators to affected employees under this program. Citrus Heights Water District is committed to full compliance with applicable federal and state regulations pertaining to employee respiratory protection. This program is intended to conform to OSHA Respiratory Protection standard, 29 CFR 1910.134 and Cal/OSHA Title 8, Section 5144.

2.0 PURPOSE

The purpose of this program is to protect the health of Citrus Heights Water District employees who may be exposed to hazardous atmospheres in the conduct of their work and to provide appropriate protection from these hazards, without creating new hazards. This program sets forth the Citrus Heights Water District practices for respirator use, provides information and guidance on the proper selection, use, and care of respirators, and contains requirements for establishing and maintaining a respirator program.

3.0 SCOPE

This program applies to all Citrus Heights Water District employees who may need to wear a respirator to perform assigned duties. Examples of chemicals or operations that pose potential respiratory hazards and involve respirator use are:

Welding, Grinding, Cutting Asbestos Cement Pipe, Cutting Asphalt or Cement, Painting and more.

4.0 PLAN REVIEW

To ensure the written Respiratory Protection Plan remains a viable working document which reflects the current needs and status of the District, the Plan will be reviewed no less than annually by the Program Administrator.
5.0 DEFINITIONS

Air purifying respirator (APR) — a type of respirator that removes specific contaminants from air by use of filters, cartridges or canisters by passing ambient air through the air-purifying element. APRs do not supply oxygen.

Allowable limit — the maximum concentration of a substance in air that is permitted by regulation or voluntary standards to protect employee health. These concentrations may be expressed in terms of an 8-hour time-weighted average, a 15-minute short term average or as an instantaneous upper ceiling limit. An example is the OSHA permissible exposure limits (PEL).

Assigned Protection Factor (APF) — means the workplace level of respiratory protection that a respirator or class of respirators is expected to provide to employees when the employer implements a continuing, effective respiratory protection program.

Atmosphere-supplying respirator — a type of respirator that supplies the user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.

Canister or cartridge — a container with a filter, sorbent or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

Demand respirator — an atmosphere-supplying respirator that admits breathing air to the face-piece only when a negative pressure is created inside the face-piece by inhalation.

Dust mask — see Filtering face-piece.

Emergency situation — any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne contaminant.

Employee exposure — exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

End-of-service-life indicator (ESLI) — a system that warns the respirator user of the approach of the end of adequate respiratory protection, for example, that the sorbent is approaching saturation or is no longer effective.

Escape-only respirator — a respirator intended to be used only for emergency exit.

Filter or air purifying element — a component used in respirators to remove solid or liquid aerosols from the inspired air.

Filtering face-piece (Dust mask) — a negative pressure particulate respirator with a filter as an integral part of the face-piece or with the entire face piece composed of the filtering medium.

Fit factor — a quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator, when worn.

Fit test — use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

Hazardous atmospheres — an atmosphere that contains a contaminant(s) in excess of the allowable limit or contains less than 19.5 percent oxygen.
Hazard ratio — a number calculated by dividing the actual air contaminant concentration by the allowable limit.

Immediately dangerous to life and health (IDLH) — an atmosphere that poses an immediate threat to life would cause irreversible adverse health effect, or would impair an individual’s ability to escape from a dangerous atmosphere.

Loose-fitting face-piece — a respiratory inlet covering that is designed to form a partial seal with the face.

Maximum Use Concentration (MUC) — means the maximum atmospheric concentration of a hazardous substance from which an employee can be expected to be protected when wearing a respirator, and is determined by the assigned protection factor of the respirator or class of respirators and the exposure limit of the hazardous substance.

National Institute for Occupational Safety and Health (NIOSH) — a Federal institute responsible for conducting research and making recommendations for the prevention of work-related illnesses and injuries. It tests and issues approvals for respirators.

Negative pressure respirator (tight fitting) — a respirator in which the air pressure inside the face-piece is negative during inhalation with respect to the ambient air pressure outside the respirator.

Occupational Safety and Health Administration (OSHA) — the Federal or state agency with authority to issue and enforce workplace health and safety regulations.

Oxygen deficient atmosphere — an atmosphere with an oxygen content below 19.5 percent by volume.

Physician or other licensed health care professional (PLHCP) — an individual whose legally permitted scope of practice (i.e., license, registration or certification) allows him or her to independently provide or be delegated the responsibility to provide some or all of the health care services required by this respirator program.

Positive pressure respirator — a respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.

Powered air purifying respirator (PAPR) — an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

Pressure demand respirator — a positive pressure atmosphere-supplying respirator that admits breathing air to the face-piece when the positive pressure is reduced inside the face-piece by inhalation.

Protection factor — a ratio calculated by dividing the air contaminant concentration outside a respirator by the concentration inside the respirator. This is measured in a quantitative fit test.

Qualitative fit test (QLFT) — a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual’s response to the test agent.

Quantitative fit test (QNFT) — an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

Respiratory inlet covering — that portion of a respirator that forms the protective barrier between the user’s respiratory tract and an air-purifying device or breathing air source or both. It may be a face-piece, helmet, hood, suit or a mouthpiece respirator with nose clamp.
Self-contained breathing apparatus (SCBA) — an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

Service life — the period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.

Supplied-air respirator (SAR) or airline respirator — an atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.

Tight-fitting face-piece — a respiratory inlet covering that forms a seal with the face.

User seal check — an action conducted by the respirator user to determine if the respirator is properly seated to the face.

6.0 ROLES AND RESPONSIBILITIES

6.1 MANAGEMENT

It is management’s responsibility to determine what specific applications require the use of respiratory protective equipment. Management must also provide proper respiratory protective equipment to meet the needs of each specific application. Employees must be provided with adequate training and instructions on all equipment. Management also:

• Supports the Respiratory Protection Program and assigns a Respirator Administrator with responsibility and resources to administer the program.

6.2 RESPIRATOR ADMINISTRATOR

• The District’s Operation’s Manager, serves as the RPP Program Administrator.

• Has overall responsibility for the Citrus Heights Water District Respiratory Protection Program, including monitoring respiratory hazards, maintaining records and conducting program evaluations.

• Has knowledge about respiratory protection and maintains an awareness of current regulatory requirements and good practices.

• Approves Respiratory Protection Programs for each operation that involves use of respirators.

• Approves training programs for employees.

• Approves fit test procedures for employees.

• Approves respirator makes and models for Citrus Heights Water District use.

6.3 PROGRAM COORDINATOR

The District’s Safety Officer, serves as the RPP Program Coordinator and is responsible for the following:
• Performs employee exposure monitoring upon initial work in a potentially hazardous atmosphere and whenever work conditions change that may affect employee exposure.

• Performs employee exposure monitoring in accordance with Federal and State OSHA regulations.

• Uses generally accepted sampling techniques and analytical methods, including generally accepted quality assurance and control measures.

• Reports all findings to the supervisor within five days of receipt of analytical results from the laboratory, at a minimum.

• Upon request, performs surveys and makes recommendations for hazard control.

6.4 SUPERVISORS

• Initiate and approve a written Respiratory Protection Program for each operation that involves respirator use.

• Complete the initial and annual respirator refresher training of the type attended by employees under their supervision.

• Initiate safety briefings on respiratory protection issues at the start of each new project or task that involves respiratory hazards for affected employees under their supervision.

• Ensure that any use of respirators by employees under their supervision is in accordance with this program and a written Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan that has been approved by the Supervisor and the Respirator Administrator, or designee.

• Record any complaints related to respirator usage, act promptly to investigate the complaints, correct any hazards, and get medical assistance, when indicated. Report first aid and medical treatment in accordance with Citrus Heights Water District procedures. Report every respirator related incident to the Respirator Administrator before the end of the work shift.

• Ensure that their employees have the requisite training, fit testing, and medical clearances before authorizing them to wear any respirators.

• Prohibit any employee with lapsed or incomplete respirator clearances to work in hazardous atmospheres. Enforce any restrictions imposed by the occupational physician on individual employees, including the need for corrective lenses.

• Physically check each respirator prior to its assignment to their employees to be sure that it is of the type specified in the written plan.
• Inform each affected employee of the results of exposure monitoring within one day of receiving such results and assure inclusion of all exposure reports in the Citrus Heights Water District recordkeeping system.

• Monitor employee compliance with the respirator program requirements and are responsible for implementing disciplinary procedures for employees who do not comply with respirator requirements.

6.5 EMPLOYEES

• Use respiratory protection in accordance with the instructions and training provided.

• Immediately report any defects in the respiratory protection equipment and whenever there is a respirator malfunction, immediately evacuate to a safe area and report the malfunction.

• Promptly report to the supervisor any symptoms of illness that may be related to respirator usage or exposure to hazardous atmospheres.

• Report any health concerns related to respirator use or changes in health status to the occupational physician.

• Wash their assigned reusable respirators at the end of each work shift when used and disinfect assigned respirators at least weekly.

• Store respirators in accordance with instructions received.

• Observe any restrictions placed on work activities by the occupational physician.

• Be clean shaven in all facial areas that seal to the respirator face-piece.

• Allow no headpieces, band-aids or other items beneath a respirator seal or head strap assembly.

• Inspect the respirator immediately before each use, in accordance with training provided.

• Perform a user seal, negative and positive respirator fit check each time a respirator is donned in accordance with training provided.

7.0 PERMISSIBLE PRACTICE

Any respirator worn by a Citrus Heights Water District employee on the job shall be issued by Citrus Heights Water District under this program.

Respirators shall be issued by Citrus Heights Water District and worn by exposed employees whenever airborne contamination levels are not otherwise reduced to within the allowable limits.

Upon an employee’s request, an appropriate respirator shall be issued for voluntary use when exposure to contaminant levels is at or above 50 percent of allowable limits, but within allowable limits, or when exposed to nuisance dusts, molds, pollen, etc. Reasonable efforts should be made to reduce such exposures.

Regardless of exposure level, employees who are exposed to any recognized carcinogen, mutagen or
teratogen in the performance of their work assignments may request and receive an appropriate respirator for voluntary use and in addition, affected employees already assigned a respirator may request a respirator that provides a higher protection factor than the one provided by Citrus Heights Water District for that work.

The Citrus Heights Water District Emergency Response Plans required for chemical spills or releases, fire response, pathogen exposures, etc., shall include a Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan whenever there is a reasonable potential for a respiratory hazard. If an emergency plan calls for complete employee evacuation and no Citrus Heights Water District employee is assigned response activities, a plan is not required as a component.

At no time, however briefly, shall a Citrus Heights Water District employee be exposed to contaminant levels that are more than three times the allowable 8-hour time-weighted average limits without respiratory protection.

No employee may work alone while wearing a respirator. Each respirator wearer shall have at least one employee assigned responsibility to perform periodic status checks throughout the duration of respirator use. When SCBAs are worn, at least one standby person, located outside of the hazardous atmosphere and equipped with an SCBA, shall be in constant attendance, ready to provide immediate assistance and to call for emergency help, if needed.

8.0 EVALUATION OF AIRBORNE CONTAMINANT CONTROLS

When hazardous atmospheres are recognized, elimination of the hazardous material or feasible engineering and work practice controls shall be instituted to reduce contaminant levels to within allowable limits. If such measures are not completely successful or if the condition is temporary, personal protective equipment, including respiratory protection, shall be selected and worn.

The Program Administrator shall reassess the workplace when controls are instituted to measure their effectiveness in reducing employee exposure to hazardous atmospheres.

9.0 MEDICAL APPROVAL FOR RESPIRATOR USE

Every employee who is being considered for inclusion in the Respiratory Protection Program must participate in a medical evaluation. A determination of the employee’s ability to wear a respirator while working is made initially before fit testing. Future evaluations are made when there is a change in working place conditions or information indicating a need for re-evaluation.

Each respirator wearer shall be approved for respirator use by the Citrus Heights Water District designated physician or other licensed health care professional (PLHCP). The occupational physician shall be provided a copy of the employee’s duties, respirator types to be worn, and air contaminants, as well as any applicable OSHA standards governing the medical evaluation, such as the Respiratory Protection standard and applicable substance-specific standards.

The PLHCP’s approval shall be a written certification that lists the respirator types approved for use by the individual (i.e., negative pressure air purifying, powered air purifying, pressure demand SCBA) and any restrictions on the employee’s use of respiratory protection, including the need for corrective lenses. The PLHCP’s certification shall not disclose any confidential medical information, but shall clearly list or describe any restrictions to be observed. A copy shall be provided to the Supervisor.

Medical evaluations shall be performed by a licensed physician selected by Citrus Heights Water District and the cost of the respirator medical evaluation shall be paid by Citrus Heights Water
District, including reasonable time and travel expenses of the employee. Payment for special medical
diagnostic procedures needed to assess the ability of an employee to safely wear a respirator shall be
approved in advance by Citrus Heights Water District. No medical treatment costs shall be paid under
this program.

Medical records created under this program shall be handled in accordance with OSHA requirements
for confidentiality, employee access and retention.

10.0 SELECTION AND ISSUANCE OF RESPIRATORS

Selection of the appropriate respirator shall be documented in the written Respiratory Protection
Program and Worksite-Specific Respiratory Protection Plan.

If the atmosphere is uncharacterized, it must be assumed to be IDLH and a positive pressure SCBA or
combination supplied-air respirator with SCBA must be worn. Respirator selection shall comply with
OSHA requirements for specific substances, such as asbestos, lead, etc. For non-IDLH respirator uses
apply Assigned Protection Factors (APFs) and Maximum Use Concentrations (MUCs). Refer to:
Assigned Protection Factors for the Revised Respiratory Protection Standard. See RESOURCES on
Page 11 for instructions on how to apply.

All respirators used by Citrus Heights Water District employees shall be approved by NIOSH. No
components shall be substituted, unless they are listed in the approval by NIOSH. Any change or
modification to a respirator may void the respirator approval and may adversely affect its
performance.

Any restrictions or limitations recommended for a particular respirator by the respirator manufacturer
shall be observed.

The Program Administrator shall inspect each respirator or component prior to issuance and shall
assure that the respirator assembly is complete, sanitary and in good working order upon issuance.
Atmosphere-supplying respirators shall be returned to the Program Administrator at least monthly for
periodic inspection and air purifying respirators shall be returned for periodic inspection at least semi-
annually. A log shall be maintained of these periodic inspections.

The Supervisor is responsible to ensure that each respirator user under the Supervisor’s supervision is
currently approved for respirator use, including medical, fit testing and training certifications.
Employees with expired certifications shall not be permitted to work in hazardous atmospheres or to
voluntarily wear a respirator until their lapsed requirements are updated.

Each respirator must be inspected by its wearer immediately prior to each use, according to
instructions provided in the respirator training. Any defects shall be reported to the Supervisor before
entry into a hazardous atmosphere. A user seal check shall be performed by the wearer immediately
prior to entering the hazardous atmosphere.

Employees who are issued a respirator are responsible for its maintenance, daily inspection and
storage while the unit is in their control.

11.0 FIT TESTING

Each respirator wearer shall be fit tested at least annually, using protocols approved by the Respirator
Administrator. More frequent testing shall be performed if required by OSHA regulations for specific
substances or if the wearer’s facial contours change, such as by weight gain or loss, facial surgery, etc.

On the occasion of each fit test, employees may choose their respirator from an array of face pieces
from different manufacturers and sizes approved by the Respirator Administrator.

Fit test certifications shall be prepared and signed by the person performing the fit test and must name the tested employee; the make, model and size of respirator fit tested; and the result of the fit test. A copy shall be provided to the Supervisor.

Citrus Heights Water District-required fit tests, including reasonable employee time and travel costs, shall be paid for by Citrus Heights Water District.

12.0 TRAINING

Each respirator wearer, supervisor of a respirator wearer, respirator technician and Administrator must be trained. This training shall be updated at least annually.

Upon successful completion of respirator training, the instructor shall sign a certification that names the employee trained, the type(s) of respirator and the training date. A copy shall be provided to the supervisor. A record shall be maintained of the training topics covered.

Citrus Heights Water District-approved respirator training shall be paid for by Citrus Heights Water District, including the employee’s reasonable time and travel to participate in such training.

13.0 RECORDKEEPING

The Program Administrator will ensure that the following records are retained as part of the District’s RPP:

- Employee education and training documentation;
- Workplace air monitoring results;
- Inspections and maintenance of respirators, with a record of the most recent inspection maintained on the respirator or its storage container;
- Written information on medical evaluations and medical approvals; and
- Fit testing results which includes:
  - The name or identification of the employee tested;
  - Type of fit test performed;
  - Specific make, model, style and size of the respirator needed;
  - Date of test; and
  - The pass/fail results for the qlfts or the fit factor and strip chart recording or other recording of the test results for the QLFTS.

Preservation of records will be retained as outlined in the District’s written Injury Illness Prevention Program (IIPP) recordkeeping requirements and cal/osha’s access to employee exposure and medical records regulation (8 ccr 3204).

Written materials required to be retained under 8 ccr 5144 shall be made available upon request to affected employees and to the chief of the division of occupational safety and health, or designee for examination and copying.
14.0 RESOURCES

- Federal OSHA standards:


- American National Standards Institute (ANSI), American Industrial Hygiene Association (AIHA) & American Society of Safety Engineers (ASSE)

  - ANSI/AIHA/ASSE Z88.6-2006
  
  - Respiratory Protection–Respirator Use-Physical Qualifications for Personnel

  - ANSI/AIHA/ASSE Z88.7-2010

  - Revises ANSI/AIHA Z88.7-2001

  - Color Coding of Air-Purifying Respirator Canisters, Cartridges and Filters

  - ANSI/AIHA/ASSE Z88.10-2010

  - Revises ANSI/AIHA Z88.10-2001

  - Respiratory Protection-Respirator Use-Physical Qualifications for Personnel

- Cal/OSHA standards: Title 8, CCR, sections 5144, 5155
RESPIRATORY EQUIPMENT INSPECTION CHECKLIST

Disposable Respirators -- Check for:

☐ Holes in filter (obtain new respirator)

☐ Deterioration or loss of elasticity in straps (obtain new respirator)

☐ Deterioration of metal nose clip (obtain new respirator)

Air-Purifying Respirators (half mask, full face piece, hood or helmet) Rubber Face Piece -- Check for:

☐ Excessive dirt (clean all dirt from face piece)

☐ Cracks, tears, or holes (obtain new respirator)

☐ Full face respirators cracked, scratched, or loose fitting lenses (obtain new respirator)

Head Straps -- Check for:

☐ Breaks or tears (replace head straps)

☐ Loss of elasticity (replace head straps)

☐ Broken or malfunctioning buckles (obtain new straps & buckles or respirator)

Inhalation Valve and Exhalation Valve -- Check for:

☐ Detergent residue, dust particles, or dirt on valve or valve seat (clean with water or a weak solution of Clorox and water -- one cup of bleach per gallon of water).

☐ Cracks, tears, or lack of flexibility in the valve material (obtain new valve)

☐ Cracks and flexibility of valve seats (obtain new respirator)

Filter Element -- Check for:

☐ Proper filter for the hazard

☐ Worn threads; both in filter and face piece (replace filter or face, as applicable)

☐ Cracks or dents in filter housing A (replace filter)

☐ Cartridge gaskets in place (if applicable)
VOLUNTARY RESPIRATOR USE FORM

I, _________________________________________________________, am requesting to use

the following dust/ mist respirator (_________________________________________________)

for the following tasks (__________________________________________________________).

I understand the hazard to myself is minimal, and I should be able to complete the task without a respirator, if necessary. I am not aware of any current health conditions or family history involving heart/ lung disease, or breathing disorders, that may be affected by the wearing of a disposal respirator. Should I develop any health conditions, I will immediately stop work, notify my immediate supervisor, and consult with a medical professional for further evaluation.

Appendix D to Section 5144 - Information for Employees Using Respirators When Not Required Under the Standard:

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:
1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designated to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else’s respirator.

I have read Appendix D to Section 5144 (above). My supervisor or the Safety Director can answer questions on respirator use.

Respirator User: ________________________________________________

Date:____________________

Immediate Supervisor: _________________________________________

Date:____________________
Respirator Medical Evaluation Questionnaire

The following information must be provided by every employee who has been selected to use any type of respirator (please print).

Name:_______________________________________  
Job Title:____________________________________

Age (to nearest year): ______________________  
Sex (check one) □ Male □ Female Date:_______

Height: ___ feet ___ inches  
Weight: ____ lbs.  
Check the type of respirator you will use (you can check more than one category):
  a. □ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
  b. □ Other type (for example, half- or full-face-piece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

Phone number where you can be reached by the health care person who reviews this (include area code):_______________________________

The best time to call you at this number: _____

Has your employer told you how to contact the health care person who will review this (check one):
□ Yes □ No

Part A — Section 2 (Mandatory)
Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please check "yes" or "no").

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month? ..................................□ Yes □ No

2. Have you ever had any of the following conditions?
   a. Seizures (fits): .....................................................................................................................□ Yes □ No
   b. Diabetes (sugar disease): ......................................................................................................□ Yes □ No
   c. Allergic reactions that interfere with breathing: .................................................................□ Yes □ No
   d. Claustrophobia (fear of closed-in places): ...........................................................................□ Yes □ No
   e. Trouble smelling odors: .......................................................................................................□ Yes □ No

3. Have you ever had any of the following pulmonary or lung problems?
   a. Asbestosis: ..............................................................................................................................□ Yes □ No
   b. Asthma: .................................................................................................................................□ Yes □ No
   c. Chronic bronchitis: ..............................................................................................................□ Yes □ No
   d. Emphysema: ........................................................................................................................□ Yes □ No
   e. Pneumonia: ..........................................................................................................................□ Yes □ No
   f. Tuberculosis: ........................................................................................................................□ Yes □ No
   g. Silicosis: ...............................................................................................................................□ Yes □ No
   h. Pneumothorax (collapsed lung): .........................................................................................□ Yes □ No
   i. Lung cancer: ...........................................................................................................................□ Yes □ No
   j. Broken ribs: ..........................................................................................................................□ Yes □ No
   k. Any chest injuries or surgeries: ..........................................................................................□ Yes □ No
   l. Any other lung problem that you’ve been told about: .........................................................□ Yes □ No
4. Do you currently have any of the following symptoms of pulmonary or lung illness?
   a. Shortness of breath: ................................................................. □ Yes □ No
   b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: .. □ Yes □ No
   c. Shortness of breath when walking with other people at an ordinary pace on level ground: .. □ Yes □ No
   d. Have to stop for breath when walking at your own pace on level ground: ......................... □ Yes □ No
   e. Shortness of breath when washing or dressing yourself: .................................................. □ Yes □ No
   f. Shortness of breath that interferes with your job: .......................................................... □ Yes □ No
   g. Coughing that produces phlegm (thick sputum): .......................................................... □ Yes □ No
   h. Coughing that wakes you early in the morning: ............................................................. □ Yes □ No
   i. Coughing that occurs mostly when you are lying down: ................................................ □ Yes □ No
   j. Coughing up blood in the last month: ........................................................................... □ Yes □ No
   k. Wheezing: .......................................................................................... □ Yes □ No
   l. Wheezing that interferes with your job: ....................................................................... □ Yes □ No
   m. Chest pain when you breathe deeply: .......................................................................... □ Yes □ No
   n. Any other symptoms that you think may be related to lung problems: ....................... □ Yes □ No

5. Have you ever had any of the following cardiovascular or heart problems?
   a. Heart attack: .................................................................................. □ Yes □ No
   b. Stroke: .......................................................................................... □ Yes □ No
   c. Angina: ........................................................................................... □ Yes □ No
   d. Heart failure: .................................................................................. □ Yes □ No
   e. Swelling in your legs or feet (not caused by walking): ................................................ □ Yes □ No
   f. Heart arrhythmia (heart beating irregularly): ............................................................. □ Yes □ No
   g. High blood pressure: .................................................................................. □ Yes □ No
   h. Any other heart problem that you’ve been told about: ............................................. □ Yes □ No

6. Have you ever had any of the following cardiovascular or heart symptoms?
   a. Frequent pain or tightness in your chest: ................................................................. □ Yes □ No
   b. Pain or tightness in your chest during physical activity: .......................................... □ Yes □ No
   c. Pain or tightness in your chest that interferes with your job: ................................... □ Yes □ No
   d. In the past two years, have you noticed your heart skipping or missing a beat: ........ □ Yes □ No
   e. Heartburn or indigestion that is not related to eating: ............................................. □ Yes □ No
   f. Any other symptoms that you think may be related to heart or circulation problems: □ Yes □ No

7. Do you currently take medication for any of the following problems?
   a. Breathing or lung problems: .................................................................................. □ Yes □ No
   b. Heart trouble: .......................................................................................... □ Yes □ No
   c. Blood pressure: .......................................................................................... □ Yes □ No
   d. Seizures (fits): .............................................................................................. □ Yes □ No
8. If you’ve used a respirator, have you ever had any of the following problems?
(If you’ve never used a respirator go to question 9)
  a. Eye irritation: ................................................................. □ Yes □ No
  b. Skin allergies or rashes: .................................................. □ Yes □ No
  c. Anxiety: ................................................................................ □ Yes □ No
  d. General weakness or fatigue: ........................................... □ Yes □ No
  e. Other problem that interferes with your respirator use: .................. □ Yes □ No

9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: .............................................................................................................................. □ Yes □ No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-face-piece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you ever lost vision in either eye (temporarily or permanently): ........................................... □ Yes □ No

11. Do you currently have any of the following vision problems?
  a. Wear contact lenses: .......................................................... □ Yes □ No
  b. Wear glasses: ........................................................................ □ Yes □ No
  c. Color blind: ............................................................................... □ Yes □ No
  d. Other eye or vision problem: .................................................. □ Yes □ No

12. Have you ever had an injury to your ears, including a broken ear drum: ........................................... □ Yes □ No

13. Do you currently have any of the following hearing problems?
  a. Difficulty hearing: ............................................................... □ Yes □ No
  b. Wear a hearing aid: .............................................................. □ Yes □ No
  c. Any other hearing or ear problem: ......................................... □ Yes □ No

14. Have you ever had a back injury: ................................................................. □ Yes □ No

15. Do you currently have any of the following musculoskeletal problems?
  a. Weakness in any of your arms, hands, legs, or feet: .......................... □ Yes □ No
  b. Back pain: ............................................................................... □ Yes □ No
  c. Difficulty fully moving your arms and legs: .............................. □ Yes □ No
  d. Pain or stiffness when you lean forward or backward at the waist: □ Yes □ No
  e. Difficulty fully moving your head up or down: ........................... □ Yes □ No
  f. Difficulty fully moving your head side to side: ............................ □ Yes □ No
  g. Difficulty bending at your knees: .............................................. □ Yes □ No
  h. Difficulty squatting to the ground: ............................................ □ Yes □ No
  i. Climbing a flight of stairs or a ladder carrying more than 25 lbs: .................. □ Yes □ No
  j. Any other muscle or skeletal problem that interferes with using a respirator: ........ □ Yes □ No
Part B
Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: .......................................................... □ Yes □ No
or other symptoms when you're working under these conditions: .......................................................... □ Yes □ No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g. gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: .................................................. □ Yes □ No

________________________________________________________________________________________
________________________________________________________________________________________

3. Have you ever worked with any of the materials, or under any of the conditions, listed below:
   a. Asbestos: .......................................................................................................................... □ Yes □ No
   b. Silica (e.g. in sandblasting): ........................................................................................... □ Yes □ No
   c. Tungsten/ cobalt (e.g. grinding or welding this material): ........................................... □ Yes □ No
   d. Beryllium: ..................................................................................................................... □ Yes □ No
   e. Aluminum: .................................................................................................................... □ Yes □ No
   f. Coal (for example, mining): .......................................................................................... □ Yes □ No
   g. Iron: ............................................................................................................................... □ Yes □ No
   h. Tin: ................................................................................................................................. □ Yes □ No
   i. Dusty environments: ...................................................................................................... □ Yes □ No
   j. Other hazardous exposures: ......................................................................................... □ Yes □ No
   If "yes," describe these exposures:
   _____________________________________________________________________________________
   _____________________________________________________________________________________

4. List any second jobs or side businesses you have:
   _____________________________________________________________________________________
   _____________________________________________________________________________________

5. List your previous occupations:
   _____________________________________________________________________________________
   _____________________________________________________________________________________

6. List your current and previous hobbies:
   _____________________________________________________________________________________
   _____________________________________________________________________________________

7. Have you been in the military services? .................................................................................. □ Yes □ No
   If "yes," were you exposed to biological or chemical agents (either in training or combat): ....... □ Yes □ No

8. Have you ever worked on a HAZMAT team? ............................................................................ □ Yes □ No
9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): □ Yes □ No
If "yes," name the medications if you know them:

___________________________________________________________________________________________________
___________________________________________________________________________________________________

10. Will you be using any of the following items with your respirator(s)?
   a. HEPA Filters: □ Yes □ No
   b. Canisters (for example, gas masks): □ Yes □ No
   c. Cartridges: □ Yes □ No

11. How often are you expected to use the respirator(s)?:
   a. Escape only (no rescue): □ Yes □ No
   b. Emergency rescue only: □ Yes □ No
   c. Less than 5 hours per week: □ Yes □ No
   d. Less than 2 hours per day: □ Yes □ No
   e. 2 to 4 hours per day: □ Yes □ No
   f. Over 4 hours per day: □ Yes □ No

12. During the period you are using the respirator(s), is your work effort:
   a. Light (less than 200 kcal per hour): □ Yes □ No
      If "yes," how long does this period last during the average shift: ________ hrs.____ mins.
      Examples of a light work effort are sitting while writing, typing, drafting, or performing
      light assembly work; or standing while operating a drill press (1-3 lbs.) or controlling machines.
   b. Moderate (200 to 350 kcal per hour): □ Yes □ No
      If "yes," how long does this period last during the average shift: ________ hrs.____ mins.
      Examples of moderate work effort are sitting while nailing or filing; driving a truck or bus in
      urban traffic; standing while drilling, nailing, performing assembly work, or transferring
      a moderate load (about 35 lbs.) at trunk level; walking on a level surface about 2 mph or down
      a 5-degree grade about 3 mph; or pushing a wheelbarrow with a heavy load (about 100 lbs.) on
      a level surface.
   c. Heavy (above 350 kcal per hour): □ Yes □ No
      If "yes," how long does this period last during the average shift: ________ hrs.____ mins.
      Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist
      or shoulder; working on a loading dock; shoveling; standing while bricklaying or chipping castings;
      walking up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs).
13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you’re using your respirator: ........................................................................................................................................................................................................................................................................................................... □ Yes □ No
   If “yes,” describe this protective clothing and/or equipment
   __________________________________________________________________________________________
   __________________________________________________________________________________________

14. Will you be working under hot conditions (temperature exceeding 77°F): .................................................. □ Yes □ No

15. Will you be working under humid conditions: .................................................................................................. □ Yes □ No
   __________________________________________________________________________________________
   __________________________________________________________________________________________

16. Describe the work you’ll be doing while you’re using your respirator(s):
   __________________________________________________________________________________________
   __________________________________________________________________________________________

17. Describe any special or hazardous conditions you might encounter when you’re using your respirator(s) (for example, confined spaces, life-threatening gases):
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________

18. Provide the following information, if you know it, for each toxic substance that you’ll be exposed to when you’re using your respirator(s):

   Name of the first toxic substance:
   __________________________________________________________________________________________
   __________________________________________________________________________________________

   Estimated maximum exposure level per shift:
   __________________________________________________________________________________________
   __________________________________________________________________________________________

   Duration of exposure per shift:
   __________________________________________________________________________________________
   __________________________________________________________________________________________

   Name of the second toxic substance:
   __________________________________________________________________________________________
   __________________________________________________________________________________________
Estimated maximum exposure level per shift:
________________________________________________________________________________________
________________________________________________________________________________________

Duration of exposure per shift:
________________________________________________________________________________________
________________________________________________________________________________________

Name of the third toxic substance:
________________________________________________________________________________________
________________________________________________________________________________________

Estimated maximum exposure level per shift:
________________________________________________________________________________________
________________________________________________________________________________________

Duration of exposure per shift:
________________________________________________________________________________________
________________________________________________________________________________________

The name of other toxic substances that you'll be exposed to while using your respirator:
________________________________________________________________________________________
________________________________________________________________________________________

19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well-being of others (for example, rescue, security):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Employee Name: ________________________________

Job title: ________________________________

Date of this follow-up: ________________________________

Reasons for follow-up

- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
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Actions:

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- ________________________________
- ________________________________
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- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________

Copy of recommendation given to employee?

☐ Yes ☐ No

Recommendations about employee use of the respirator:

Limitations: __________________________________________

- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
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Need for follow-up medical evaluations:

- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________

Date signed: ________________________________

Date given: ________________________________

Signed: ________________________________
List of Identified District Employees

Respirator Trained and Fit Tested

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE OF TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Buford</td>
<td>April 5, 2018</td>
</tr>
<tr>
<td>Brady Chambers</td>
<td>April 5, 2018</td>
</tr>
<tr>
<td>Tim Cutler</td>
<td>April 5, 2018</td>
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<tr>
<td>Kelly Drake</td>
<td>April 5, 2018</td>
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<tr>
<td>James Ferro</td>
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<tr>
<td>Jarret Flink</td>
<td>April 5, 2018</td>
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<tr>
<td>Dan Hesse</td>
<td>April 5, 2018</td>
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<tr>
<td>Rick Jimenez</td>
<td>April 5, 2018</td>
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<td>Ricky Kelley</td>
<td>April 5, 2018</td>
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<td>Mike Mariedth</td>
<td>April 5, 2018</td>
</tr>
<tr>
<td>Ryon Ridner</td>
<td>April 5, 2018</td>
</tr>
<tr>
<td>John Spinella</td>
<td>May 25, 2017</td>
</tr>
</tbody>
</table>
CITRUS HEIGHTS WATER DISTRICT
CONFINED SPACE ENTRY PROGRAM

Adopted April 11, 2017
CONFINED SPACE ENTRY PROGRAM

PURPOSE

This program is to protect all employees from exposure to hazards while working in or near confined spaces. Citrus Heights Water District is concerned about the health and safety of its employees and has taken steps to ensure that all employees recognize and avoid entering a confined space without authorization through the permit process. The program follows the requirements of Title 8 California Code of Regulations, Sections 5156, 5157 and 5158.

SCOPE

This program shall apply to all employees responsible for planning, supervising, entering or participating in a confined space entry or rescue.

RESPONSIBILITIES

A. Management

1. Ensure the elements of this program are followed by employees and outside contractors.
2. Ensure employees are provided with the training and equipment necessary to safely enter confined spaces and comply with the requirements of this program.

B. Supervisors

1. Understand the hazards and assure that all necessary tests are made, safety equipment is on the job-site, and confined space entry procedures are followed;
2. Ensure that unauthorized personnel are prevented from entering a permit required confined space;
3. Verify entry permit information;
4. Terminate entry and cancel permits as required;
5. Verify rescue service and communication is available;
6. Assure consistent transfer of responsibility; and
7. Maintain and review all records and permits that apply to the program.
C. Competent Person

1. Before beginning work at a worksite, all confined spaces must be evaluated by a competent person using the District’s confined space entry permit;

2. A space classified by the Competent Person as a permit-required confined space may only be reclassified as a non-permit confined space when a competent person determines that all of the applicable requirements have been met;

3. When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, or some indication that the initial evaluation of the space may not have been adequate, each Entry Supervisor must have a competent person reevaluate that space and, if necessary, reclassify it as a permit required confined space; and

4. All spaces shall be considered permit-required confined spaces until the pre-entry procedures demonstrate otherwise. Any employee required or permitted to pre-check or enter an enclosed/confined space shall have successfully completed, as a minimum, the training as required by 8 CCR 5157. The Confined Space Entry Permit must be completed before approval can be given to enter a permit-required confined space.

D. Attendants

1. Understand the hazards and follow confined space procedures;

2. Be aware of behavioral effects of hazards in entrants;

3. Continuously maintain accurate count and identities of entrants;

4. Remain outside the permit space until relieved by another attendant;

5. Communicate with entrants to monitor status and alert entrants of the need to evacuate;

6. Monitor activities inside/outside the permit space to determine if it is safe;

7. Summon rescue or other emergency services;

8. Deal with unauthorized persons;

9. Perform non-entry rescues as specified; and
10. Perform no duties that might interfere with primary duty to monitor and protect entrants.

E. Entrants

1. Know the hazards and follow confined space entry procedures;
2. Properly use equipment;
3. Communicate with the attendant;
4. Alert the attendant to problems;
5. Exit the permit space when necessary.

DEFINITIONS

Are found in Appendix A - Title 8, California Code of Regulations, Section 5156, 5157 & 5158. Specifically, 5157(b).
PROGRAM REQUIREMENTS

A. Workplace Evaluation

1. All structures, substructures, and openings that meet the following confined space definition will be identified and posted as permit required confined spaces:
   a. Large enough for an employee to bodily enter and perform work; and
   b. Has limited or restricted means of entry or exit; and
   c. Is not designed for continuous employee occupancy.

2. A list of identified confined spaces is located in Appendix B.

3. Employees shall be notified that the above locations are confined spaces and alerted to the potential hazards in those spaces.

4. A list of identified District employees authorized as confined space competent persons is located in Appendix E.

B. Training

1. Employees who enter a confined space, perform standby duties, or inspect/oversee those who enter a confined space must receive training in the requirements and procedures of this program. No person will be allowed entry to a confined space unless the required training has been completed, certified, and documented.

2. Training will be provided on the effective use of all provided safety equipment.

3. Safe work practice training will be provided for duties the entrant is required to perform.

4. The training will establish employee proficiency in procedures and duties and will introduce new or revised procedures as necessary.

5. The District will maintain certification that the training has been accomplished and will include:
   a. Employee name;
   b. Dates of training;
c. Description of training procedures or training handbook; and

d. Signature or initials of the person(s) supervising the training.

6. Training will be provided for each employee:

a. Before the employee is first assigned duties related to confined space entry.

b. Before there is a change in the employee’s assigned duties.

c. Whenever there is a change in the permit space operations that presents a serious hazard about which an employee has not been previously trained.

d. Whenever the District has reason to believe either that there are deviations from the permit space procedures required by established entry procedures or that there are inadequacies in the employee’s knowledge or use of the established entry procedures.

C. Procedures and Practices for Confined Space Entry

1. Prior to entry to any confined space, all affected employees will follow the procedures in Appendix C.

2. Failure to follow the established confined space entry procedures could result in serious injury or death. Deviation from the procedures will result in disciplinary action outlined in the District’s personnel policy.

D. Contractors

When a host employer arranges to have employees of a contractor perform work that involves permit space entry, the **host employer** shall:

1. Inform the contractor the workplace contains permit spaces and entry shall be only allowed through compliance with a program meeting the requirements of Title 8, section 5157;

2. Apprise the contractor of the hazards identified and host experience with the space;

3. Apprise the contractor of any precautions or procedures the host has implemented for employees in or near the spaces the contractor will be working;
4. Coordinate entry operations with the host when both the host employees and contractor employees will be working in or near permit spaces;

5. Debrief the contractor at the conclusion of entry operations regarding any hazards confronted or created in the permit spaces; and

6. Ensure proper risk transfer is in place.

The contractor shall:

1. Obtain any available information regarding permit space hazards and entry operations from the host employer;

2. Coordinate entry operations with the host employer when both host and contractor personnel will be working in or near permit spaces; and

3. Inform the host employer of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

E. Recordkeeping

1. The Pre-Entry Checklist and Confined Space Entry Permit must be kept at the site for the duration of the work.

2. The Pre-Entry Checklist and Confined Space Entry Permit must be maintained for at least one year and made accessible to employees and their representatives.

F. Program Review

The permits and checklists are to be reviewed within one (1) year after entry to revise the program as necessary to ensure employees participating in confined space entry operations are protected from permit space hazards.
Confined Space Program

Appendices

A. California Code of Regulations, Title 8, Article 108. Confined Spaces
B. List of Identified Confined Spaces
C. Procedures and Practices for Confined Space Entry
D. Permit, Pre-entry Checklist
E. List of Identified District Employees Authorized as Confined Space Competent Persons
F. List of District Employee Confined Space Training Record
Appendix A

California Code of Regulations
Title 8, Article 108
Confined Spaces
Subchapter 7. General Industry Safety Orders  
Group 16. Control of Hazardous Substances  
Article 108. Confined Spaces

Return to index  
New query

§5156. Scope, Application and Definitions.

(a) Scope. This Article prescribes minimum standards for preventing employee exposure to confined space hazards, as defined by Section 5156(b), within such spaces as silos, tanks, vats, vessels, boilers, compartments, ducts, sewers, pipelines, vaults, bins, tubs, and pits.

NOTE: This Article does not apply to underwater operations conducted in diving bells or other underwater devices or to supervised hyperbaric facilities.

(b) Application and definitions.

(1) For operations and industries not identified in subsection (b)(2), the confined space definition along with other definitions and requirements of section 5157, Permit-Required Confined Spaces shall apply.

(2) The confined space definition along with other definitions and requirements of section 5158, Other Confined Space Operations shall apply to:

(A) Construction operations regulated by section 1502;

(B) Agriculture operations (including cotton gins) defined by section 3437;

(C) Marine terminal operations defined in section 3460;

(D) Telecommunication manholes and unvented vaults regulated by section 8616;

(E) Grain handling facilities regulated by section 5178.

(F) Natural gas utility operation within distribution and transmission facility vaults defined in Title 49 Code of Federal Regulations Parts 191, 192 and 193; or

(G) Electric utility operations within underground vaults. See section 2700 for a definition of vault.

NOTE: Shipyard operations are regulated by section 8355.


HISTORY
1. New article 108 (sections 5156-5159) filed 9-14-78; effective thirtieth day thereafter (Register 78, No. 37).

2. Amendment of section heading, subsection (a) and Note and repealer and new subsection (b) filed 11-24-93; operative 12-24-93 (Register 93, No. 48).

3. Change without regulatory effect amending subsection (b)(2)(D) filed 2-9-94 pursuant to title 1, section 100, California Code of Regulations (Register 94, No. 6).

4. Repealer of subsection (b)(2)(D), subsection relettering, and new Note filed 1-30-95; operative 1-30-95. Submitted to OAL for printing only pursuant to Labor Code Section 142.3(a)(3) (Register 95, No. 5).

5. Editorial correction restoring inadvertently omitted article 108 heading (Register 2000, No. 31).
Subchapter 7. General Industry Safety Orders
Group 16. Control of Hazardous Substances
Article 108. Confined Spaces

§5157. Permit-Required Confined Spaces.

(a) Scope and application. This section contains requirements for practices and procedures to protect employees from the hazards of entry into permit-required confined spaces. This section applies to employers, as specified in section 5156(b)(1).

(b) Definitions.

Acceptable entry conditions means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

Attendant means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

Authorized entrant means an employee who is authorized by the employer to enter a permit space.

Blanking or blinding means the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined space means a space that:

(1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and

(2) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and

(3) Is not designed for continuous employee occupancy.

Double block and bleed means the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Emergency means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.
Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry permit (permit) means the written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information specified in subsection (f).

Entry supervisor means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

NOTE: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

Hazardous atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

(1) Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);

(2) Airborne combustible dust at a concentration that meets or exceeds its LFL;

NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 M) or less.

(3) Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;

(4) Atmospheric concentration of any substance for which a dose is published in Group 14 for Radiation and Radioactivity or a permissible exposure limit is published in section 5155 for Airborne contaminants and which could result in employee exposure in excess of its dose or permissible exposure limit;

NOTE: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.

(5) Any other atmospheric condition that is immediately dangerous to life or health.

NOTE: For air contaminants for which a dose is not published in Group 14 for Radiation and Radioactivity or a permissible exposure limit is not published in section 5155 for Airborne contaminants, other sources of information such as: Safety Data Sheets that comply with section 5194, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Hot work permit means the employer's written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

Immediately dangerous to life or health (IDLH) means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.
NOTE: Some materials - hydrogen fluoride gas and cadmium vapor, for example - may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim “feels normal” from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be “immediately” dangerous to life or health.

Inerting means the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

NOTE: This procedure produces an IDLH oxygen-deficient atmosphere.

Isolation means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: Blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line breaking means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure or temperature capable of causing injury.

Non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Oxygen deficient atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere means an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-required confined space (permit space) means a confined space that has one or more of the following characteristics:

(1) Contains or has a potential to contain a hazardous atmosphere;

(2) Contains a material that has the potential for engulfing an entrant;

(3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or

(4) Contains any other recognized serious safety or health hazard.

Permit-required confined space program (permit space program) means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.

Permit system means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

Prohibited condition means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Rescue service means the personnel designated to rescue employees from permit spaces.

Retrieval system means the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Testing means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space. If electronic or
thermal equipment is used to perform such tests, and the possibility exists of an explosive substance or a hazardous atmosphere due to flammable gases and vapors, then the testing equipment must be approved for use in such explosive or flammable conditions as required by section 2540.2.

NOTE: Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

(c) General requirements.

(1) The employer shall evaluate the workplace to determine if any spaces are permit-required confined spaces.

NOTE: Proper application of the decision flow chart in Appendix A would facilitate compliance with this requirement.

(2) If the workplace contains permit spaces, the employer shall inform exposed employees and other employees performing work in the area, by posting danger signs or by any other equally effective means, of the existence, location of and the danger posed by the permit spaces.

NOTE: A sign reading “DANGER -- PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER” or using other similar language would satisfy the requirement for a sign.

(3) If the employer decides that its employees and other employees performing work in the area will not enter permit spaces, the employer shall take effective measures to prevent all such employees from entering the permit spaces and shall comply with subsections (c)(1), (c)(2), (c)(6), and (c)(8).

(4) If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program that complies with this section. The written program shall be available for inspection by employees and their authorized representatives.

(5) An employer may use the alternate procedures specified in subsection (c)(5)(B) for entering a permit space under the conditions set forth in subsection (c)(5)(A).

(A) An employer whose employees enter a permit space need not comply with subsections (d) through (f) and (h) through (k), provided that:

1. The employer can demonstrate that the only hazard posed by the permit space is an actual or potential hazardous atmosphere;

2. The employer can demonstrate that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry;

3. The employer develops monitoring and inspection data that supports the demonstrations required by subsections (c)(5)(A)1. and 2.;

4. If an initial entry of the permit space is necessary to obtain the data required by subsection (c)(5)(A)3., the entry is performed in compliance with subsections (d) through (k);

5. The determinations and supporting data required by subsections (c)(5)(A)1., 2. and 3. are documented by the employer and are made available to each employee who enters the permit space under the terms of subsection (c)(5) or to that employee's authorized representative; and
6. Entry into the permit space under the terms of subsection (c)(5)(A) is performed in accordance with the requirements of subsection (c)(5)(B).

NOTE: See subsection (c)(7) for reclassification of a permit space after all hazards within the space have been eliminated.

(B) The following requirements apply to entry into permit spaces that meet the conditions set forth in subsection (c)(5)(A).

1. Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.

2. When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.

3. Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for the following conditions in the order given:
   a. Oxygen content,
   b. Flammable gases and vapors, and
   c. Potential toxic air contaminants.

4. There may be no hazardous atmosphere within the space whenever any employee is inside the space.

5. Continuous forced air ventilation shall be used, as follows:
   a. An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere;
   b. The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space;
   c. The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.

6. The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.

7. If a hazardous atmosphere is detected during entry:
   a. Each employee shall leave the space immediately;
   b. The space shall be evaluated to determine how the hazardous atmosphere developed; and
   c. Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.
8. The employer shall verify that the space is safe for entry and that the pre-entry measures required by subsection (c)(5)(B) have been taken, through a written certification that contains the date, the location of the space, and the signature of the person providing the certification. The certification shall be made before entry and shall be made available to each employee entering the space or to that employee's authorized representative.

9. Any employee who enters the space, or that employee's authorized representative, shall be provided an opportunity to observe the pre-entry testing required by subsections (c)(5)(B)3. and 6.

(6) When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, the employer shall reevaluate that space and, if necessary, reclassify it as a permit-required confined space.

(7) A space classified by the employer as a permit-required confined space may be reclassified as a non-permit confined space under the following procedures:

(A) If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space, the permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated.

(B) If it is necessary to enter the permit space to eliminate hazards, such entry shall be performed under subsections (d) through (k). If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated.

NOTE: Control of atmospheric hazards through forced air ventilation does not constitute elimination of the hazards. Subsection (c)(5) covers permit space entry where the employer can demonstrate that forced air ventilation alone will control all hazards in the space.

(C) The employer shall document the basis for determining that all hazards in a permit space have been eliminated through a certification that contains the date, the location of the space, and the signature of the person making the determination. The certification shall be made available to each employee entering the space or to that employee's authorized representative.

(D) If hazards arise within a permit space that has been declassified to a non-permit space under subsection (c)(7), each employee in the space shall exit the space. The employer shall then reevaluate the space and determine whether it must be reclassified as a permit space, in accordance with other applicable provisions of this section.

(8) When an employer (host employer) arranges to have employees of another employer (contractor) perform work that involves permit space entry or confined space entries covered by sections 5158 or 8355, the host employer shall:

(A) Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section, section 5158 or section 8355, depending on which section applies to the contractor;

(B) Apprise the contractor of the elements, including the hazards identified and the host employer's experience with the space, that make the space in question a permit space;

(C) Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working;
(D) Coordinate entry operations with the contractor, when both host employer personnel and contractor personnel will be working in or near permit spaces, as required by subsection (d)(11); and

(E) Debrief the contractor at the conclusion of the entry operations regarding the permit spaced program followed and regarding any hazards confronted or created in permit spaces during entry operations.

(9) In addition to complying with the permit space requirements that apply to all employers, each contractor who is retained to perform permit space entry operations shall:

(A) Obtain any available information regarding permit space hazards and entry operations from the host employer;

(B) Coordinate entry operations with the host employer, when both host employer personnel and contractor personnel will be working in or near permit spaces, as required by subsection (d)(11); and

(C) Inform the host employer of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

(d) Permit-required confined space program (permit space program). Under the permit required confined space program required by subsection (c)(4), the employer shall:

(1) Implement the measures necessary to prevent unauthorized entry;

(2) Identify and evaluate the hazards of permit spaces before employees enter them;

(3) Develop and implement the means, procedures, and practices necessary for safe permit space entry operations, including, but not limited to, the following:

(A) Specifying acceptable entry conditions;

(B) Isolating the permit space;

(C) Purging, inerting, flushing, or ventilating the permit space as necessary to eliminate or control atmospheric hazards;

(D) Providing pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards; and

(E) Verifying that conditions in the permit space are acceptable for entry throughout the duration of an authorized entry.

(4) Provide the following equipment (specified in subsections (A) through (I), below) at no cost to employees, maintain that equipment properly, and ensure that employees use that equipment properly:

(A) Testing and monitoring equipment needed to comply with subsection (d)(5);

(B) Ventilating equipment needed to obtain acceptable entry conditions;

(C) Communications equipment necessary for compliance with subsections (h)(3) and (i)(5);

(D) Personal protective equipment insofar as feasible engineering and work practice controls do not adequately protect employees;
(E) Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;

(F) Barriers and shields as required by subsection (d)(3)(D);

(G) Equipment, such as ladders, needed for safe ingress and egress by authorized entrants;

(H) Rescue and emergency equipment needed to comply with subsection (d)(9), except to the extent that the equipment is provided by rescue services; and

(I) Any other equipment necessary for safe entry into and rescue from permit spaces.

(5) Evaluate permit space conditions as follows when entry operations are conducted:

(A) Test conditions in the permit space to determine if acceptable entry conditions exist before entry is authorized to begin, except that, if isolation of the space is infeasible because the space is large or is part of a continuous system (such as a sewer), pre-entry testing shall be performed to the extent feasible before entry is authorized and, if entry is authorized, entry conditions shall be continuously monitored in the areas where authorized entrants are working;

(B) Test or monitor the permit space as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations, and

(C) When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors.

(D) Provide each authorized entrant or that employee's authorized representative an opportunity to observe the pre-entry and any subsequent testing or monitoring of permit spaces;

(E) Reevaluate the permit space in the presence of any authorized entrant or that employee's authorized representative who requests that the employer conduct such reevaluation because the entrant or representative has reason to believe that the evaluation of that space may not have been adequate;

(F) Immediately provide each authorized entrant or that employee's authorized representative with the results of any testing conducted in accord with subsection (d).

NOTE: Atmospheric testing conducted in accordance with Appendix B would be considered as satisfying the requirements of this subsection. For permit space operations in sewers, atmospheric testing conducted in accordance with Appendix B, as supplemented by Appendix E, would be considered as satisfying the requirements of this subsection,

(6) Provide at least one attendant outside the permit space into which entry is authorized for the duration of entry operations;

NOTE: Attendants may be assigned to monitor more than one permit space provided the duties described in subsection (i) can be effectively performed for each permit space that is monitored. Likewise, attendants may be stationed at any location outside the permit space to be monitored as long as the duties described in subsection (i) can be effectively performed for each permit space that is monitored.

(7) If multiple spaces are to be monitored by a single attendant, include in the permit program the means and procedures to enable the attendant to respond to an emergency affecting one or more of the permit spaces being monitored without distraction from the attendant’s responsibilities under subsection (i);
(8) Designate the persons who are to have active roles (as, for example, authorized entrants, attendants, entry supervisors, or persons who test or monitor the atmosphere in a permit space) in entry operations, identify the duties of each such employee, and provide each such employee with the training required by subsection (g);

(9) Develop and implement procedures for rescuing entrants from permit spaces, for providing necessary emergency services to rescued employees, for summoning additional rescue and emergency services, and for preventing unauthorized personnel from attempting a rescue;

(10) Develop and implement a system for the preparation, issuance, use, and cancellation of entry permits as required by this section;

(11) Develop and implement procedures to coordinate entry operations when employees of more than one employer are working simultaneously as authorized entrants in a permit space, so that employees of one employer do not endanger the employees of any other employer. If the requirements of sections 5158 or 8355 apply to one or more of the other employers, then the procedures shall also ensure coordination with those employers, so as not to endanger any exposed employees;

(12) Develop and implement procedures (such as closing off a permit space and canceling the permit) necessary for concluding the entry after entry operations have been completed;

(13) Review entry operations when the employer has reason to believe that the measures taken under the permit space program may not protect employees and revise the program to correct deficiencies found to exist before subsequent entries are authorized; and

NOTE: Examples of circumstances requiring the review of the permit space program are: any unauthorized entry of a permit space, the detection of a permit space hazard not covered by the permit, the detection of a condition prohibited by the permit, the occurrence of an injury or near-miss during entry, a change in the use or configuration of a permit space, and employee complaints about the effectiveness of the program.

(14) Review the permit space program, using the canceled permits retained under subsection (e)(6) within 1 year after each entry and revise the program as necessary, to ensure that employees participating in entry operations are protected from permit space hazards.

NOTE: Employers may perform a single annual review covering all entries performed during a 12-month period. If no entry is performed during a 12-month period, no review is necessary.

Appendix C presents examples of permit space programs that are considered to comply with the requirements of subsection (d).

(e) Permit system.

(1) Before entry is authorized, the employer shall document the completion of measures required by subsection (d)(3) by preparing an entry permit.

NOTE: Appendix D presents examples of permits whose elements are considered to comply with the requirements of this section.

(2) Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.

(3) The completed permit shall be made available at the time of entry to all authorized entrants or their authorized representatives, by posting it at the entry portal or by any other equally effective means, so that
the entrants can confirm that pre-entry preparations have been completed.

(4) The duration of the permit may not exceed the time required to complete the assigned task of job identified on the permit in accordance with subsection (f)(2).

(5) The entry supervisor shall terminate entry and cancel the entry permit when:

(A) The entry operations covered by the entry permit have been completed; or

(B) A condition that is not allowed under the entry permit arises in or near the permit space.

(6) The employer shall retain each canceled entry permit for at least 1 year to facilitate the review of the permit space program required by subsection (d)(14). Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

(f) Entry permit. The entry permit that documents compliance with this section and authorizes entry to a permit space shall identify:

(1) The permit space to be entered;

(2) The purpose of the entry;

(3) The date and the authorized duration of the entry permit;

(4) The authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;

NOTE: This requirement may be met by inserting a reference on the entry permit as to the means used, such as roster or tracking systems, to keep track of the authorized entrants within the permit space.

(5) The personnel, by name, currently serving as attendants;

(6) The individual, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorized entry;

(7) The hazards of the permit space to be entered;

(8) The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;

NOTE: Those measures can include the lockout or tagging of equipment and procedures for purging, inerting, ventilating, and flushing permit spaces.

(9) The acceptable entry conditions;

(10) The results of initial and periodic tests performed under subsection (d)(5) accompanied by the names or initials of the testers and by an indication of when the tests were performed;

(11) The rescue and emergency services that can be provided on-site and additional service that can be summoned and the means such as the equipment to use and the numbers to call) for summoning those services;
(12) The communication procedures used by authorized entrants and attendants to maintain contact during the entry;

(13) Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section;

(14) Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety, and

(15) Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

(g) Training.

(1) The employer shall provide training so that all employees whose work is regulated by this section acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this section.

(2) Training shall be provided to each affected employee:

(A) Before the employee is first assigned duties under this section;

(B) Before there is a change in assigned duties;

(C) Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained;

(D) Whenever the employer has reason to believe either that there are deviations from the permit space entry procedures required by subsection (d)(3) or that there are inadequacies in the employee's knowledge or use of these procedures.

(3) The training shall establish employee proficiency in the duties required by this section and shall introduce new or revised procedures, as necessary, for compliance with this section.

(4) The employer shall certify that the training required by subsections (g)(1) through (g)(3) has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.

(h) Duties of authorized entrants. The employer shall ensure that all authorized entrants:

(1) Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

(2) Properly use equipment as required by subsection (d)(4);

(3) Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required by subsection (i)(6);

(4) Alert the attendant whenever:

(A) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
(B) The entrant detects a prohibited condition; and

(5) Exit from the permit space as quickly as possible whenever:

(A) An order to evacuate is given by the attendant or the entry supervisor,

(B) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation,

(C) The entrant detects a prohibited condition, or

(D) An evacuation alarm is activated.

(i) Duties of attendants. The employer shall ensure that each attendant:

(1) Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

(2) Is aware of possible behavioral effects of hazard exposure in authorized entrants;

(3) Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants under subsection (f)(4) accurately identifies who is in the permit space;

(4) Remains outside the permit space during entry operations until relieved by another attendant;

NOTE: When the employer's permit entry program allows attendant entry for rescue, attendants may enter a permit space to attempt a rescue if they have been trained and equipped for rescue operations as required by subsection (k)(1) and if they have been relieved as required by subsection (i)(4).

(5) Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space under subsection (i)(6);

(6) Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions;

(A) If the attendant detects a prohibited condition;

(B) If the attendant detects the behavioral effects of hazards exposure in an authorized entrant;

(C) If the attendant detects a situation outside the space that could endanger the authorized entrants; or

(D) If the attendant cannot effectively and safely perform all the duties required under subsection (i);

(7) Initiate on-site rescue procedures and, if necessary, summon additional rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards;

(8) Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:

(A) Warn the unauthorized persons that they must stay away from the permit space;
(B) Advise the unauthorized persons that they must exit immediately if they have entered the permit space; and

(C) Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space;

(9) Performs non-entry rescues or other rescue services as part of the employer's on-site rescue procedure; and

(10) Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

(j) Duties of entry supervisors. The employer shall ensure that each entry supervisor:

(1) Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

(2) Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;

(3) Terminates the entry and cancels the permit as required by subsection (e)(5);

(4) Verifies that rescue services are available and that the means for summoning additional services are operable;

(5) Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and

(6) Determines, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

(k) Rescue and emergency services. The employer shall ensure that at least one standby person at the site is trained and immediately available to perform rescue and emergency services.

(1) The following requirements apply to employers who have employees enter permit spaces to perform rescue services.

(A) The employer shall ensure that each member of the rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces.

(B) Each member of the rescue service shall be trained to perform the assigned rescue duties. Each member of the rescue service shall also receive the training required of authorized entrants under subsections (g) and (h).

(C) Each member of the rescue service shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.
(D) Each member of the rescue service shall be trained in basic first-aid and in cardiopulmonary resuscitation (CPR). At least one member of the rescue service holding current certification in first aid and in CPR shall be available.

(2) When an employer (host employer) arranges to have persons other than the host employer's employees perform permit space rescue, the host employer shall:

(A) Inform the rescue service of the hazards they may confront when called on to perform rescue at the host employer's facility, and

(B) Provide the rescue service with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

(3) To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements.

(A) Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at a suitable point so that when rescued, the entrant presents the smallest possible profile (for example at the center of the entrant's back near shoulder level, or above the entrant's head). Wristlets may be used in lieu of the chest of full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.

(B) The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

(4) If an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or written information shall be made available to the medical facility treating the exposed entrant.

(l) Employee participation.

(1) Employers shall consult with affected employees and their authorized representatives on the development and implementation of all aspects of the permit space program required by subsection (c).

(2) Employers shall make available to affected employees and their authorized representatives all information required to be developed by this section.

(m) Appendices. Appendices A through E serve to provide information and non-mandatory guidelines to assist employers and employees in complying with the appropriate requirements of this section.


HISTORY

1. Repealer and new section filed 11-24-93; operative 12-24-93 (Register 93, No. 48). For prior history, see Register 79, No. 36.

2. Editorial correction of printing error in subsections (d)(5)(C), (i)(8)(B) and (j) (Register 94, No. 29).

3. Editorial correction of subsection (k)(1)(C) (Register 97, No. 23).
4. Editorial correction of subsection (b)(3) (Register 99, No. 10).

5. Amendment of subsections (c)(5)(A)5., (c)(5)(B)8., (c)(7)(C), (e)(3) and (k)(1)(B), new subsections (c)(5)(B)9., (d)(5)(D)-(F) and (l)-(l)(2) and subsection relettering filed 7-13-99; operative 7-13-99. Submitted to OAL for printing only pursuant to Labor Code section 142.3(a)(3) (Register 99, No. 29).


7. Amendment of subsections (c)(2)-(c)(3), (c)(8)-(c)(8)(A) and (d)(11) filed 4-25-2001; operative 5-25-2001 (Register 2001, No. 17).

8. Amendment of subsection (b)(5) - Note and subsection (k)(4) filed 5-5-2014; operative 5-6-2014 pursuant to Government Code section 11343.4(b)(3) (Register 2014, No. 19).

Appendix A
Appendix A (PDF)
Appendix B
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Subchapter 7. General Industry Safety Orders
Group 16. Control of Hazardous Substances
Article 108. Confined Spaces

§5158. Other Confined Space Operations.

(a) Scope. For industries and operations specified in section 5156(b)(2) this section prescribes minimum standards for preventing employee exposure to dangerous air contamination, oxygen enrichment and/or oxygen deficiency in confined spaces, as defined in subsection (b).

Note: Implementing a permit-required confined space program in accordance with section 5157 shall meet the requirements of this section.

(b) Definitions.

(1) Confined Space. A space defined by the concurrent existence of the following conditions:

(A) Existing ventilation is insufficient to remove dangerous air contamination, oxygen enrichment and/or oxygen deficiency which may exist or develop.

(B) Ready access or egress for the removal of a suddenly disabled employee is difficult due to the location and/or size of the opening(s).

(2) Dangerous Air Contamination. An atmosphere presenting a threat of causing death, injury, acute illness, or disablement due to the presence of flammable and/or explosive, toxic, or otherwise injurious or incapacitating substances.

(A) Dangerous air contamination due to the flammability of a gas or vapor is defined as an atmosphere containing the gas or vapor at a concentration greater than 20 percent of its lower explosive (lower flammable) limit.

(B) Dangerous air contamination due to a combustible particulate is defined as a concentration greater than 20 percent of the minimum explosive concentration of the particulate.

(C) Dangerous air contamination due to the toxicity of a substance is defined as the atmospheric concentration immediately hazardous to life or health.

Note: This definition of dangerous air contamination due to the toxicity of a substance does not preclude the requirement to control harmful exposures, under the provisions of Article 107, to toxic substances at...
concentrations less than those immediately hazardous to life or health.

(3) Oxygen Deficiency. An atmosphere containing oxygen at a concentration of less than 19.5 percent by volume.

(4) Oxygen Enrichment. An atmosphere containing more than 23.5 percent oxygen by volume.

(c) Operation Procedures and Employee Training. The employer shall implement the provisions of this subsection before any employee is permitted to enter a confined space.

(1) Operating Procedures.

(A) Written, understandable operating and rescue procedures shall be developed and shall be provided to affected employees.

(B) Operating procedures shall conform to the applicable requirements of this section and shall include provision for the surveillance of the surrounding area to avoid hazards such as drifting vapors from tanks, piping and sewers.

(C) For multi-employer worksites, the procedures shall address how all the affected employers will coordinate their work activities, so that operations of one employer will not endanger the employees of any other employer. If the permit-required confined space requirements of section 5157 or the requirements of section 8355 apply to one or more of the other employers, then the procedures shall also include coordination with those employers;

(2) Employee Training. Employees, including standby persons required by subsection (e)(1)(D), shall be trained in the operating and rescue procedures, including instructions as to the hazards they may encounter.

(d) Pre-entry. The applicable provisions of this subsection shall be implemented before entry into a confined space.

(1) Lines which may convey flammable, injurious, or incapacitating substances into the space shall be disconnected, blinded, or blocked off by other positive means to prevent the development of dangerous air contamination, oxygen enrichment and/or oxygen deficiency within the space. The disconnection or blind shall be so located or done in such a manner that inadvertent reconnection of the line or removal of the blind are effectively prevented.

Exception: This subsection does not apply to public utility gas distribution systems.

NOTE: This subsection does not require blocking of all laterals to sewers or storm drains. Where experience or knowledge of industrial use indicates materials resulting in dangerous air contamination may be dumped into an occupied sewer, all such laterals shall be blocked.

(2) The space shall be emptied, flushed, or otherwise purged of flammable, injurious or incapacitating substances to the extent feasible.

(3) The air shall be tested with an appropriate device or method to determine whether dangerous air contamination, oxygen enrichment and/or an oxygen deficiency exists. A written record of such testing results shall be made and kept at the work site for the duration of the work. Affected employees and/or their representative shall be afforded an opportunity to review and record the testing results. If an electronic or thermal device is used to test a confined space that contains or is likely to develop a dangerous air contamination due to flammable and/or explosive substances, then the device must be approved for use in such explosive or flammable conditions as required by section 2540.2.
(4) Where interconnected spaces are blinded off as a unit, each space shall be tested and the results recorded, in accordance with subsection (d)(3), and the most hazardous condition so found shall govern procedures to be followed.

(5) If dangerous air contamination, oxygen enrichment and/or oxygen deficiency does not exist within the space, as demonstrated by tests performed in accordance with subsection (d)(3), entry into and work within the space may proceed subject to the following provisions:

(A) Testing, in accordance with subsection (d)(3), shall be conducted with sufficient frequency to ensure that the development of dangerous air contamination, oxygen enrichment and/or oxygen deficiency does not occur during the performance of any operation.

(B) If the development of dangerous air contamination, oxygen enrichment and/or an oxygen deficiency is imminent, the requirements prescribed by subsection (e) shall also apply.

(6) Where the existence of dangerous air contamination, oxygen enrichment and/or oxygen deficiency is demonstrated by tests performed in accordance with subsection (d)(3), existing ventilation shall be augmented by appropriate means.

(7) When additional ventilation provided in accordance with subsection (d)(6) has removed dangerous air contamination, oxygen enrichment and/or oxygen deficiency as demonstrated by additional testing conducted (and recorded) in accordance with subsection (d)(3), entry into and work within the space may proceed subject to the provisions of subsection (d)(5).

(8) No source of ignition shall be introduced until the implementation of appropriate provisions of this section have ensured that dangerous air contamination due to oxygen enrichment, flammable and/or explosive substances does not exist.

(9) Whenever oxygen-consuming equipment such as salamanders, plumbers' torches or furnaces, and the like, are to be used, measures shall be taken to ensure adequate combustion air and exhaust gas venting.

(10) To the extent feasible, provision shall be made to permit ready entry and exit.

(11) Where it is not feasible to provide for ready exit from spaces equipped with automatic fire suppression systems employing harmful design concentrations of toxic or oxygen-displacing gases, or total foam flooding, such systems shall be deactivated. Where it is not practical or safe to deactivate such systems, the provisions of subsection (e) related to the use of respiratory protective equipment shall apply during entry into and work within such spaces.

(e) Confined Space Operations.

(1) Entry Into and Work Within Confined Spaces. The requirements of this subsection apply to entry into and work within a confined space whenever an atmosphere free of dangerous air contamination, oxygen enrichment and/or oxygen deficiency cannot be ensured through the implementation of the applicable provisions of subsection (d), or whenever, due to the existence of an emergency, it is not feasible to ensure the removal of dangerous air contamination, oxygen enrichment and/or an oxygen deficiency through the implementation of the applicable provisions of subsection (d).

(A) Tanks, vessels, or other confined spaces with side and top openings shall be entered from side openings when practicable.

Note: For the purposes of this Order, side openings are those within 3 1/2 feet of the bottom.
(B) Appropriate, approved respiratory protective equipment, in accordance with Section 5144, shall be provided and worn.

(C) An approved safety belt with an attached line shall be used. The free end of the line shall be secured outside the entry opening. The line shall be at least 1/2-inch diameter and 2,000-pounds test.

Exception: Where it can be shown that a safety belt and attached line would further endanger the life of the employee.

(D) At least one employee shall stand by on the outside of the confined space ready to give assistance in case of emergency. At least one additional employee who may have other duties shall be within sight or call of the standby employee(s).

1. The standby employee shall have appropriate, approved, respiratory protective equipment, including an independent source of breathing air which conforms with Section 5144(i), available for immediate use.

2. A standby employee (or employees) protected as prescribed by subsection (e)(1)(D) 1. may enter the confined space but only in case of emergency and only after alerting at least one additional employee outside of the confined space of the existence of an emergency and of the standby employee's intent to enter the confined space.

(E) When entry must be made through a top opening, the following requirements shall also apply.

1. The safety belt shall be of the harness type that suspends a person in an upright position.

2. A hoisting device or other effective means shall be provided for lifting employees out of the space.

(F) Work involving the use of flame, arc, spark, or other source of ignition is prohibited within a confined space (or any adjacent space having common walls, floor, or ceiling with the confined space) which contains, or is likely to develop, oxygen enrichment or dangerous air contamination due to flammable and/or explosive substances.

(G) Whenever gases such as nitrogen are used to provide an inert atmosphere for preventing the ignition of flammable gases or vapors, no flame, arc, spark, or other source of ignition shall be permitted unless the oxygen concentration is maintained at less than 20 percent of the concentration which will support combustion.

1. Testing of the oxygen content shall be conducted with sufficient frequency to ensure conformance with this paragraph.

2. A written record of the results of such testing shall be made and kept at the work site for the duration of the work.

3. Affected employees and/or their representative shall be provided an opportunity to review and record the testing results.

(H) Only approved lighting and electrical equipment, in accordance with the Low-Voltage Electrical Safety Orders, shall be used in confined spaces subject to oxygen enrichment or dangerous air contamination by flammable and/or explosive substances.

(I) Employees working in confined spaces which have last contained substances corrosive to the skin or substances which can be absorbed through the skin shall be provided with, and shall be required to wear, appropriate personal protective clothing or devices in accordance with Article 10.
(J) When an employer (host employer) arranges to have employees of another employer (contractor) perform work that involves a confined space entry covered by this standard or by sections 5157 or 8355, the host employer shall:

1. Inform the contractor that the workplace contains a confined space and that confined space entry is allowed only through compliance with a confined space program meeting the requirements of this section, section 5157 or section 8355, depending on which section applies to the contractor;

2. Apprise the contractor of the elements, including the hazards identified and the host employer's experience with the confined space, that make the space in question a confined space;

3. Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near the confined space where the contractor's personnel will be working;

4. Coordinate entry operations with the contractor, when both host employer personnel and contractor personnel will be working in or near the confined space, as required by subsection (c)(1) (C); and

5. Debrief the contractor at the conclusion of the confined space operation regarding the confined space program followed and any hazards confronted or created in the confined space during entry operations.

(K) In addition to complying with the confined space requirements that apply to all employers, each contractor who is retained to perform confined space entry operations shall:

1. Obtain any available information regarding confined space hazards and entry operations from the host employer;

2. Coordinate entry operations with the host employer, when both host employer personnel and contractor personnel will be working in or near a confined space, as required by subsection (c)(1)(C); and

3. Inform the host employer of the confined space program that the contractor will follow and of any hazards confronted or created in the confined space, either through a debriefing or during the entry operation.

(2) Precautions for Emergencies Involving Work in Confined Spaces.

(A) At least one person trained in first aid and cardiopulmonary resuscitation (CPR) shall be immediately available whenever the use of respiratory protective equipment is required subsection (e)(1). Standards for CPR training shall follow the principles of the American Heart Association or the American Red Cross.

(B) An effective means of communication between employees inside a confined space and a standby employee shall be provided and used whenever the provisions of subsection (e)(1) require the use of respiratory protective equipment or whenever employees inside a confined space are out of sight of the standby employee(s). All affected employees shall be trained in the use of such communication system and the system shall be tested before each use to confirm its effective operation.

1. New section filed 9-14-78; effective thirtieth day thereafter (Register 78, No. 37).

2. Change without regulatory effect of subsection (k) pursuant to section 100, Title 1, California Code of Regulations filed 5-1-90 (Register 90, No. 23).

3. Amendment filed 11-24-93; operative 12-24-93 (Register 93, No. 48).


6. Amendment of subsection (e)(1)(D)1. filed 8-30-2010; operative 9-29-2010 (Register 2010, No. 36).

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Appendix B

List of Identified Confined Spaces
## Appendix B

### List of Identified Confined Spaces

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<td><strong>A.</strong> Permit Required Confined Spaces/Location</td>
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<td>1.</td>
<td>Filbert Meter Vault&lt;br&gt;Oak Avenue near Filbert</td>
</tr>
<tr>
<td>2.</td>
<td>Antelope Meter Vault&lt;br&gt;Antelope Road near Mariposa</td>
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<tr>
<td></td>
<td><strong>B.</strong> Non-Permit Required Confined Spaces</td>
</tr>
<tr>
<td>1.</td>
<td>Palm Avenue Pressure Reducing Station&lt;br&gt;Corner of San Juan Avenue and Palm Ave</td>
</tr>
<tr>
<td>2.</td>
<td>Van Maren Pressure Reducing Station and Meter&lt;br&gt;Corner of Van Maren Lane and Navion Drive</td>
</tr>
<tr>
<td>3.</td>
<td>Beech Ave. Inter-tie PRV and Meter&lt;br&gt;Beech Ave. @ Mavis Ave.</td>
</tr>
<tr>
<td>4.</td>
<td>5829 San Juan Avenue 8” Meter Vault</td>
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<tr>
<td>5.</td>
<td>8080 Targa Circle&lt;br&gt;Western 8” Meter Vault&lt;br&gt;Eastern 8” Meter Vault</td>
</tr>
<tr>
<td>6.</td>
<td>Santa Juanita Drive 42” Meter Vault</td>
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<tr>
<td>7.</td>
<td>7551 Greenback Lane – San Juan HS&lt;br&gt;North Meter Vault&lt;br&gt;Western Meter Vault&lt;br&gt;Eastern Meter Vault</td>
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<tr>
<td>8.</td>
<td>5900 Sunrise Mall – Sears Meter EID 70187973H</td>
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<tr>
<td>9.</td>
<td>6000 Sunrise Mall – Macy’s Meter EID 70177459H</td>
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<tr>
<td>10.</td>
<td>6176 Sunrise Mall – JCPenney’s EID 70187974H</td>
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<td>11.</td>
<td>6180 Sunrise Blvd/Mall – Macy’s North EID 70187975H</td>
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<td>12.</td>
<td>Crosswoods Intertie</td>
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<td>Orlando Avenue Intertie</td>
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<td>16.</td>
<td>8201 Greenback Lane – Mount Vernon Memorial 8” Meter</td>
</tr>
</tbody>
</table>
Appendix C

Procedures and Practices for Confined Space Entry
Appendix C

Procedures and Practices for Confined Space Entry

A. Pre-planning - No work shall begin in any confined space before the operations to be undertaken are reviewed. The supervisor will review work assignments with employees and consider potential hazards; the scope of the work; materials required and introduced to the space; and equipment required including monitoring, rescue, and personal protective equipment. Certain conditions may require a Hot Work Permit.

B. Control of Hazards Hot Work (Non-Flame or Spark) - Hot work is a prohibited practice within a confined space or any adjacent space with a common wall, floor or ceiling, which contains, or is likely to develop, oxygen enrichment or dangerous air contamination due to flammable and/or explosive substances. When practical the District will control the hazard of hot work within a confined space by evaluating existing hazards within the space and potential hazards created from hot work operations, then:

1. Take special precautions (such as improving ventilation, inspecting for frayed wires, implementing fire-suppression measures or using low-voltage, non-sparking tools) to reduce potential hazards; and

2. When necessary implement additional ventilation procedures; positive pressure (blowing fresh air in) and negative pressure (sucking air out) fan, or a combination of the two practices.

The appropriate respirators are provided and shall be used in addition to providing forced ventilation if the forced ventilation does not maintain acceptable respiratory conditions.

C. Pre-entry - After pre-planning and prior to the start of any work, the entry permit will be completed by the site supervisor. No employee will enter a confined space until acceptable entry conditions are verified as listed on the permit. The atmosphere will be evaluated for and in the following order:

1. Oxygen content;

2. Flammable gases and vapors; and

3. Potential toxic atmospheres.

Note: Permits are in Appendix D

Atmospheric Testing Procedure - will include:
1. Use of a combination direct reading instrument capable of sensing oxygen content, flammable gases, and toxic environments.

2. A person trained in the use and evaluation of the instrument will turn on and zero out (self calibrate) the instrument in fresh air following the manufacturer’s instructions. (The instrument should also be calibrated not less than the period recommended by the manufacturer using known test gases).

3. Prior to opening a lid or manhole cover, insert the probe or collector tubing of the air monitoring device into an opening or port to draw a sample of the atmosphere and allow sufficient time to record a representative reading. If there is no opening, “crack” the cover enough to insert the probe or collector. If atmospheric conditions are acceptable, remove the cover.

4. Lower the instrument probe or collector, testing the top, sides and hidden areas and approximately four (4) feet in the direction of travel. All results will be recorded.

5. If all tests are within acceptable limits, the lids may be opened or covers removed. The opening shall be protected and guarded by barriers that will prevent accidental falls through the opening.

6. If an atmospheric hazard is discovered, or there is the potential for one to occur:

   a. Continuous air ventilation will be provided and the atmosphere tested periodically to ensure acceptable atmospheric conditions within the space.

   b. The ventilation will be done with mechanical forced air ventilation equipment capable of maintaining an acceptable atmosphere within the confined space.

   c. If a portable blower is used, it must be equipped with sufficient ducting to reach within two feet of the bottom of the space or provide fresh outside air to the work area within the space (i.e. water reservoirs). The ducting should not have more than one 90-degree bend entering the opening of the confined space. The blower should never be placed near a vehicle exhaust or other potential source of poor air quality. The intake should be placed at least fifteen (15) feet from the confined opening to prevent re-circulation or ventilated air.

C. Safe Entry Procedure – Permit Required
Note: Permit is in Appendix D

1. Entry is only permitted by properly trained personnel.

2. Entry supervisor will complete the confined space permit.

3. All required safety and entry equipment will be at the site.

4. The confined space will be isolated utilizing lockout/tagout procedures.

5. Perform atmospheric testing.

6. Purge or flush the confined space when necessary.

7. If continuous air ventilation is provided, the atmosphere will be tested periodically to ensure acceptable atmospheric conditions within the space.

8. Provide guards and barriers to protect the site from pedestrians and unauthorized personnel. The barriers are also setup to prevent accidental falls and protect entrants from external hazards.

9. Provide a minimum of one attendant outside the confined space.

10. Communication systems will be checked prior to entry.

11. Rescue team to be notified of entry location and time prior to entry.

12. Post permit outside entry location.

13. After entry is completed, note any unusual findings on permit.

14. After completion of work, re-secure access point.

15. Notify supervisor and rescue team when entry is completed.

16. Keep permit on file for one (1) year.

D. **Safe Entry Procedure – (c)(5) Alternative Entry:** This type of entry is permissible through monitoring and inspection. The confined space may be entered under the (c)(5) alternative procedures only under the following conditions:

- The only hazard posed by the space is an actual or potential hazardous atmosphere.
Continuous forced air ventilation alone is sufficient to maintain a safe atmosphere for entry.

Note: Permit is in Appendix D

1. Entry is only permitted by properly trained personnel.
2. Entry supervisor (this may be entrant) will complete the (c)(5) alternative procedures or entry on the permit.
3. All required safety and entry equipment will be at the site.
4. The confined space will be isolated utilizing lockout/tagout procedures.
5. Purge or flush the confined space when necessary.
6. Continuous air ventilation will be provided and the atmosphere tested periodically to ensure acceptable atmospheric conditions within the space.
7. Provide guards and barriers to protect the site from pedestrians and unauthorized personnel. The barriers are also setup to prevent accidental falls and protect entrants from external hazards.
8. Post permit outside entry location.
9. After entry is completed, note any unusual findings on entry permit.
10. After completion of work, re-secure entry access point.
11. Keep permit on file for a minimum of one (1) year.

E. Safe Entry Procedure – Non-Permit Confined Space: A permit–required confined space may be reclassified as a non-permit confined space under the following conditions:

- The space, at the time of the planned entry, has no actual or potential atmospheric hazards, and all hazards within the space are eliminated without entry into the space.
- All hazards remain eliminated during the entry operation.
- The basis for determining that all hazards have been eliminated are documented through a certification containing, the date, location of the space, and the signature of the person making the determination.
• If hazards arise in the non-permit confined space, each employee shall exit the space, and it shall be reevaluated to determine if it must be reclassified as a permit space.

Note: Control of atmospheric hazards through forced air ventilation does not constitute elimination of the hazard.

F. Safety Equipment – The District will provide all safety equipment and supplies necessary to perform safe entry and rescue operations. All safety equipment should be tested according to the manufacturer’s recommendations. Prior to beginning work, employees will inspect the equipment and ensure it is in good working condition. All defective equipment will be tagged for repair or replacement if required.

Equipment required for each entry will be noted on the entry permit. Work or entry will not commence if any equipment is missing.

G. Change of Conditions – If either the entrant(s) or attendant detects a condition which differs from the entry permit, the entrants will exit from the confined space as quickly as possible. These include:

• The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.

• The entrant detects a condition which conflicts with the entry permit.

• The gas monitor signals an alarm.

• An evacuation alarm is activated.

• The attendant detects a behavioral change in the entrant(s).

• The attendant detects a condition that conflicts with the entry permit or a situation outside the space that could endanger the entrant(s).

• The entry supervisor gives an order to evacuate.

H. Rescue – There are three basic types of confined space rescue: self-rescue, non-entry rescue and entry rescue. All permit entries, with the exception of (c)(5) alternative entries, must provide for rescue service. At least one standby person at the entry site shall be trained and immediately available to perform rescue and emergency services. It is recommended that a rescue plan be prepared for (c)(5) and non-permit entries.

1. Self-rescue – is the preferred method for rescue
2. Non-entry rescue - Retrieval systems or methods shall be used unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant.

a. Each entrant shall use a chest or full body harness with a retrieval line attached high on the back. Wristlets may be used with a retrieval line in lieu of the chest or full body harness if it can be demonstrated that the use of the wristlets is the safest and most effective method.

b. The end of the retrieval line shall be attached to a mechanical device or fixed point outside the confined space so that rescue can begin as soon as the rescuer is aware that rescue is necessary.

c. A mechanical device shall be available to retrieve personnel from vertical spaces more than 5 feet deep. This equipment may be a winch or pulley system in combination with a fixed attachment point above the space.

3. Entry Rescue

a. Emergency rescue conducted by District personnel.

i) All designated rescue team members shall be provided with and be trained in the proper use of personal protective equipment and rescue equipment needed for rescue operations.

ii) Each team member shall be trained to perform the assigned rescue duties and trained in safe confined space entry procedures.

iii) Each member of the rescue team must participate in rescue practice at least once every 12 months. Practice shall consist of simulated rescue from representative permitted spaces using mannequins or actual persons.

iv) Each member of the rescue team must be trained in basic first aid and cardiopulmonary resuscitation (CPR). At least one member of the rescue team having current CPR and first aid certification shall be available during entry.

b. Emergency rescue conducted by outside emergency rescue service.
The confined space attendant will immediately initiate outside rescue when needed. Prior to requesting rescue service, the District shall:

i) Evaluate the service’s ability to respond in a timely manner.

ii) Evaluate the service’s qualifying abilities to function appropriately while rescuing entrants from the District’s particular types of identified spaces.

iii) Inform the rescue service of the hazards it may confront at the site(s).

iv) Provide the rescue service with access to permit spaces from which rescue may be necessary so that the service can practice rescue operations.

v) Outside rescue service must be notified of the location of the confined space and time of entry prior to entry.

4. A Material Safety Data Sheet (MSDS) or similar written information required to be kept at the worksite due to the use or exposure to a hazardous substance shall be made available to the medical facility treating the exposed entrant.
Appendix D

Permit, Pre-entry Checklist
CONFINED SPACE ENTRY PERMIT

NOTE:
(1) Each confined space should always be considered a Full Permit-Required Space until proven and documented otherwise!
(2) Each permit is valid for the assigned task only. (Not to exceed one work shift)

PERMIT ISSUE DATE/TIME: ______________________
EXPIRATION DATE/TIME: ______________________
SPACE ID/LOCATION: _______________________________________________________________________
SPECIFIC WORK PROCEDURE: __________________________________________________________________________
AGENCY: ____________________________________________________________________________________________
AUTHORIZED ENTRANT(S): __________________________________________________________________________________
ATTENDANT(S): _______________________________________________________________________________________

***RESCUE PLAN REQUIRED FOR ALL ENTRY — REFER TO RESCUE SECTION***

EMERGENCY RESCUE PLAN: *(Required for All Confined Space Entries)*

In event of emergency, contact: ________________________________________________________________
Briefly outline the rescue procedure to be used and the equipment needed:
____________________________________________________________________________________________

INITIAL ASSESSMENT
*(Without entering the space, conduct an atmospheric assessment and circle the confined space conditions below.)*

ATMOSPHERIC ASSESSMENT *(Required for every confined space):*

Method of Monitoring the Atmosphere: ____________________________________________________________
Calibration Date: ______________________ Bump Test Date: ______________________

ATMOSPHERIC TESTING RESULTS

<table>
<thead>
<tr>
<th>SUBSTANCE</th>
<th>PERMISSIBLE EXPOSURE LIMIT</th>
<th>RESULTS AND TIMES (For each test show result and time)</th>
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<td></td>
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<td>PRE-ENTRY</td>
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<tr>
<td>TIME</td>
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<tr>
<td>CONDUCTED BY</td>
<td></td>
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<tr>
<td>OXYGEN</td>
<td>19.5 - 23.5%</td>
<td></td>
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<tr>
<td>LEL</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>HYDROGEN SULFIDE</td>
<td>10 PPM</td>
<td></td>
</tr>
<tr>
<td>CARBON MONOXIDE</td>
<td>25 PPM</td>
<td></td>
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<tr>
<td>OTHER TOXIC</td>
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CONFINED SPACE CONDITIONS (circle as applicable):

1. Contains or has the potential to contain a hazardous atmosphere (e.g., rust, organic material, nearby traffic, etc.).
2. Contains a material that has the potential for engulfing an entrant.
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor, which slopes downward and tapers to a smaller cross-section.
4. Contains any other recognized serious safety or health hazard, including job-introduced hazards.

If none of the conditions exist, proceed to Declassification for Non-Permit Entry
If only #1 condition exists, continue Atmospheric Monitoring, begin Ventilation, and proceed to (c)(5) – Alternative Procedures for Entry
If any of #2, #3, or #4 conditions apply, continue Atmospheric Monitoring. Complete Full Permit-Required Entry checklist
DECLASSIFICATION FOR NON-PERMIT ENTRY

Only qualified Entry Supervisors are authorized to execute a Declassification Certificate.

- This permit space poses no actual or potential atmospheric hazards, and all hazards within the space were eliminated without entry into the space.
- ANY ENTRIES TO OBTAIN DATA OR TO PERFORM ACTIONS NECESSARY FOR DECLASSIFICATION MUST BE BY PERMIT!
- Rescue procedures have been established.
- This certificate has been made available to each employee entering the area. ☐ Yes
- Upon completion of the job, the area will revert to a permit-required confined space status.

Basis for Declassification: (Describe fully)

Permit Prepared By Print Name (Competent Person) ______________________ Signature ______________________ Date ______________________

Permit Reviewed By Print Name (Entry Supervisor) ______________________ Signature ______________________ Date ______________________

ATMOSPHERIC VENTILATION: (Must operate long enough for the atmospheric hazard to be eliminated.)

Method of Ventilation:

Volume (Cubic Feet) of Space to Be Entered: __________________________________________________________

Volume Rating (Cubic Feet Per Minute) of Ventilation Equipment: __________________________________________

Length of time of Ventilation: ____________________________________________

[c)(5) - ALTERNATIVE PROCEDURES FOR ENTRY

1. All non-atmospheric hazards in the space were eliminated without entering the space (e.g., engulfment, internal configuration, electrical)? YES ☐ NO ☐ N/A ☐
2. Source isolation and lock-out/tag-out in place? YES ☐ NO ☐ N/A ☐
3. Free of any serious job-introduced hazards? YES ☐ NO ☐ N/A ☐
4. Is the only hazard posed by the space an actual or potential atmospheric hazard? YES ☐ NO ☐
5. Will continuous forced ventilation alone be sufficient for safe entry? YES ☐ NO ☐
6. Rescue Plan – equipment readily accessible? YES ☐
7. Has forced air ventilation been continued? YES ☐ NO ☐
8. Has atmospheric monitoring been continued? YES ☐ NO ☐
9. Other anticipated hazard controls: ____________________________________________

IF ANY “NO” RESPONSES, ENTRY NOT ELIGIBLE USING THE “(c)(5) PROCEDURE”. COMPLETE THE FULL PERMIT.

(c)(5) CERTIFICATION BY ENTRY SUPERVISOR: I am familiar with the special requirements and conditions under which a permit-required space may be entered under the alternative procedures outlined in 8 CCR 5157 (c)(5). The basis for this conclusion is inspection and testing (with a calibrated, direct reading instrument, as previously noted). I verify that all necessary pre-entry steps have been taken, that rescue procedures have been established, and that ventilation of the space and atmospheric monitoring will continue. I verify that the space is safe for entry.

Permit Prepared By Print Name (Competent Person) ______________________ Signature ______________________ Date ______________________

Permit Reviewed By Print Name (Entry Supervisor) ______________________ Signature ______________________ Date ______________________

FULL PERMIT-REQUIRED ENTRY

1. All non-atmospheric hazards in the space are controlled without entering the space? YES ☐ NO ☐ N/A ☐
2. Exposure to atmospheric hazard controlled? YES ☐ N/A ☐
3. Ventilation system in operation (positive pressure if possible)? YES ☐ N/A ☐
4. Continuous air monitoring of workspace while work is being performed? YES ☐ N/A ☐
5. Lock-out/Tag-out systems in place? YES ☐ N/A ☐
6. MSDS available (whenever atmospheric or other chemical hazards are introduced)? YES ☐ N/A ☐
7. Use of explosion proof equipment/non-sparking tools? YES ☐ N/A ☐
8. Hot Work Permit required? (If yes, attach permit) YES ☐ N/A ☐
9. Fire extinguishing media available? YES ☐ N/A ☐
10. Clear communication between entrant and attendant? YES ☐ N/A ☐
11. Appropriate PPE for employees? YES ☐
12. Rescue equipment and procedures in place? YES ☐
13. Emergency communications in place and checked? YES ☐
14. Other anticipated hazards & controls:

PERMIT CERTIFICATION BY ENTRY SUPERVISOR:

Permit Prepared By Print Name (Competent Person) ______________________ Signature ______________________ Date ______________________

Permit Reviewed By Print Name (Entry Supervisor) ______________________ Signature ______________________ Date ______________________

NOTE: THIS DOCUMENT MUST BE POSTED AT ENTRY AND/OR IN POSSESSION OF ATTENDANT!

CONTRACTOR PRE/POST ENTRY BRIEFING

Name of contractor: ______________________ Pre-briefing conducted on: (date) ______________________

Contractor notified of: Permit Requirements ☐ Potential Hazards ☐ Special tools/Equipment ☐

Debriefing at completion of job: (date) ______________________

Problems encountered: ______________________
CONFINED SPACE ENTRY PERMIT - HOT WORK PERMIT
(Flame or Spark)

PERMIT ISSUE DATE/TIME: ________________________________________________________________

PERMIT EXPIRATION DATE/TIME: __________________________________________________________

DETAILED DESCRIPTION OF JOB: __________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Answers and action taken for the following questions must be in agreement with the rules of the standard operating procedures.

1. Can the job be done outside in a safe area rather than in the confined space?   YES □   NO □
2. Have all process materials (solids, liquids, gases) been removed from the confined space? YES □   NO □
3. Have all lines been disconnected and blanked?  YES □   NO □
4. Has LEL been tested?  YES □   NO □
5. Has fire watch been advised of duties?  YES □   NO □
   Name of fire watch: __________________________________________
6. Is a fire extinguisher and/or water hose available for fire watch?  YES □   NO □
7. Can flame or sparks ignite materials in the vicinity or on lower floors or levels?  YES □   NO □
8. Are non-flammable tarps used to cover combustibles?  YES □   NO □
9. Have workers been given specific safety instructions?  YES □   NO □
10. Are proper confined space entry procedures being followed?  YES □   NO □
11. Have welding screens been set up, if practical?  YES □   NO □
12. Is adjacent area and equipment safe?  YES □   NO □
13. Special precautions to be taken: ______________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

CERTIFICATION BY ENTRY SUPERVISOR:

_________________________________  ______________________________   __________________
Print Name  Signature  Date

MUST BE POSTED AT ENTRY AND/OR IN POSSESSION OF ATTENDANT
Confined Space Identification Flow Chart

Not a Confined Space

Is the space large enough and so configured than an employee can bodily enter it and perform work?

No

Does the space have a limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults and pits are spaces that may have limited means of entry)?

Yes

Is the space designed for continuous employee occupancy?

No

Is a confined space.

Continue

Can hazards be eliminated from outside the confined space?

No

Does the space contain material that has the potential to engulf an entrant?

Yes

Does the space have an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a small cross-section?

No

Contain any other recognized serious safety or health hazards (i.e., job introduced, lockout/tagout, electrical, piping, or flushing, etc.) other than an actual or potential hazardous atmosphere?

Yes

Does the space contain or have the potential to contain a hazardous atmosphere?

No

Non-Permit Required Confined Space

(c)(5) Confined Space

Can hazards be eliminated from outside the confined space?

Yes

Is continuous forced air ventilation sufficient to maintain the space safe for entry?

No

Full Permit Required Confined Space
Appendix E

List of Identified District Employees
Authorized as Confined Space Competent Persons
Citrus Heights Water District is committed to ensure the all elements of its Confined Space Entry Program are followed by employees and outside contractors.

____________________________________ (name of individual) has been provided with the training, equipment, and has the authority necessary to safely enter confined spaces as a: (circle all the apply)

- Supervisor
- Competent Person
- Attendant
- Entrant

and comply with all the requirements of this program.

Check all that apply:

- **Supervisor**
  1. Understands the hazards and assure that all necessary tests are made, safety equipment is on the job-site, and confined space entry procedures are followed;
  2. Ensures that unauthorized personnel are prevented from entering a permit required confined space;
  3. To verify entry permit information;
  4. Terminates entry and cancel permits as required;
  5. Verifies rescue service and communication is available;
  6. Assures consistent transfer of responsibility; and
  7. Maintains and reviews all records and permits that apply to the program.

- **Competent Person**
  1. Understands the hazards and follow confined space procedures;
  2. To evaluate all confined spaces at the worksite prior to beginning work;
  3. Classifies the confined space;
  4. Understands that they are only one who can reclassify a confined space;
  5. Monitors activities inside/outside the permit space to determine if it is safe; and
  6. Remains at the jobsite during any entry of a confined space.

- **Attendant**
  1. Understands the hazards and follow confined space procedures;
  2. Is aware of behavioral effects of hazards in entrants;
  3. Continuously maintains accurate count and identities of entrants;
  4. Remains outside the permit space until relieved by another attendant;
  5. Communicates with entrants to monitor status and alert entrants of the need to evacuate;
  6. Monitors activities inside/outside the permit space to determine if it is safe;
  7. Summons rescue or other emergency services;
  8. Deals with unauthorized persons;
  9. Performs non-entry rescues as specified; and
  10. Performs no duties that might interfere with primary duty to monitor and protect entrants.

- **Entrant**
  1. Knows the hazards and follow confined space entry procedures;
  2. Properly uses equipment;
  3. Communicates with the attendant;
  4. Alerts the attendant to problems; and
  5. Exits the permit space when necessary.

E-1
Confined Space Entry Assignment and Authorization (Continued)

Designated by:
Signature _________________________________________________________ Date ____________
Name ___________________________________________ Title _____________________________

Signature of Individual assigned as Supervisor / Attendant / Entrant: (circle all that apply)
__________________________________________Title ___________________ Date ____________

E-2
# Appendix F

List of District Employee

## Confined Space Training Record

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE OF TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Buford</td>
<td>May 4, 2017</td>
</tr>
<tr>
<td>Tim Cutler</td>
<td>May 4, 2017</td>
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<tr>
<td>Tamar Dawson</td>
<td>May 4, 2017</td>
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<tr>
<td>Paul Dietrich</td>
<td>May 4, 2017</td>
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<tr>
<td>Kelly Drake</td>
<td>May 4, 2017</td>
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<td>James Ferro</td>
<td>May 4, 2017</td>
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<td>Jarret Flink</td>
<td>May 4, 2017</td>
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<td>Gil Garcia</td>
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<td>David Gordon</td>
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<td>Brian Hensley</td>
<td>May 4, 2017</td>
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<td>Dan Hesse</td>
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<td>Rick Jimenez</td>
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<td>Ricky Kelley</td>
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<td>John Spinella</td>
<td>May 4, 2017</td>
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<tr>
<td>Borey Swing</td>
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<tr>
<td>Jason Tupper</td>
<td>May 4, 2017</td>
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EMPLOYEE TRAINING RECORD

Safety Meeting - Date: _____________  ____ am/pm to ____ am/pm

Subject Matter: ____________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Instructor: __________________________________________

Attendees:

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<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
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EMPLOYEE TRAINING RECORD

Safety Meeting - Date: _______________  ___ am/pm to ___ am/pm

Subject Matter: ________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Instructor: _____________________________________________________________

Attendees:

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CITRUS HEIGHTS WATER DISTRICT
TRAFFIC CONTROL/FLAGGER PLAN

Adopted: January 17, 2018
Traffic Control and Flagging are important elements in our work. For the protection of pedestrians, the motoring public, vehicles and District employees, Citrus Heights Water District (CHWD) will provide the highest quality controls consistent with local, state and federal jurisdiction standards and policies with reference as necessary to the California Department of Transportation specifications found in California Manual on Uniform Traffic Control Devices (MUTCD) or its successor volumes.

**PURPOSE:**

To outline the requirements for traffic controls and flagging, to identify responsibilities of managers, supervisors, lead workers, and staff regarding traffic controls and flagging, and to establish minimal knowledge requirements for flaggers used on CHWD job sites.

Flagging and traffic control keeps the public and District employees safe. In some instances, jobs may be shut down if inadequate controls are in place or the knowledge of flaggers cannot be established. In other instances improper traffic controls and flagging can lead to vehicle accidents, pedestrian injuries, or even fatalities.

**SUPERVISORS:**

1. Evaluate job activities and schedules to determine whether traffic controls and flagging will be necessary at any phase of the job. Such controls include but are not limited to closing off lanes in the street for the duration of the job, closing sidewalks or access points to structures, and temporary blockage of lanes for deliveries or specific construction processes.

2. Ensure knowledge of standards established in the California MUTCD.

3. Ensure permits from local jurisdictions are applied for and received for all permanent and temporary obstructions.

4. Ensure plans and standards for blockage are established and appropriate equipment is delivered to the site in a timely manner.

5. Assign flagger duties to qualified employees.

**SUPERVISORS/LEAD WORKERS:**

1. Ensure clear understanding of all traffic control requirements during the job.

2. Ensure knowledge of standards established in the California MUTCD.

3. Assign flagger duties to only qualified employees.
4. Anticipate the installation of temporary traffic controls and evaluate all required signs, barricades and other materials necessary for the work. Verify that the yard or rental agency has provided all appropriate and required signs, signals and barricades and ensure all materials are consistent with permit conditions as applicable.

5. Install necessary traffic control signs, signals and barricades as specified in plans or the California MUTCD.

6. Anticipate needs for flaggers on the job.

7. If temporary laborer is used for a flagging, the supervisor/Lead Worker must:
   a. Verify knowledge of the following issues regarding flagging:
      1. Flagger equipment which must be used
      2. Layout of work zone & flagging station,
      3. Signaling traffic to stop, proceed & slow
      4. One-way traffic control methods,
      5. Demonstration of proper flagging methods
      6. Emergency vehicles in the zone
      7. Handling emergency situations,
      8. Methods of dealing with hostile drivers,
      9. Flagging procedures for a single flagger
   
   b. Request a copy of the temporary worker’s training certification card and insist that they keep this card with him/her while performing flagging duties.
   
   c. Inform the temporary workers of the nature of the work and his function as flagger so that he/she can communicate as necessary with the motoring public and pedestrians when questions are asked.
   
   d. Periodically evaluate performance of the temporary workers during the day to verify compliance with accepted practices.

8. A list of identified District employees authorized as traffic control flaggers is located in Appendix A. This list will be reviewed and updated at least annually by the General Manager or his/her designee.

FLAGGERS:

1. Be trained in the proper fundamentals of flagging moving traffic before being assigned as flaggers.

2. Understand and apply principles of traffic control.

3. Wear the proper Personal Protective Equipment.
4. Alert work crews by use of air horn or two way radios to unusual, unsafe or emergency circumstances.

5. Notify Supervisor/Lead worker of any issue or unsafe conditions.

**GENERAL MANAGER OR HIS/HER DESIGNEE:**

1. Periodically provide flagger training to employees and supervisors.

2. Designate employees to attend detailed traffic control courses provided by a nationally recognized provider of traffic control certification training, or an equivalent program.

3. Perform spot checks at work sites to ensure all standards are properly utilized as per approved plans and the California MUTCD.
Appendix A

List of Identified District Employees

Authorized as Traffic Control Flaggers

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE OF TRAINING</th>
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<tbody>
<tr>
<td>James Buford</td>
<td>May 15, 2017</td>
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<td>Tim Cutler</td>
<td>May 15, 2017</td>
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<tr>
<td>Kelly Drake</td>
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<tr>
<td>James Ferro</td>
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<td>Jarret Flink</td>
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<td>Gil Garcia</td>
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<td>David Gordon</td>
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<td>Dan Hesse</td>
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<td>Rick Jimenez</td>
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<td>Ricky Kelley</td>
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<td>Mike Mariedth</td>
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<td>Ryon Ridner</td>
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<td>Nick Spiers</td>
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<tr>
<td>John Spinella</td>
<td>May 15, 2017</td>
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<td>Jason Tupper</td>
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CITRUS HEIGHTS WATER DISTRICT
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN FOR
EMPLOYEES CONDUCTING FIRST AID

Adopted: January 17, 2018
PURPOSE

This written exposure control program has been developed by Citrus Heights Water District (CHWD) to eliminate or minimize employee exposure to blood or other potentially infectious materials. It is intended to comply with the requirements of OSHA standard 29 CFR 1910.1030, & Cal/OSHA Standard CCR 5193. , Bloodborne Pathogens, as applicable to the exposures reasonably anticipated during the delivery of first aid care in a work environment.

The General Manager or His/Her designee is designated as the exposure control program coordinator and will be responsible for enforcement, review (annually or more frequently when determined necessary), and maintenance of this program. The definition of terms applicable to this program are provided in Appendix E.

GENERAL RULES

• Treat all blood and Other Potentially Infectious Material (OPIM) as infectious.
• Do not handle broken glass, needles, razor blades or other sharp objects with your hands. Use mechanical means such as a dustpan and broom.
• Engineering controls should be used whenever possible. An example of an engineering control is a barrier device when performing rescue breathing.
• Wash hands immediately after removing gloves or contact with blood or OPIM.
• Do not consume or store food or drinks in areas where blood or OPIM could be present.
• Avoid smoking in areas where infectious materials could be present.
• Do not use cosmetics where blood or OPIM could be present.
• Always follow safe work practices as outlined in the exposure control plan.
DETERMINATION OF EMPLOYEES’ EXPOSURE

Employees of CHWD are assigned to perform first aid duties and are reasonably anticipated to be exposed to blood and other potentially infectious bodily fluids. Their inclusion in all provisions of this exposure control program is mandatory.

RESPONSIBILITIES

The following procedures will be used by first aid providers to minimize or prevent exposure to bloodborne pathogens:

HUMAN RESOURCES:

1. Training: All first aid responders will participate in a training session that will be provided at the time of initial assignment or as soon as practicable, and every year thereafter. Training requirements are presented in Appendix A.

2. Hepatitis B Vaccination: The Hepatitis B vaccine shall be made available, cost-free and within 10 working days, to all employees assigned first aid responsibilities. Employees who decline the vaccination will be required to sign the declination statement in Appendix B.

3. Employees who render assistance in any situation involving the presence of blood or other potentially infectious materials, regardless of whether or not a specific exposure occurs, must have the vaccine made available to them as soon as possible but in no event later than 24 hours after the exposure incident. If an exposure incident as defined in the standard has taken place, other post-exposure follow-up procedures must be initiated immediately, per the requirements of the standard.

4. Record keeping: A confidential file containing the information presented in Appendix D will be maintained for each covered employee.

MANAGERS/SUPERVISORS:

1. Hepatitis B Vaccination: The Hepatitis B vaccine shall be made available, cost-free and within 10 working days, to all employees assigned first aid responsibilities. Employees who decline the vaccination will be required to sign the declination statement in Appendix B.

2. Employees who render assistance in any situation involving the presence of blood or other potentially infectious materials, regardless of whether or not a specific exposure occurs, must have the vaccine made available to them as soon as possible but in no event later than 24 hours after the exposure incident. If an exposure incident as defined in the standard has taken place, other post-exposure follow-up procedures must be initiated immediately, per the requirements of the standard.
3. Ensure Personal Protective Equipment (PPE) is provided and used as applicable to the first aid rendered.

EMPLOYEES:

1. Universal Precautions: Universal Precautions are mandatory. These precautions require that all human blood and certain human body fluids be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

2. Training: All first aid responders will participate in a training session that will be provided at the time of initial assignment or as soon as practicable, and every year thereafter. Training requirements are presented in Appendix A.

3. Work Practices: The following work practice controls will be used when providing first aid:

   a) Personal protective equipment (PPE) will be provided and used as applicable to the first aid rendered. Use of the following PPE is mandatory:

   1. Latex gloves (or equivalent)
   2. Safety glasses

   b) The following supplementary PPE will be provided and must be used if its use will reasonably prevent exposure to blood or other infectious bodily fluids:

   1. One-way CPR mouthpiece

   c) Disposable PPE will be decontaminated, if necessary, following use and discarded as per regulations.

   d) Employees MUST wash their hands and any other exposed skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.

   e) Employees MUST wash their hands immediately after removal of gloves or other personal protective equipment.

   f) All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.

   g) Contaminated surfaces will be cleaned as soon as possible. No employee except a first aid responder trained in blood borne pathogens control will clean blood from any
contaminated surface. For cleaning, a 1 part bleach to 10 parts water solution, or an equivalent EPA registered disinfectant, will be used.

4. Training: All first aid responders will participate in a training session that will be provided at the time of initial assignment, and every year thereafter. Training requirements are presented in Appendix A.

5. Bio-Hazardous Waste: Any waste contaminated with blood, for example rags or gauze, will be decontaminated on-site by thorough soaking in a solution of 1 part bleach to 10 parts water prior to disposal. Alternatively, the waste may be placed in a red, or biohazard labeled bag, and disposed of as a bio-hazardous waste, in accordance with applicable hazardous waste regulations.

6. Post-Exposure Evaluation: Any time an exposure incident occurs during the administration of first aid, employees must contact the program coordinator to ensure the proper evaluation and follow-up, as specified in Appendix C.
APPENDICES
Appendix A: Training

As required by the Cal/OSHA standard, training will be conducted and will address the following topics:

A) An explanation of the bloodborne pathogens standard (29 CFR 1910.1030 & 8 CCR 5193) and the fact that a copy of the text of this standard will be accessible to employees at all times.

B) A general explanation of the epidemiology and symptoms of bloodborne diseases.

C) An explanation of the modes of transmission of bloodborne pathogens.

D) An explanation of the company’s exposure control plan and the means by which employees can obtain a copy of the written plan.

E) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

F) An explanation of the use and limitations of methods that will prevent or reduce exposure including engineering controls, work practices, and personal protective equipment.

G) Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.

H) An explanation of the basis for selection of personal protective equipment.

I) Information on the Hepatitis B vaccine and a statement that the vaccine will be offered free of charge.

J) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

K) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.

L) Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.

M) An explanation of the signs and labels and/or color coding that is used in the facility.

N) An opportunity for interactive questions and answers with the person conducting the training session.

The training coordinator will keep a record on file concerning all training sessions.
## CITRUS HEIGHTS WATER DISTRICT

### Training Session - Attendance Record

**i/users/admin/Safety/Forms/IIPP Attachment H-Training Session-Attendance Record.xls**

**IIPP ATTACHMENT H**

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**Attendee:** (sign on line above your name)

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HEPATITIS B VACCINE - DECLINATION STATEMENT

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

________________________________________________________________________
Print Name

________________________________________________________________________
Signature

________________________________________________________________________
Date
Appendix C: Post-Exposure Evaluation and Follow-up

Post-exposure medical evaluation and follow up will include the following:

1. Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.

2. Identification and documentation of the source individual, unless infeasible or prohibited by state or local law. If consent is obtained (where required), the source individual's blood shall be tested and the results documented. If the source individual is known to be infected with HIV or HBV, this shall be documented without a repeat test.

3. Results of the source individual's testing shall be made available to the exposed employee, along with applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

4. The exposed employee's blood shall be tested as soon as feasible after consent is obtained.

5. If the employee consents to baseline blood collection but does not give consent at that time for HIV serologic testing, the sample shall be preserved for 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

6. When medically indicated, Post-exposure prophylaxis will be provided, as recommended by the U.S. Public Health Service.

7. Counseling will be made available to the employee upon request.

8. Evaluation of reported illnesses.

9. Within 15 days of completion, a copy of the evaluating healthcare professional's written opinion shall be obtained by The General Manager or His/Her designee and provided to the employee. This written opinion will be limited to the following information:

   a. That the employee has been informed of the results of the evaluation.

   b. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment (OTHER FINDINGS OR DIAGNOSES SHALL REMAIN CONFIDENTIAL AND NOT BE INCLUDED IN THE WRITTEN REPORT).

   c. If the employee denies follow-up care, they must sign a post-exposure evaluation and follow-up declination waiver (Appendix B).

   d. The General Manager or His/Her designee is responsible for providing the following information to the healthcare professional following an exposure incident and prior to medical evaluation:
1. A description of the exposed employee's duties as they relate to the exposure incident.

2. Documentation of the route(s) of exposure and circumstances under which exposure occurred.

3. Results of the source individual's blood testing, if available.

4. All medical records relevant to the appropriate treatment of the employee including vaccination status.

5. A copy of 29 CFR 1910.1030

6. A copy of 8 CCR 5193
Appendix D: Record keeping for the Exposure Control Plan

RECORD KEEPING

The General Manager or His/Her designee is responsible for maintaining records regarding the exposure control plan at Citrus Heights Water District, and for ensuring that all medical records are kept confidential. The following records will be kept on file:

A) A file for each employee with occupational exposure to blood or other potentially infectious materials including the name and social security number of the employee, a copy of the employee's Hepatitis-B vaccination status, and any medical records relative to the employee's ability to receive vaccination.

B) A copy of all results of examinations, medical testing, and follow-up procedures following an exposure incident.

C) The employer's copy of the healthcare professional's written opinion regarding post-exposure evaluation and follow-up.

D) A copy of the information provided to the healthcare professional regarding post-exposure evaluation and follow-up.

The above records will not be disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by the bloodborne pathogens standard or by law. Additionally, these records will be maintained for at least the duration of employment plus thirty (30) years.
Appendix E: Definition of Terms

Important Definitions:

- **Biohazard Symbol:** Indicates that contents are potentially infectious due to presence of blood or other potentially infectious materials.

- **Blood:** Human blood, human blood components, and products made from human blood.

- **Bloodborne Pathogens:** Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV), Hepatitis C (HCV) and human immunodeficiency virus (HIV).

- **Contaminated:** The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

- **Contaminated Laundry:** Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

- **Contaminated Sharps:** Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

- **Decontamination:** The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious articles and the surface or item is rendered safe for handling, use or disposal.

- **Engineering Controls:** Controls (e.g. sharps disposable containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

- **Exposure Incident:** A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

- **Occupational Exposure:** Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

- **Other Potentially Infectious Materials:** (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV, HBV or HCV containing culture medium or...
other solutions; and blood, organs, or other tissue from experimental animals infected with HIV, HBV or HCV.

- **Parenteral**: Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

- **Personal Protective Equipment**: Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g. uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

- **Regulated Waste**: Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

- **Universal Precautions**: An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV and other bloodborne pathogens.

- **Work Practice Controls**: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g. prohibiting recapping of needles by a two-handed technique).
4702.00 INJURY AND ILLNESS PREVENTION

It is the policy of Citrus Heights Water District to achieve the greatest practical degree of freedom from accidents and to insure that every employee is provided safe and healthful working conditions, free from recognized hazards. To this end, the District shall institute and maintain an Injury and Illness Prevention Program (IIPP) based on the model IIPP program provided by the Association of California Water Agencies - Joint Powers Insurance Authority (ACWA-JPIA). The IIPP shall be reviewed annually and updated as necessary.

Injuries are costly to the individual worker, often significantly changing the employee's future or impairing the security of the employee's family. They are also costly to the District, both directly and indirectly, with indirect costs often being much higher than the direct costs. It is the firm and continuing policy of the Board of Directors that industrial accidents shall be significantly reduced or eliminated with the use of reasonable administrative procedures, engineering controls and by the aggressive promotion of safe work practices within the District.

Each employee has a responsibility to themselves for their own safety, as well as a responsibility to their family, to their fellow workers, to their community, and to their employer in the performance of their duties. Therefore, employees shall be expected to observe safety practices, rules, and operating procedures, as well as instructions relating to the efficient performance of their work. Optimum safety and efficiency in District operations is reached only when all employees are keenly alert and safety conscious.

4702.10 SAFETY COMMITTEE

The District shall establish a Safety Committee to support the Injury and Illness Prevention Program and to ensure that employees are provided safe and healthful working conditions, free from recognized hazards.

4702.11 Composition

The Safety Committee shall be composed of the following five (5) members:

1. The District's Safety Officer shall serve as the Chair of the Safety Committee.
2. One (1) representative from administrative / customer service / water conservation personnel shall be selected by the Assistant General Manager to serve a two-year term. Serving consecutive terms shall be avoided when possible and practical.

3. Two (2) representatives from operations / water quality personnel shall be selected by the Operations Manager to serve a two-year term. Serving consecutive terms shall be avoided when possible and practical.

4. One (1) representative from project management / engineering personnel shall be selected by the Project Manager to serve a two-year term. Serving consecutive terms shall be avoided when possible and practical.

4702.12 Coordination and Responsibilities

The Safety Committee generally meets monthly. The meeting date, time and place will be determined by the Safety Committee members and coordinated by the Safety Officer as the presiding member.

The Safety Committee's primary responsibility is to review all reports of incidents or accidents submitted to the Safety Officer, determine cause and recommend actions to be taken to eliminate hazards or educate/train employees on safe work practices and techniques. The Safety Committee will conduct inspections of District facilities at least once a year, to document hazards, and recommending actions needed to eliminate or minimize the risk to employees. In addition, the Safety Committee will prepare written records of the safety committee meetings, review results of the periodic scheduled inspections, review investigations of accidents and exposures and make recommendations to management for the prevention of future incidents, investigate alleged hazardous conditions, and evaluate employee safety suggestions and make recommendations to the General Manager for action by the Board of Directors.
POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : INJURY AND ILLNESS REPORTING  
POLICY NUMBER : 4703  
DATE ADOPTED : JUNE 3, 1992  
DATE AMENDED : NOVEMBER 19, 2014  
AMENDMENTS : (1) MAY 8, 2007  

4703.00 INJURY AND ILLNESS REPORTING

All job-related injuries and illnesses, regardless of severity, must be reported immediately to the affected employee’s supervisor, the Safety Officer, the Human Resources Specialist and the General Manager in order to provide prompt and trained evaluation and medical attention, if necessary, and to ensure accurate and timely reporting for Cal-OSHA and Worker’s Compensation Insurance. Additional procedures for reporting and actions to be followed by the affected employee, the employee’s supervisor and other District staff are contained in the District’s Return to Work Program (see Human Resources Policy 4730).
5130.00 CONFINED SPACE ENTRY PROGRAM

The District will implement, and cause to remain in effect, a Confined Space Entry Program. The District will conduct initial and on-the-job confined space entry safety training as well as First Aid and Cardiopulmonary Resuscitation certification training for all employees designated as confined space workers. Refresher training will be conducted at least annually with periodic exercises scheduled during the calendar year.

This Policy prescribes minimum standards for preventing employee exposure to confined space hazards as required by the California Administrative Code, General Safety Orders, Title 8, Article 108, dated August 4, 1995.

District Management recognizes the dangers associated with entry into a confined space as defined by the California Administrative Code. Employees are required to share that concern by practicing safe working habits for their own benefit as well as that of their fellow employees. District policy and federal law requires that employees be provided places of employment from recognized safety hazards and with proper tools and equipment necessary to accomplish their work assignment in as safe a manner as possible.
ATTACHMENT 2

Draft Lock Out/Block Out Plan
**Definitions**

Affected Employee - An affected employee is not qualified to lock/tagout a piece of equipment, but uses/operates a machine or piece of equipment which may need maintenance or servicing. An affected employee can also be a person who works in/around an area where equipment may be locked/tagged out. Examples of an affected employee are: housekeeping staff, grounds staff, roofers, office employees, etc.

Authorized/Qualified Persons - An employee who actually locks/tags machines or equipment in order to perform servicing or maintenance. Examples of authorized employees are: electricians, plumbers, energy facility operators, etc. Authorized employees must be trained in the recognition of hazardous energy sources, the type and magnitude of energy sources in their work area, and the procedures that are used for energy isolating and control.

Energy Source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy. Energy sources are what makes the piece of equipment or machinery run, move or operate. Equipment may have a single energy source, or may have many different sources of energy.

Energized - Machines and equipment are energized when they are connected to a energy source, or they contain residual or stored energy. An example of stored energy could be a steam line. Even though you may have isolated a section of steam line by closing valves, pressure will remain in the line until it is properly bled-off.

Energy-Isolating Device - A mechanical device that physically prevents the transmission or release of energy. Examples of energy-isolating devices include: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

Capable of Being Locked Out - A energy-isolating device must be locked-out if it is available on the piece of equipment you are performing maintenance tasks. An energy-isolating device is considered capable of being locked out if it:

- Is designed with a hasp or other means of attachment to which a lock can be affixed.
- Has a locking mechanism built into it.
- Can be locked without dismantling, rebuilding, or replacing the energy-isolating device or permanently altering its energy control capability.

Lockout - The placement of a lockout device on a energy-isolating device which ensures that equipment being controlled cannot be operated until the lockout device is removed.
Lockout Device - Examples include locks, chains, blank flanges and bolted slip blinds. Lock out devices are used to hold an energy-isolating device in a safe position and to prevent the start-up of machinery or equipment. Whenever possible a lockout device must be used along with a tagout device. An example of this is when you lockout an electrical disconnect, you must attach the warning tag to the lock shackle and then attach both the lock and tag to the disconnect. Never remove a lockout that does not belong to you.

Qualified Person - A person designated by the employer who by reason of training and experience has demonstrated the ability to safely perform their duties and, where required, is properly licensed in accordance with federal, state or local laws and regulations.

Tagout Device - A tag and a nylon tie that is securely fastened to an energy-isolating device to indicate that the machine cannot be operated until the tagout device is removed. A tag alone will only serve as a warning device, people can easily remove tags, putting you at risk. Never remove a tagout that does not belong to you.
PURPOSE

Hazardous energy appears in the workplace in the form of electrical, mechanical, pneumatic, hydraulic and thermal energy and includes chemical, water, steam and gaseous energy systems. Lock Out/Block Out plan prevent the unexpected energization, start up or release of stored energy that could cause injury to employees working on equipment.

The purpose of this program is to identify the practices and procedures necessary to shut down and lock out or tag out machines and equipment. It also requires that employees receive training in the Lock Out/Block Out Plan before they are authorized to perform service and maintenance requiring Lock Out/Block Out.

This plan specifies safe work practices for authorized/qualified Citrus Heights Water District (CHWD) employees to use while working on or around equipment or machinery with hazardous energy sources that may pose a risk during cleaning, servicing, or adjusting.

Exception: Minor tool changes and adjustments, and other minor service activities, which take place during normal production operations are not covered by the lock out/block out requirement if they are routine, repetitive, and integral to the use of the equipment or machinery for production, provided the work is performed using alternative measures which provide effective protection.

RESPONSIBILITIES

This Lock Out/Block Out Plan specifies methods for locking, blocking and tagging out hazardous energy sources during cleaning, servicing, or adjusting of mechanical, pneumatic, hydraulic, chemical, electrical, and thermal equipment as required by the Injury and Illness Prevention Program (IIPP); CCR, Title 8, General Industry Safety Orders, Section 3314 and Electrical Safety Orders, Group 1, Article 3 and ANSI Z-244.1.

The General Manager or his/her designee are responsible for ensuring the elements of the Lock Out/Block Out plan are properly implemented.

MANAGEMENT:

1. Ensure the elements of this procedure are followed by employees and outside contractors.
2. Ensure employees are provided the training and equipment necessary to safely implement lock out, block out, and tagout actions.
3. Provide supervisors, authorized/qualified personnel, and affected personnel with training and guidelines on lock out/block out procedures.
4. Provide consultation to contractors to ensure compliance with the Lock out/Block out Procedure.
5. Conduct periodic inspections of lock out/block out activities at least annually to ensure the Lockout/Blockout Plan is being followed, and certify the inspection has been performed (see Appendix A). Where lockout is used, the inspection shall include a review between the inspector and each employee of their responsibilities under the procedure being inspected.

SUPERVISORS:

1. Ensure training is provided for all employees who perform job functions that may require lock out/block out procedures, and ensure that only properly trained employees engage in such activities.

2. Maintain training and annual inspection records.

3. Ensure employees are aware of potential hazards and necessary safety procedures prior to beginning a job that requires lock out/block out procedures.

4. Assign individual locks and multiple-lock hasps to personnel, and ensure that no two padlocks are keyed the same.

5. Ensure all employees under each work permit are accounted for prior to re-energizing locked-out equipment when multiple locks are used.

6. Ensure contractors have been notified of this procedure and assist safety personnel with compliance.

7. Identify equipment and processes requiring lock out/block out procedures.

AUTHORIZED/QUALIFIED EMPLOYEES:

1. Follow the instructions of this procedure when locking or implementing a lock out/block out on machines or equipment in order to perform servicing or maintenance on that machine or equipment.

2. Ensure they do not expose themselves to any potential hazardous energy source.

3. Obtain and maintain appropriate types of lock out/block out and lock out/tag out equipment.

4. Attend training programs on the use and application of lock out/block out and lock out/tag out procedures.

5. Notify all affected personnel that a lockout of equipment is required and the reason for the lock out.
AFFECTED PERSONNEL SHALL:

1. Ensure they do not expose themselves to any potential hazards associated with machinery servicing or repair.

2. Not remove any lock out, block out, or tag out device.

3. Not attempt to energize (turn on) or operate any piece of machinery being repaired or serviced.

CONTRACTOR REQUIREMENTS

When CHWD arranges to have employees of a contractor perform work on host machinery, equipment, or systems, the contractor will be informed on the requirements of this Lock Out/Block Out Plan. Each contract employee is expected to follow this Lock Out/Block Out Plan when performing work requiring lock out, block out, and tag out actions.

CHWD:

1. Inform the contractor that maintenance or servicing of equipment and machinery requires compliance with this Lock Out/Block Out Plan and, Title 8, General Industry Safety Orders, Section 3314 and Electrical Safety Orders, Group 1, Article 3 and ANSI Z-244.1.

2. Apprise the contractor of hazardous energy sources identified through experience with the host’s machinery, equipment, and systems.

3. Apprise the contractor of any precautions or procedures the host has implemented for employees in or near the contractor’s work areas.

4. Coordinate Lock Out/Block Out actions with the contractor when both the host employees and contractor employees will be working on or near the same equipment, machinery, or systems.

5. Debrief the contractor at the conclusion of lock out/tag out operations regarding any hazards confronted or created in the work area.

6. Ensure proper risk transfer is in place.

CONTRACTOR:

1. Obtain any available information regarding lock out/block out plan from CHWD.
2. Coordinate lock out/block out actions with CHWD when both CHWD and contractor personnel will be working on or near the same equipment, machinery, or systems.

3. Inform CHWD of any hazards confronted or created in or near the machinery, equipment, or systems being worked on.

PROCEDURE REVIEW

The Lock Out/Block Out Plan will be reviewed annually to ensure compliance with regulatory mandates and improve, as necessary, the guidance included in the procedure. Employee understanding of, and compliance with, this procedure will be evaluated at least annually using the guidance outlined in Management’s responsibilities.
APPENDICES
Appendix A: Instructions

LOCK OUT/BLOCK OUT INSTRUCTIONS

Perform lock out/block out procedures in the following manner:

A. Notify all affected personnel that a lockout of equipment is required and the reason for the lockout.

B. Identify all hazardous energy sources. WARNING: IF ALL ENERGY SOURCES ARE NOT IDENTIFIED AND BLOCKED, EMPLOYEE INJURY MAY OCCUR!

C. If the equipment being locked out is within 3 feet of exposed energized electrical equipment or conductors, insulate the exposed energized electrical equipment or conductors with appropriate dielectric strength material for the voltage of the equipment or conductors.

D. If the equipment is operating, the operator shall shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.). If an individual other than the operator shuts down the equipment, be sure that nobody is operating the machinery prior to turning off the energy.

E. Reposition the switch, valve, or other energy isolating device(s) so that the energy source(s) (electrical, mechanical, etc.) is disconnected or isolated from the equipment. Stored energy such as capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam or water pressure, etc., must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

F. Lock out energy sources using isolating devices with an assigned individual lock. If more than one employee will be performing work on this equipment, each employee shall place their own personally identified padlock on the lockout device. Electrical equipment that has no method of lock out/block out must be neutralized by removing electrical fuses or disconnecting the equipment from its energy source.

G. Attach accident prevention tags on the controls of the equipment for each employee performing work on the equipment. Tags or signs must include:

1. The reason for the lock out;

2. The name of the employee working on the equipment and how that person may be reached;

3. The date and time the tag was put in place; and
4. Attachment devices that are non-reusable, applied by hand, self-locking, and non-releasable with an unlocking strength of at least 50 pounds. A minimum 6-inch-long nylon cable tie shall be used to attach signs and tags to the equipment. These signs and tags shall remain in place until the equipment is released to be operated.

H. Supervisors responsible for work involving lock out/block out activities shall ensure that a log is maintained for work involving lock out/block out activities performed by employees under their supervision. The log should contain information comparable to that contained in Appendix C.

I. Ensure that personnel are not exposed to potential hazards, and then verify that the equipment has been locked out by operating the normal operating controls. CAUTION: RETURN OPERATING CONTROLS TO OFF POSITION AFTER TESTING.

J. Restore equipment to service when the job is complete and equipment is ready for testing or normal service:

   1. Check to ensure that no personnel are exposed to potential hazards;
   2. Clear the machine or equipment of tools and other nonessential materials;
   3. Ensure protective guards have been removed or repositioned; and
   4. Ensure that equipment is clear and remove padlocks and signs. Each padlock shall be removed by the employee who applied the padlock.

K. If the employee who placed a lock/tag is not available to remove it, remove the lock/tag under facility management's supervision, provided all the following conditions are met:

   1. The procedure for removal of the device is equivalent to or safer than the procedure of the person who initially attached it;
   2. The supervisor has verified that the employee who attached the device is not at the facility, and obtains management approval prior to removal of the lock/tag;
   3. All reasonable efforts have been made to tell the employee that his lock/tag has been removed; and
   4. The employee has knowledge that his lock/tag has been removed before he resumes work at the facility.
L. In situations where lock out devices need to be temporarily removed to test or position machines or equipment, the following sequence of procedures must be followed.

1. Notify all employees involved with the specific lockout device.
2. Clear the machine or equipment of tools and other nonessential materials.
3. Remove employees from the machine or equipment area.
4. Remove the locks and tags.
5. Energize and proceed with testing or positioning.
6. De-energize all systems.
7. Reapply energy control measures.
8. Proceed as with any other lock out/block out procedure.

*(WARNING: If the lock out/block out of hazardous energy is not possible, or if the procedure for maintenance action requires hazardous energy to remain on/present, a written safety plan must be developed, including the best safety practices, engineering controls, administrative controls, and personal protective equipment that will be applied to ensure employee safety.)*
Appendix B: Inspection Log

CITRUS HEIGHTS WATER DISTRICT
LOCK OUT/BLOCK OUT INSPECTION LOG

LOCATION:___________________________    DATE:___________________________________

FACILITY:____________________________    SUPERVISOR: ____________________________

OPERATION:_____________________________________________________________________

MACHINERY / EQUIPMENT: ___________________________________________________

INSPECTOR:_____________________________________________________________________

EMPLOYEES INTERVIEWED

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CERTIFICATION

Supervisor's Signature:___________________________    Date: ______________________

Inspector's Signature:___________________________    Date: ______________________
Appendix C: Checklist

CITRUS HEIGHTS WATER DISTRICT
LOCK OUT/BLOCK OUT CHECKLIST

Instructions for completing the Lock out/Block out Checklist

Enter the following data in the areas indicated on the attached Lock out/Block out Checklist.

A. Procedure and/or Equipment Name and Model.

Enter specific information that identifies the procedure being worked and/or the equipment being serviced or repaired; (Example: Pipe Repair; Pump # XXXX)

B. Authorized/Qualified Employees

Enter the names of the employees who will be accomplishing the work required.

C. Affected Employees

Enter the names of the employees who work with or around the procedure being performed or the equipment being serviced/repaired. These employees will need to be notified prior to starting work.

D. Hazardous Energy Sources and Types

List all of the hazardous energy, both kinetic energy and potential energy that are present during the procedure being performed or are used by the equipment:

- **Kinetic Energy**: Moving parts or materials (Example: electric energy, mechanical movement, heat/cold, high intensity light (laser), hydraulic, fluid pressures, water/chemical/gas flow.)

- **Potential Energy**: Stored energy that could release and cause injury/illness. (Example: hydraulic accumulators, electric capacitors, spring tension, pressurized air, water gates holding back water flow, mechanical parts that could move or fall).

E. Energy Dissipation Required

List the stored (potential) energy that needs to be released in order to make the procedure or equipment safe.

- **Type**: Describe the energy source that must be dissipated. (Example: Release spring from gate, bleed hydraulic pressure from line).
Location: Describe the location of each energy source. (*Example:* north flood gate, actuator hydraulic supply accumulator # 4).

F. Energy Isolating Devices Required

Type: Describe the switch, valve or other device used to isolate the procedure or equipment from hazardous energy.

Location: Describe the location of each device. (*Example:* hydraulic accumulator for gate # 442).

Warning: Describe any warnings associated with the device. (*Example:* tagout, warning sign, strobe light).

G. Lockout Devices Required

Enter the type and quantity of lock out devices needed to follow the lock out procedure. (*Example:* Circuit breaker lockout (2); or Ball valve lockout (1)).

H. Shutdown procedures *

Provide a step-by-step procedure for shutting the equipment down and for isolating and locking out all energy sources. Verify energy source isolation by trying to operate the equipment.

I. Start-up procedures

Provide a step-by-step procedure for returning the equipment to service. Include removal of tools, replacement of guards, and removal of lockout/tagout.

J. Approvals

Have your supervisor check the procedure and verify its accuracy. The procedure should be made readily available to any "authorized employee" who is likely to perform maintenance on the equipment. Where practical, the checklist should be inserted into a sheet protector and posted next to the procedure being accomplished or attached to the equipment being serviced/repaired (so all affected, authorized, and qualified personnel can see it).

*(WARNING: If the lock out/block out of hazardous energy is not possible, or if the procedure for maintenance action requires hazardous energy to remain on/present, a written safety plan must be developed, including the best safety practices, engineering controls, administrative controls, and personal protective equipment that will be applied to ensure employee safety.)*
# CITRUS HEIGHTS WATER DISTRICT
## LOCK OUT/BLOCK OUT CHECKLIST

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<td>1. Procedure/Equipment Name</td>
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<tr>
<td>2. Authorized/Qualified Employees</td>
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<tr>
<td>3. Affected Employees</td>
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<tr>
<td>4. Hazardous Energy Sources</td>
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<tr>
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<td></td>
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<tr>
<td>Kinetic Energy Sources (energy in motion):</td>
<td>Potential Energy Sources (stored energy):</td>
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<td>5. Energy Dissipation Required</td>
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<td>6. Energy Isolation Devices Required</td>
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<tr>
<td>Type:</td>
<td>Location:</td>
</tr>
</tbody>
</table>
7. Lock out/Block out Devices Required

<table>
<thead>
<tr>
<th>Type/Quantity</th>
</tr>
</thead>
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---

8. Shutdown Procedures

---

* (WARNING: If the Lock Out/Block Out of hazardous energy is not possible, or if the procedure or maintenance action requires hazardous energy to remain on/present, a written safety plan must be developed identifying the best safety practices, engineering controls, administrative controls, and personal protective equipment that will be applied to ensure employee safety.)

9. Start-Up Procedures

---

10. Approvals

<table>
<thead>
<tr>
<th>Originator:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Supervisor:</td>
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</table>
Appendix D: Inspection Form

CITRUS HEIGHTS WATER DISTRICT
LOCK OUT/TAG OUT APPLICATION INSPECTION FORM

Equipment:_______________________________________________________

Machine Number:_________________   Task:_____________________________________________________

Date: ____/____/____  Time:______________ AM/PM

Authorized person(s) names(s):          Training?
____________________________________________________             Yes □  No □
____________________________________________________             Yes □  No □
____________________________________________________             Yes □  No □
____________________________________________________             Yes □  No □

Affected person(s) name(s):
____________________________________________________             Yes □  No □
____________________________________________________             Yes □  No □
____________________________________________________             Yes □  No □
____________________________________________________             Yes □  No □

Were all affected persons notified of lock out?
Yes □  No □  If so, by whom?________________________________________

Name(s) of authorized/affected person(s) supervisor(s)
_____________________________________________________________________
_____________________________________________________________________

Written lockout procedure available? (If yes, state where located.)
Yes □  No□___________________________________________________________

Is lockout procedure being followed? Yes □  No □  □
(If not, state elements not followed.)
_____________________________________________________________________
_____________________________________________________________________

Is procedure posted?   Yes□  No□
Is procedure in diagram form?  Yes □  No □

Is procedure adequate?  Yes □  No □

Has lockout been performed by all persons involved? Yes □  No □

List all required energy isolating devices
____________________________________________________
____________________________________________________
____________________________________________________

Can energy isolating devices be locked out?  Yes □  No □

Where blocks or pins are necessary, were they used? Yes □  No □

State deficiencies requiring corrective action:
____________________________________________________

Did each authorized person lock out all required energy sources with their own locks?
Yes □  No □

If not, what action was taken?
____________________________________________________

Did each authorized person verify lock out?  Yes □  No □

If not, what changes were needed?
____________________________________________________

CORRECTIVE ACTION(S) RECOMMENDED:
____________________________________________________
____________________________________________________
____________________________________________________

Inspection Performed By:________________________________________________
Print
________________________________________________
Signature

Date: ____/____/____  Time: ____a.m./p.m.
SUBJECT: AUTHORIZATION TO EXECUTE A SALES ORDER AGREEMENT WITH AUTOMATIC DATA PROCESSING, LLC. FOR WORKFORCE NOW SOLUTIONS ANNUAL SUBSCRIPTION AND ASSOCIATED IMPLEMENTATION SERVICES.

STATUS: Action Item

REPORT DATE: September 4, 2019

PREPARED BY: Jeff Ott, Principal Information Technology Analyst
Madeline Henry, Management Analyst/Acting Chief Board Clerk
Susan Talwar, Director of Administrative Services and Finance/Treasurer

OBJECTIVE:
Authorize the General Manager to execute a sales order agreement with Automatic Data Processing, LLC. (ADP) for its Workforce Now Solutions annual subscription and associated implementation services for the following software modules: Payroll Processing and Tax Filing; Employment Verification Services; Time and Attendance Services; HR Benefits and Talent Management Services. As ADP’s Workforce Now Solutions subscription cost varies based on the number of checks/employees, authorize the General Manager to approve future price modifications to the ADP agreement to reflect the District’s changing counts in personnel (board approved positions, retirees receiving medical insurance reimbursements, temporary employees, interns, etc.) as needed up to the approved limit stated in the District’s Support Services budget. The District’s legal counsel has reviewed ADP’s standard terms and conditions and finds no unforeseeable issues.

BACKGROUND AND ANALYSIS:
Originating from the 2019 Strategic Plan meeting, the implementation of a Time Entry System was a Special Project that has been carried over into the 2020 Strategic Plan as part of the District’s continuing effort to “Promote Organizational Effectiveness to Enhance Customer Service”. The current system used to track staff time and generate payroll, Paychex, is antiquated and requires multiple points of data re-entry which is time consuming and increases the chance for human errors. As such, the Management Services Division staff started exploring the various options available in the market for a new time tracking/payroll system.

The ideal time entry system would be a low-maintenance solution that is user friendly; allows for increased automation and time savings; and includes new features such as remote log in, viewing leave balances and benefit summaries, and making changes to deductions. The selected system would also improve workflow processes by allowing for digital supervisory timecard approvals for quicker processing and less paper tracking. Most importantly, the new system will ensure that timecard data is in compliance with federal and state laws, such as Employment Eligibility (I-9) information. In accordance with District policy standards, employees should be able to record lunches and breaks on their timecards, which is a feature not currently available.

After conducting preliminary research on the various timekeeping programs (ADP, Bamboo, Paychex, and Sage) as well as reaching out to other water agencies like Sacramento Suburban Water District, to see what systems are being employed for water districts, the Director of Administrative Services and Finance assembled a District team (team) to participate in the evaluation/selection process of the District’s next
time entry system. The team was comprised of the following staff members: Director of Administrative Services and Finance, Principal IT Analyst, Accounting Manager, Interim Administrative Services Manager, and two Management Analysts. Of the available options, the team was impressed that ADP’s Workforce Now Solutions was the only acceptable vendor to offer the customization of pay codes; particularly pay codes like Compensation Time-Off (CTO) tracking in lieu of overtime which is unique to public agencies. This product feature set ADP apart from the rest of the possible providers and is the basis for the team’s recommendation.

The quoted annual cost for ADP’s Workforce Now Solutions, based on the current number of monthly checks/employee count, is $9371.05 and is based upon a renewable subscription. Renewable subscriptions are agreements that stay in effect in perpetuity until one party provides notice of termination. The cost of associated implementation services is a one-time cost of $420 and includes a package discount of $3,780. Sufficient funds for this request are budgeted under Support Services. No additional budget appropriations are needed. Since the District’s staff count varies throughout the year (retirements, temporary staff, etc.), which will directly affect Workforce Now Solutions annual cost, staff requests that the Board authorize the General Manager to make minor price modifications to the ADP agreement to reflect the current number of employee-related transactions as needed up to the approved limit stated in the District’s Support Services budget.

If the Board approves, the ADP Workforce Now Solutions system implementation plan would commence immediately so that the new system is in place at the beginning of the 2020 calendar year to avoid issues with W-2s and reporting. If postponed, the District would have to delay implementation until 2021. The following dates outline the tentative system implementation schedule:

- System Set up and Configuration: September 19th through November 1st 2019
- Test Instances (simulation of two payroll periods): November 26, 2019 and December 10, 2019
- System Go-Live: January 8, 2020

The team recommends moving forward with implementing ADP’s Workforce Now Solutions system. Per Purchasing Policy 6500.16, the unique system functionality only available to ADP meets the criteria for single-source purchase.

**RECOMMENDATION:**
1. Authorize the General Manager to execute a sales order agreement with ADP for its Workforce Now Solutions annual subscription and associated implementation services.
2. Authorize the General Manager to make future price modifications to the agreement to reflect increases/decreases associated with the District’s changing personnel counts as needed up to the approved limit stated in the District’s Support Services budget.

**ATTACHMENT:**
ADP Sales Quote # 01-2019-1003492.1

**ACTION:**
Moved by Director _____________, Seconded by Director _____________, Carried ______________
Investment Summary
Quote Number
01-2019-1003492.1

Company Information
Citrus Heights Water District
6230 Sylvan Rd
Citrus Heights, CA 95610
United States

49
Total Employees

$420.00
Implementation Costs

$9,371.05
Total Annual Investment

ADP Sales Associate
Joshua Shearer
Senior District Manager
joshua.shearer@adp.com
4122748711

This is a Proposal only. Fees are estimates and are subject to change. Additional Fees may be incurred if other services are purchased or for tax filings including, but not limited to, additional states or ‘applied for’ statuses. Please consult with your sales representative for further details. * Additional W2 processing fees apply. ©2010 ADP, LLC ADP and the ADP Logo are registered trademarks of ADP, LLC [ADP Check is a trademark of ADP, LLC and is a registered service mark of ADP, LLC]
# Processing Fees and Considerations

**Number of Employees:** 36 on Citrus Heights Water District

## Per Processing

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## Other Considerations

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*This is a Proposal only. Fees are estimates and are subject to change. Additional Fees may be incurred if other services are purchased or for tax filings including, but not limited to, additional states or 'applied for' statuses. Please consult with your sales representative for further details.*

*Additional W2 processing fees apply. ©2010 ADP, LLC ADP and the ADP Logo are registered trademarks of ADP, LLC [ADP Check is a trademark of ADP, LLC and is a registered service mark of ADP, LLC]*
Company Information
Citrus Heights Water District
6230 Sylvan Rd
Citrus Heights, CA 95610
United States

Processing Fees and Considerations
Number of Employees: 10 on Retiree

<table>
<thead>
<tr>
<th>Monthly Processing</th>
<th>Count</th>
<th>Min</th>
<th>Base</th>
<th>Rate</th>
<th>Monthly</th>
<th>Annual</th>
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</thead>
<tbody>
<tr>
<td>Workforce Now Payroll Solutions</td>
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<td>$10.75</td>
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<tr>
<td>• Essential Plus Payroll</td>
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<tr>
<td>• Enhanced HR</td>
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<tr>
<td>• Essential Time</td>
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<th>Count</th>
<th>Min</th>
<th>Base</th>
<th>Rate</th>
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Total Annual Investment

<table>
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</thead>
<tbody>
<tr>
<td></td>
<td>$1,423.50</td>
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This is a Proposal only. Fees are estimates and are subject to change. Additional Fees may be incurred if other services are purchased or for tax filings including, but not limited to, additional states or ‘applied for’ statuses. Please consult with your sales representative for further details. *Additional W2 processing fees apply. ©2010 ADP, LLC ADP and the ADP Logo are registered trademarks of ADP, LLC [ADP Check is a trademark of ADP, LLC and is a registered service mark of ADP, LLC]
Company Information
Citrus Heights Water District
6230 Sylvan Rd
Citrus Heights, CA 95610
United States

Processing Fees and Considerations
Number of Employees: 3 on Board Members

<table>
<thead>
<tr>
<th>Monthly Processing</th>
<th>Count</th>
<th>Min</th>
<th>Base</th>
<th>Rate</th>
<th>Monthly</th>
<th>Annual</th>
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<td></td>
<td></td>
</tr>
<tr>
<td>• Enhanced HR</td>
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<tr>
<td>Delivery Fee</td>
<td>1</td>
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<td>$6.75</td>
<td>$0.00</td>
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<td>Additional Jurisdiction (if applicable)</td>
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<th>Annual Processing</th>
<th>Count</th>
<th>Min</th>
<th>Base</th>
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<td>$15.75</td>
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**Total Annual Investment**

<table>
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<tr>
<th>Workforce Now Services</th>
<th>Total Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$483.75</td>
</tr>
</tbody>
</table>
Important Project and Billing Information

Product
Billing for Payroll Processing Services, HCM and any module bundled into the single per employee per processing fee for payroll, is billed immediately following the client’s first payroll processing. The billing count is based on the number of pays submitted during each processing period, therefore total billing may fluctuate.

Billing for all modules bundled under HCM Solutions will begin on the date the ADP Product or Service is available for use by the client in a production environment. The billing count is based on all unique lives in the database paid in the previous calendar month. Any non-terminated employees based outside the United States will be billed separately as International Employees.

Other
ADP’s Fees for Service will be debited directly out of client’s bank account of their choosing seven (7) days from invoice date.

Summary

| Estimated Annual Net Investment: | $9,371.05 | Total Net Implementation: | $420.00 |

The ADP Services listed on this Sales Order and the fees for such services set forth above are not final and remain subject to approval by ADP Finance in all respects. Once final, Client will receive a revised final, executable sales order to be signed by both ADP and Client.
Workforce Now Included Services

**Essential Plus Payroll**
- Tax Filing Service
- Payment Services
- Reports Library and Custom Report Writer
- Wage Garnishment Processing
- Group Term Life Auto Calculation
- One Delivery Location

**Enhanced HR**
- ADP Portal with Customized Content
- Paid Time Off (PTO) Accruals Engine
- Multiple Language & Currencies
- Country Specific Workflows & Processes
- Country Specific Custom Fields & Formatting

**Essential Time**
- Time Collection
- PTO Management & Reporting
- Request & Approval Workflows
- Paid Time Off Accruals

**Employment Verification**
- Commercial Employment and Income Verifications
- Social Services Verifications
- Workers Compensation Verifications

- Employee and Manager Self Service
- Access to Mobile Apps
- Employee Discount Program
- New Hire Reporting
- General Ledger Solution
- Online Reports and Pay Statements

- Employee Development Tracking
- Onboarding
- Compliance Reporting
- Organization Charting
- Policy Acknowledgement

- Rule Based Calculations
- Scheduling
- Mobile Access

- Client access to Electronic Reports and Tools
- Immigration Verifications

Thank you for your consideration
ADP and Client agree that ADP shall provide Client with the following services in accordance with the terms and subject to the conditions set forth in this Major Accounts Services Master Services Agreement (the "Agreement").

ANNEX A: GENERAL TERMS AND CONDITIONS
ANNEX B: PAYROLL PROCESSING & TAX FILING; EMPLOYMENT VERIFICATION SERVICES
ANNEX C: TIME AND ATTENDANCE SERVICES
ANNEX D: HR, BENEFITS AND TALENT MANAGEMENT SERVICES

THIS IS A PROPOSAL ONLY.

Fees are estimates and are subject to change. Additional Fees may be incurred if other services are purchased or for tax filings including, but not limited to, additional states or ‘applied for’ statuses. Please consult with your sales representative for further details. * Additional W2 processing fees apply. ©2010 ADP, LLC ADP and the ADP Logo are registered trademarks of ADP, LLC [ADP Check is a trademark of ADP, LLC and is a registered service mark of ADP, LLC]
1 Definitions.
1.1 “ADP” has the meaning set forth on the cover page.
1.2 “ADP Application Programs” means the computer software programs and related Documentation, including any updates, modifications or enhancements thereto, that are either delivered or made accessible to Client through a hosted environment by ADP in connection with the Services.
1.3 “ADP Workforce Now” means ADP’s web-based portal which provides a single point of access to ADP online solutions and employee-facing websites and resources related to payroll, HR, benefits, talent, and time and attendance.
1.4 “Agreement” means this ADP Workforce Now - Master Services Agreement, consisting of the signature pages, the General Terms and Conditions, all exhibits, annexes, addendum, appendices and schedules, and each amendment, if any.
1.5 “Affiliate” means any individual, corporation or partnership or any other entity or organization (a “person”) that controls, is controlled by or is under common control of a party. For purposes of the preceding definition, “control” shall mean the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of such person, whether through ownership of voting securities or by contract or otherwise.
1.6 “API” means ADP approved application programming interface(s) that support point to point interaction of different systems.
1.7 “Approved Country” means each country in which, subject to the terms of this Agreement, Client is authorized to use or receive the Services. The Approved Country for the Services is the United States.
1.8 “Access Country” has the meaning set forth in Section 2.3.
1.9 “Business Day” means any day, except a Saturday, Sunday or a day on which ADP’s bank is not open for business in the applicable jurisdiction where services are provided by ADP.
1.10 “Client” has the meaning set forth on the cover page.
1.11 “Client Content” means all information and materials provided by Client, its agents or employees, regardless of form, to ADP under this Agreement.
1.12 “Client Group” means Client and Client’s Affiliates who are receiving Services under this Agreement pursuant to a Sales Order.
1.13 “Client Infringement Event” means (i) any change, or enhancement, or use of, the Services made by Client or a third party on behalf of Client other than at the direction of, or as approved by, ADP, or (ii) Client’s failure to use the most current release or version of such computer software programs included in the ADP Application Programs, or any corrections or enhancements provided by ADP thereto (to the extent ADP requires Client to use the most current release or version of any computer software programs, the implementation of such shall be at no charge to Client).
1.14 “Confidential Information” means all information of a confidential or proprietary nature, including pricing and pricing related information and all Personal Information, provided by the disclosing party to the receiving party under this Agreement but does not include (i) information that is already known by the receiving party, (ii) information that becomes generally available to the public other than as a result of disclosure by the receiving party in violation of this Agreement, and (iii) information that becomes known to the receiving party from a source other than the disclosing party on a non-confidential basis.
1.15 “Documentation” means all manuals, tutorials and related materials that may be provided or made available to Client by ADP in connection with the Services.
1.16 “General Terms and Conditions” means the terms and conditions contained in this Annex A.
1.17 “Gross Negligence” has the meaning set forth in Section 7.3.1.
1.18 “Improvements” has the meaning set forth in Section 5.4.
1.19 “Incident” means a security breach (as defined in any applicable law) or any other event that compromises the security, confidentiality or integrity of Client’s Personal Information.
1.20 “Indemnitees” has the meaning set forth in Section 6.3.
1.21 “Indemnitor” has the meaning set forth in Section 6.3.
1.22 “Intellectual Property Rights” means all rights, title and interest to or in patent, copyright, trademark, service mark, trade secret, business or trade name, know-how and rights of a similar or corresponding character.
1.23 “Internal Business Purposes” means the usage of the Services solely by the Client Group for its own internal business purposes, without the right to provide service bureau or other data processing services, or otherwise share or distribute the Services, to any party outside the Client Group, unless expressly contemplated by this Agreement.
1.24 “NACHA” means the National Automated Clearing House Association.
1.25 “Payee” means any intended recipient of payments under the Payment Services and may include Client’s employees, taxing authorities, governmental agencies, suppliers, benefit carriers and/or other third parties; provided that in the case of ADP Wage Payment Services, Payee shall be limited to Client’s employees and independent contractors.
1.26 “Payment Services” means any Services that involve electronic or check payments being made by ADP to third parties on Client’s behalf and at its direction.
1.27 “Personal Information” means information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to such person’s physical, physiological, mental, economic, cultural or social identity.
1.28 “Price Agreement” means a supplemental agreement between the parties that addresses future price increase rates on certain Services over a specific period of time.
1.29 “Sales Order(s)” means the document(s) between the parties that lists the specific Services purchased by Client Group from ADP.
1.30 “Services” means the services (including implementation services related thereto) listed in any Sales Order, and such other services as the parties may agree to be performed from time to time.
1.31 “SOC 1” means any routine Service Organization Control 1 reports.
1.32 “Termination Event” means with respect to any party, the occurrence of any of the following: (i) under the applicable bankruptcy law or similar law regarding insolvency or relief for debtors, (A) a trustee, receiver, custodian or similar officer is
1.33 “User” means any single natural person who, subject to the terms of this Agreement, is authorized by Client to use, access or receive the Services.

2 Provision and Use of Services

2.1 Provision of Services. ADP, or one of its Affiliates, will provide the Services to Client in accordance with the terms of this Agreement and any applicable Sales Order(s). ADP will provide the Services in a good, diligent and professional manner in accordance with industry standards, utilizing personnel with a level of skill commensurate with the Services to be performed. ADP’s performance of the Services (including any applicable implementation activities) is dependent upon the timely completion of Client’s responsibilities and obligations under this Agreement. Without limitation of the foregoing, Client will timely provide the Client Content necessary for ADP to provide the Services.

2.2 Cooperation. ADP and Client will work together to implement the Services. Client will cooperate with ADP and execute and deliver all documents, forms, or instruments necessary for ADP to implement and render the Services. Client will provide ADP with all reasonable and necessary Client Content in the format requested by ADP, and will otherwise provide all reasonable assistance required of Client in order for ADP to implement the Services. In the event a Client migrates from any other ADP service or platform, Client consents to ADP transferring Client data from such platform to ADP Workforce Now.

2.3 Use of Services. Client will use the Services in accordance with the terms of this Agreement and solely for its own Internal Business Purposes in the Approved Country. Client will be responsible for the use of the Services by the Client Group and the Users in accordance with the terms of this Agreement. Client is responsible for the accuracy and completeness of the Client Content provided to ADP. In addition, the ADP Workforce Now HR and/or Talent modules (but specifically excluding Document Cloud and Onboarding Services), may be accessed by Client’s HR Administrator to track employees located in the countries specified on the ADP Workforce Now Approved Country (Global Suitability) List found at www.productdescription.majoraccounts.adp.com (each an “Access Country”). For the avoidance of doubt, the ADP Workforce Now HR and/or Talent modules are intended to be used within the United States only and for tracking purposes only when used as a Client’s HR global system of record.

2.4 Errors. Client will promptly review all documents and reports produced by ADP and provided or made available to Client in connection with the Services and promptly notify ADP of any error, omission, or discrepancy with Client’s records. ADP will promptly correct such error, omission or discrepancy and, if such error, omission or discrepancy was caused by ADP, then such correction will be done at no additional charge to Client.

2.5 Records. Without prejudice to ADP’s obligation to retain the data necessary for the provision of the Services, ADP does not serve as Client’s record keeper and Client will be responsible for retaining copies of all documentation received from and Client Content provided to ADP in connection with the Services to the extent required by Client.

3 Compliance.

3.1 Applicable Laws. Each party will comply with applicable laws and regulations that affect its business generally, including any rule and regulations applicable to ADP regarding export controls and trade with prohibited parties.

3.2 Design of the Services. ADP will design the Services, including the functions and processes applicable to the performance of the Services, to assist the Client in complying with its legal and regulatory requirements applicable to the Services, and ADP will be responsible for the accuracy of such design. Client and not ADP will be responsible for (i) how it uses the Services to comply with its legal and regulatory requirements and (ii) the consequences of any instructions that it gives or fails to give to ADP, including as part of the implementation of the Services, provided ADP follows such instructions. Services do not include any legal, financial, regulatory, benefits, auditing or tax advice.

3.3 Online Statements. If Client instructs ADP to provide online pay statements, Forms W2, Forms 1099 or Forms 1095-C, as applicable, without physical copies thereof, Client will be exclusively responsible for determining if and to what extent Client’s use of online pay statements, Forms W2, Forms 1099 or Forms 1095-C, as applicable, satisfies Client’s obligations under applicable laws and the consequences resulting from such determinations.

3.4 Data Protection Laws. Client represents that Personal Information transferred by Client or at Client’s direction to ADP has been collected in accordance with applicable privacy laws, and ADP agrees that it shall only process the Personal Information as needed to perform the Services, or as required or permitted by law.

4 Confidentiality

4.1 General. All Confidential Information disclosed under this Agreement will remain the exclusive and confidential property of the disclosing party. The receiving party will not disclose to any third party the Confidential Information of the disclosing party and will use at least the same degree of care, discretion and diligence in protecting the Confidential Information of the disclosing party as it uses with respect to its own confidential information. The receiving party will limit access to Confidential Information to its employees with a need to know the Confidential Information and will instruct those employees to keep such information confidential. ADP may disclose Client’s Confidential Information on a need to know basis to (i) ADP’s subcontractors who are performing the Services, provided that ADP shall remain liable for any unauthorized disclosure of Client’s Confidential Information by those subcontractors, (ii) employees of ADP’s Affiliates, provided such employees are instructed to keep the information confidential as set forth in this Agreement and (iii) social security agencies, tax authorities and similar third parties, to the extent strictly necessary to perform the Services. ADP may use Client’s and its employees’ and other Services recipients’ information in an aggregated, anonymized form, such that neither Client nor such person may be identified, and Client will have no ownership interest in such aggregated, anonymized data. Client
authorizes ADP to release employee-related data, and such other data as required to perform the Services, to third party vendors of Client as designated by Client from time to time. Notwithstanding the foregoing, the receiving party may disclose Confidential Information (x) to the extent necessary to comply with any law, rule, regulation or ruling applicable to it, (y) as appropriate to respond to any summons or subpoena or in connection with any litigation and (z) to the extent necessary to enforce its rights under this Agreement.

4.2 Return or Destruction. Upon the request of the disclosing party or upon the expiration or earlier termination of this Agreement, and to the extent feasible, the receiving party will return or destroy all Confidential Information of the disclosing party in the possession of the receiving party, provided that each party may maintain a copy if required to meet its legal or regulatory obligations and may maintain archival copies stored in accordance with regular computer back-up operations. To the extent that any portion of Confidential Information of a disclosing party remains in the possession of the receiving party, such Confidential Information shall remain subject to the generally applicable statutory requirements and the confidentiality protections contained in Section 4.1.

4.3 Transfer. The Services may be performed by ADP Affiliates or subcontractors located in other countries, and ADP may transfer or permit access to Client’s Confidential Information, including employees’ Personal Information, for the purposes of performing the Services outside of Canada and the United States of America. As a result, Client’s employees’ Personal Information may be subject to the laws of such jurisdictions and may be accessible to the courts and law enforcement authorities of those jurisdictions. Notwithstanding the foregoing, ADP will remain responsible for any unauthorized disclosure or access of Client’s employees’ Personal Information by any ADP Affiliate or subcontractor in the performance of any such Services.

5 INTELLECTUAL PROPERTY

5.1 Client IP Rights. Except for the rights expressly granted to ADP in this Agreement, all rights, title and interests in and to Client Content, including all Intellectual Property Rights inherent therein and pertaining thereto, are owned exclusively by Client or its licensors. Client hereby grants to ADP for the term of this Agreement a non-exclusive, worldwide, non-transferable, royalty-free license to use, edit, modify, adapt, translate, exhibit, publish, reproduce, copy and display the Client Content for the sole purpose of performing the Services; provided Client has the right to pre-approve the use by ADP of any Client trademarks or service marks.

5.2 ADP IP Rights. Except for the rights expressly granted to Client in this Agreement, all rights, title and interest in and to the Services, including all Intellectual Property Rights inherent therein and pertaining thereto, are owned exclusively by ADP or its licensors. ADP grants to Client for the term of this Agreement a personal, non-exclusive, non-transferable, royalty-free license to use and access the ADP Application Programs solely for the Internal Business Purposes in the Approved Countries and the Access Countries. The ADP Application Programs do not include any Client-specific customizations unless otherwise agreed to in writing by the parties. Client will not obscure, alter or remove any copyright, trademark, service mark or proprietary rights notices on any materials provided by ADP in connection with the Services, and will not copy, decompile, recompile, disassemble, reverse engineer, or make or distribute any other form of, or any derivative work from, such ADP materials.

5.3 Ownership of Reports. Client will retain ownership of the content of reports and other materials that include Client Content produced and delivered by ADP as a part of the Services, provided that ADP will be the owner of the format of such reports. To the extent any such reports or other materials incorporate any ADP proprietary information, ADP (i) retains sole ownership of such proprietary information and (ii) provides the Client a fully paid up, irrevocable, perpetual, royalty-free license to access and use same for its Internal Business Purposes w ithout the right to create derivative works (other than derivative works to be used solely for its Internal Business Purposes) or to further distribute any of the foregoing rights outside the Client Group.

5.4 Improvements. ADP will make available to Client, at no additional cost, software improvements, enhancements, or updates to any ADP Application Programs that are included in the Services (collectively “Improvements”) if and as they are made generally available by ADP at no additional cost to ADP’s other clients using the same ADP Application Programs as Client and receiving the same Services as Client. All Improvements provided under this Section 5.4 shall be considered part of the ADP Application Programs.

6 Indemnities

6.1 ADP Indemnity. Subject to the remainder of this Section 6.1 and Section 6.3 and 7, ADP shall defend Client in any suit or cause of action, and indemnify and hold Client harmless against any damages payable to any third party in any suit or cause of action, alleging that the Services or ADP Application Programs, as provided by ADP and used in accordance with the terms of this Agreement, infringe upon any Intellectual Property Rights of a third party in an Approved Country. The foregoing infringement indemnity will not apply and ADP will not be liable for any damages assessed in any cause of action to the extent resulting from a Client Infringement Event or ADPs use of Client Content as contemplated by this Agreement. If any Service is held or believed to infringe on any third-party’s Intellectual Property Rights, ADP may, in its sole discretion, (i) modify the Service to be non-infringing, (ii) obtain a license to continue using such Service, or (iii) if neither (i) nor (ii) are practical, terminate this Agreement as to the infringing Service.

6.2 Client Indemnity. Subject to Sections 6.3 and 7, Client will defend ADP against any third party claims and will indemnify and hold ADP harmless from any resulting damage awards or settlement amounts in any cause of action to the extent such cause of action is based on the occurrence of a Client Infringement Event or ADPs use of Client Content as contemplated by this Agreement.

6.3 Indemnity Conditions. The indemnities set forth in this Agreement are conditioned on the following: (i) the party claiming indemnification (the “Indemnitee”) shall promptly notify the indemnifying party (the “Indemnitor”) of any matters in respect of which it seeks to be indemnified, and shall give the Indemnitor full cooperation and opportunity to control the response thereto and the defense thereof, including without limitation any settlement thereof, (ii) the Indemnitor shall have no
obligation for any claim under this Agreement if the Indemnitee makes any admission, settlement or other communication regarding such claim without the prior written consent of the Indemnitor, which consent shall not be unreasonably withheld, and (iii) the Indemnitee’s failure to promptly give notice to the Indemnitor shall affect the Indemnitor’s obligation to indemnify the Indemnitee only to the extent the Indemnitee’s rights are materially prejudiced by such failure. The Indemnitee may participate, at its own expense, in such defense and in any settlement discussions directly or through counsel of its choice.

7 Limit on Liability

7.1 Ordinary Cap. Notwithstanding anything to the contrary in this Agreement and subject to the remainder of this Section 7, neither party’s aggregate limit on monetary damages in any calendar year shall exceed an amount equal to six (6) times the average ongoing monthly Services fees paid or payable to ADP by Client during such calendar year (the “Ordinary Cap”). ADP will issue Client a credit(s) equal to the applicable amount and any such credit(s) will be applied against subsequent fees owed by Client.

7.2 Extraordinary Cap. As an exception to Section 7.1, if damages (monetary or otherwise) arise from a breach of Section 4.1 (Confidentiality) or Section 9.3 (Data Security), the Ordinary Cap will be increased by an additional six (6) times the average ongoing monthly Services fees paid or payable to ADP by Client during such calendar year (the “Extraordinary Cap”). For the avoidance of doubt, in no case shall either party’s aggregate limit on monetary damages in any calendar year under this Agreement exceed twelve (12) times the average monthly ongoing Services fees paid or payable to ADP by Client during such calendar year.

7.3 Matters not Subject to Either Cap. The limitations of liability set forth in Sections 7.1 and 7.2 shall not apply to:

7.3.1 Either party’s Gross Negligence, or willful, criminal or fraudulent misconduct; for the purposes of this Agreement, “Gross Negligence” shall be defined as: (1) willful, wanton, careless or reckless conduct, misconduct, failures, omissions, or disregard of the duty of care toward others of a risk known or so obvious that the actor must be taken to have been aware of it, and with an intent to injure or so great as to make it highly probable that harm would follow and/or (2) failure to use even the slightest amount of care, or conduct so reckless, as to demonstrate a substantial lack of concern for the safety of others. For the avoidance of doubt, Gross Negligence must be more than any mere mistake resulting from inexperience, excitement, or confusion, and more than mere thoughtlessness or inadvertence or simple inattention;

7.3.2 The infringement indemnity set forth in Sections 6.1 and 6.2;

7.3.3 Client’s obligations to pay the fees for Services;

7.3.4 ADP’s obligations to provide credit monitoring and notifications as set forth in Section 10.2;

7.3.5 Client’s funding obligations in connection with the Payment Services;

7.3.6 ADP’s loss or misdirection of Client funds in possession or control of ADP due to ADP’s errors or omissions;

7.3.7 In connection with the Employment Tax Services as provided in Annex B, (a) interest charges imposed by an applicable taxing authority on Client for the failure by ADP to pay funds to the extent and for the period that such funds were held by ADP and (b) all tax penalties resulting from ADP’s errors or omissions in the performance of such Service. The provisions of this subsection 7.3.7 shall only apply if (x) Client permits ADP to act on Client’s behalf in any communications and negotiations with the applicable taxing authority that is seeking to impose any such penalties or interest and (y) Client assists ADP as reasonably required by ADP.

7.3.8 Client’s use or access of the Services and/or ADP Application Programs outside of the Approved Countries and/or Access Countries.

7.4 Mitigation of Damages. ADP and Client will each use reasonable efforts to mitigate any potential damages or other adverse consequences arising from or relating to the Services.

7.5 No Consequential Damages. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT AND ONLY TO THE EXTENT PERMITTED BY APPLICABLE LAW, NONE OF ADP, CLIENT OR ANY BANK WILL BE RESPONSIBLE FOR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR OTHER SIMILAR DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS OR PROFITS, BUSINESS INTERRUPTIONS OR HARM TO REPUTATION) THAT ANY OTHER PARTY OR ITS RESPECTIVE AFFILIATES MAY INCUR OR EXPERIENCE IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES, HOWEVER CAUSED AND UNDER WHATEVER THEORY OF LIABILITY, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. The foregoing exclusion shall not apply to claims for consequential damages arising from ADP’s or Client’s (i) willful, criminal or fraudulent misconduct, or (ii) breach or breaches of Sections 4.1 or Section 9.3 under this Agreement; provided how ever, that any consequential damages recovered by Client or ADP in a calendar year for claims pursuant to Section 7.5(ii) will be subject to the Extraordinary Cap set forth in Section 7.2 above.

8 WARRANTIES AND DISCLAIMER

8.1 Warranties. Each party warrants that (i) it has full corporate power and authority to execute and deliver this Agreement and to consummate the transactions contemplated hereby, and (ii) this Agreement has been duly and validly executed and delivered and constitutes the valid and binding agreement of the parties, enforceable in accordance with its terms.

8.2 DISCLAIMER. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, ALL SERVICES, ADP APPLICATION PROGRAMS AND EQUIPMENT PROVIDED BY ADP OR ITS SUPPLIERS ARE PROVIDED “AS IS” AND ADP AND ITS LICENSORS AND SUPPLIERS EXPRESSLY DISCLAIM ANY WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, COMPLETENESS, CURRENTNESS, NON-INFRINGEMENT, NON-INTERRUPTION OF USE, AND FREEDOM FROM PROGRAM ERRORS, VIRUSES OR ANY OTHER MALICIOUS CODE, WITH RESPECT TO THE SERVICES, THE ADP APPLICATION PROGRAMS, ANY CUSTOM PROGRAMS CREATED BY ADP OR ANY THIRD-PARTY SOFTWARE DELIVERED BY ADP AND RESULTS OBTAINED THROUGH THE USE THEREOF.
9 SECURITY AND CONTROLS

9.1 Service Organization Control Reports. Following completion of implementation of any applicable Services, ADP will, at Client’s request and at no charge, provide Client with copies of any routine Service Organization Control 1 reports (“SOC 1 Reports”) (or any successor reports thereto) directly related to the core ADP Application Programs utilized to provide the Services provided hereunder for Client and already released to ADP by the public accounting firm producing the report. SOC 1 Reports are ADP Confidential Information and Client will not distribute or allow any third party (other than its independent auditors) to use any such report without the prior written consent of ADP. Client will instruct its independent auditors or other approved third parties to keep such report confidential and Client will remain liable for any unauthorized disclosure of such report by its independent auditors or other approved third parties.

9.2 Business Continuity; Disaster Recovery. ADP has established and will maintain a commercially reasonable business continuity and disaster recovery plan and will follow such plan.

9.3 Data Security. ADP has established and will maintain an information security program containing appropriate administrative, technical and physical measures to protect Client data (including any Personal Information therein) against accidental or unlawful destruction, alteration, unauthorized disclosure or access consistent with applicable laws. In the event ADP suspects any unauthorized access to, or use of, the Services, ADP may suspend access to the Services to the extent ADP deems necessary to preserve the security of the Client’s data.

10 DATA SECURITY INCIDENT

10.1 Notification. If ADP becomes aware of a security breach (as defined in any applicable law) or any other event that compromises the security, confidentiality or integrity of Client’s Personal Information (an “Incident”), ADP will take appropriate actions to contain, investigate and mitigate the Incident. ADP shall notify Client of an Incident as soon as reasonably possible.

10.2 Other ADP Obligations. In the event that an Incident is the result of the failure of ADP to comply with the terms of this Agreement, ADP shall, to the extent legally required or otherwise necessary to notify the individuals of potential harm, bear the actual, reasonable costs of notifying affected individuals. ADP and Client shall mutually agree on the content and timing of any such notifications, in good faith and as needed to meet applicable legal requirements. In addition, where notifications are required and where such monitoring is practicable and customary, ADP shall also bear the cost of one year of credit monitoring to affected individuals in applicable jurisdictions.

11 PAYMENT TERMS

11.1 Fees and Fee Adjustments. Client will pay to ADP the fees and other charges for the Services as set forth in the Sales Order. Unless there is a Price Agreement in effect, the fees set forth in the Sales Order will remain fixed during the first six (6) months following the Effective Date and thereafter, ADP may modify the fees on an annual basis upon thirty (30) days' prior written notice to Client. The fees presented in the Sales Order were calculated based upon particular assumptions relative to Client requirements (including funding requirements), specifications, volumes and quantities as reflected in the applicable Sales Order and related documentation, and if Client’s actual requirements vary from what is stated, ADP may adjust the fees based on such changes. The fees do not include any customizations to any Service.

11.2 Additional Services and Charges. If Client requests additional services offered by ADP not included in this Agreement, and ADP agrees to provide such services: (i) those services and related fees will be included in a separate Sales Order; (ii) any Services provided to Client but not included in a Sales Order will be provided subject to the terms of this Agreement and charged at the applicable rates as they occur; and (iii) those services will be considered to be “Services” for purposes of this Agreement. Additional charges may be assessed Client in relation to the performance of the Services in certain circumstances, including without limitation, late funding, an insufficient funds notification and emergency payment requests from Client.

11.3 Fees for Implementation Services. Implementation fees are due and payable by Client upon the go-live date for such Services. However, if this Agreement or any Service are terminated after implementation services have started but before the go-live date, the greater of the following amounts shall be immediately due and payable by Client: (i) implementation fees for implementation services performed up to the date of termination; or (ii) thirty percent (30%) of the total Implementation Fees set out in the Sales Order.

11.4 Invoicing. ADP will notify Client of all applicable Services fees payable by Client by way of invoice or other method (i.e. ADP’s on-line reporting tool). Client will pay the amount on each invoice or such other similar document in full within seven (7) days of notification via the method of payment. All amounts not paid when due are subject to a late payment charge of one and one-half percent (1½%) per month (not to exceed the maximum allowed by applicable law) of the past due amount from the due date until the date paid.

11.5 Currency. Client shall pay the fees in US dollars.

11.6 Taxes. Unless Client provides ADP a valid tax exemption or direct pay certificate, Client will pay directly, or will pay to ADP, an amount equal to all applicable taxes or similar fees levied or based on the Agreement or the Services, exclusive of taxes based on ADP’s net income.

11.7 Postage, Shipping Travel and out-of-pocket expenses. ADP will invoice Client for postage charges, delivery charges, other third party charges, and reasonable travel and out-of-pocket expenses as necessary to provide the Services.

11.8 Funding Requirements and Disbursement Disclosures. With respect to Payment Services to be deducted by ACH or Pre-Authorized Debit, Client must have sufficient good funds for payment of the payroll obligations, tax filing obligations, wage garnishment deduction obligations, service fees (as applicable), expenses, and any other applicable charges, to be direct debited from Client’s designated account no later than one (1) banking day prior to the pay date for the applicable payroll (in the case of payroll processing services), or as otherwise agreed by the parties. For reverse wire clients, funds...
must be available (a) one (1) banking day prior to the pay date for the applicable payroll (in the case of the ADP Employment Tax Services) and (b) two (2) banking days prior to the pay date for all other Payment Services, or as otherwise agreed by the parties. In consideration for the additional costs incurred by ADP in providing wire transfer service, Client agrees to pay a reasonable fee (currently $10.00) for each wire transfer. Notwithstanding the foregoing, ADP reserves the right to modify the aforementioned deadlines at any time and will communicate any such modifications to Client.

11.9 Change Control. In the event either party requests a change in the scope of Services (including implementation services) or any work is required by ADP as a result of a delay by Client in implementation of any Services (each a “Change Control Item”), the parties shall address such change request, if possible via ADP’s change control process. Change Control Items and the cost associated with such changes (if any) to the Services shall be mutually agreed to by the parties and shall be defined in a statement of work agreed to by the parties, with the exceptions of Change Control Items that are required to be made by law or regulation applicable to the Services or to the duration of implementation services, which ADP will notify Client of prior to making the change.

12 Term; Termination; Suspension

12.1 Term; Termination for Convenience. This Agreement will commence on the Effective Date and remain in effect until terminated by either party in accordance with the terms hereof. Subject to the terms of any Price Agreement, either party may terminate this Agreement or any Service upon ninety (90) days’ prior written notice to the other party (except as otherwise set forth in any Annex herein). In the event Client does not provide ADP with the proper notice as set forth in the previous sentence, Client shall pay ADP for any fees for Services that would have been incurred by Client during such notice period (calculated based on an average of the prior six months of invoices for such terminated Services, or shorter period of time if there has been less than six months of invoices).

12.2 Termination for Cause. Either party may terminate this Agreement for the other’s material breach of this Agreement if such breach is not cured within sixty (60) days following notice thereof or in the event either party is the subject of a Termination Event. In addition, ADP may terminate this Agreement in the event Client fails to timely pay fees for Services performed within ten (10) days following notice that such fees are past due. ADP may also terminate this Agreement or the Services immediately on written notice to Client if the provision of Service to Client causes or will cause ADP or its Affiliates to be in violation of any laws, rules or regulations applicable to it including any sanction laws applicable to ADP or any Affiliate.

12.3 Suspension. Without limiting the foregoing, the parties agree that Payment Services involve credit risk to ADP. Payment Services may be suspended by ADP (A) immediately if: (i) Client has failed to remit sufficient, good and available funds within the deadline and via the method of delivery agreed upon as it relates to the applicable Payment Services; or (ii) Client breaches any rules promulgated by NACHA as it relates to ADP conducting electronic payment transactions on behalf of Client, and (B) within 24 hour notice if: (i) a bank notifies ADP that it is no longer willing to originate debits from Client’s account(s) or credits for Client’s behalf for any reason or (ii) the authorization to debit Client’s account is terminated or ADP reasonably believes that there is or has been fraudulent activity on the account. If the Payment Services are terminated or suspended pursuant to Sections 12.2 or 12.3, Client acknowledges that ADP shall be entitled to allocate any funds in ADP’s possession that have been previously remitted or otherwise made available by Client to ADP relative to the Payment Services in such priorities as ADP may determine appropriate, including reimbursing ADP for payments made by ADP on Client’s behalf to a third party. If the Payment Services are terminated by ADP, Client understands that it will (x) immediately become solely responsible for all of Client’s third party payment obligations covered by the Payment Services then or thereafter due (including, without limitation, for ADP Employment Tax Services any and all penalties and interest accruing after the date of such termination, other than penalties and interest for which ADP is responsible under Section 7.3.7), and (y) reimburse ADP for all payments properly made by ADP on behalf of Client to any payee, which have not been paid or reimbursed by Client. If the Payment Services remain suspended for thirty (30) days, the Payment Services will be terminated on the 31st day following suspension.

12.4 Post Termination. At any time prior to the actual termination date, Client may download Client’s information or reports available to it in conjunction with all of the Services provided to Client by ADP. Upon termination of this Agreement, Client may order from ADP any data extraction offered by ADP, at the then prevailing hourly time and materials rate.

13 Reserved.

14 Additional Terms. In addition to the terms set forth in any subsequent Annexes attached hereto, the following terms shall apply.

14.1 ESS & MSS Technology. Employee self-service (ESS) and Manager self-service (MSS) functionality provides all Client Users (practitioners, managers and employees) 24x7 online access to ADP Application Programs. The following additional terms apply to the ESS & MSS Technology:

14.1.1 Client acknowledges that Client’s employees or participants may input information into the self-service portions of the ADP Application Programs. ADP shall have no responsibility to verify, nor does ADP review the accuracy or completeness of the information provided by Client’s employees or participants to ADP using any self-service features. ADP shall be entitled to rely upon such information in the performance of the Services under this Agreement as if such information was provided to ADP by Client directly.

14.2 ADP Marketplace. ADP Marketplace enables Client to build applications and/or purchase available applications via an online store and provides access to certain Client data stored in ADP systems via industry-standard Application Programming Interfaces (APIs). The following additional terms apply to the ADP Marketplace (applies only if Client accesses ADP Marketplace Services):
14.2.1 Transmitting Information to Third Parties. In the event that Client elects to use an API to provide any Client Content or employee or plan participant information to any third party, Client represents that it has acquired any consents or provided any notices required to transfer such content or information and that such transfer does not violate any applicable international, federal, state, or local laws and/or regulations. ADP shall not be responsible for any services or data provided by any such third party.

14.2.2 Use of the ADP APIs. Client will use the ADP APIs to access Client’s information only. Client may not use any robot, spider, or other automated process to scrape, crawl, or index the ADP Marketplace and will integrate Client’s application with the ADP Marketplace only through documented APIs expressly made available by ADP. Client also agrees that Client will not (a) use the ADP Marketplace or any ADP API to transmit spam or other unsolicited email; (b) take any action that may impose an unreasonable or disproportionately large load on the ADP infrastructure, as determined by ADP; or (c) use the ADP APIs or the ADP Marketplace in any way that threatens the integrity, performance or reliability of the ADP Marketplace, Services or ADP infrastructure. ADP may limit the number of requests that Client can make to the ADP API gateway to protect ADP’s system or to enforce reasonable limits on Client’s use of the ADP APIs. Specific throttling limits may be imposed and modified from time to time by ADP.

15 Miscellaneous
15.1 Amendment. This Agreement may not be modified, supplemented or amended, except by a writing signed by the authorized representatives of ADP and Client.

15.2 Assignment. Neither this Agreement, nor any of the rights or obligations under this Agreement, may be assigned by any party without the prior written consent of the other party, such consent not to be unreasonably withheld. However, Client may assign any or all of its rights and obligations to any other Client Group member and ADP may assign any or all of its rights and obligations to any Affiliate of ADP, provided that any such assignment shall not release the assigning party from its obligations under this Agreement. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective successors and permitted assigns.

15.3 Additional Documentation. In order for ADP to perform the Services, it may be necessary for Client to execute and deliver additional documents (including reporting agent authorization, client account agreement, limited powers of attorney, etc.) and Client agrees to execute and deliver such additional documents.

15.4 Subcontracting. Notwithstanding Section 15.2, ADP reserves the right to subcontract any or all of the Services, provided that ADP remains fully responsible under this Agreement for the performance of any such subcontractor. For the avoidance of doubt, third parties used by ADP to provide delivery or courier services, including the postal service in any country or any third party courier service, and banking institutions, are not considered subcontractors of ADP.

15.5 Entire Agreement. This Agreement constitutes the entire agreement and understanding between ADP and Client with respect to its subject matter and supersedes all prior discussions, agreements and understandings of every kind and nature between the parties. No party will be bound by any representation, warranty, covenant, term or condition other than as expressly stated in this Agreement. Except where the parties expressly state otherwise in a relevant exhibit, annex, appendix or schedule, in case of conflict or inconsistency between this Annex A and any such exhibit, annex, appendix or schedule, this Annex A will prevail and control. Purchase orders or statements of work submitted to ADP by Client will be for Client’s internal administrative purposes only and the terms and conditions contained in any purchase order or statements of work will have no force and effect and will not amend or modify this Agreement.

15.6 No Third Party Beneficiaries. Except as expressly provided herein or in an applicable exhibit, annex, appendix or schedule, nothing in this Agreement creates, or will be deemed to create, third party beneficiaries of or under this Agreement. Client agrees that ADP’s obligations in this Agreement are to Client only, and ADP has no obligation to any third party (including, without limitation, Client’s personnel, directors, officers, employees, Users and any administrative authorities).

15.7 Force Majeure. Any party to this Agreement will be excused from performance of its obligations under this Agreement, except for Client’s obligation to pay the fees to ADP pursuant to Section 11, for any period of time that the party is prevented from performing its obligations under this Agreement due to an act of God, war, earthquake, civil disobedience, court order, labor disputes or disturbances, governmental regulations, communication or utility failures or other cause beyond the party’s reasonable control. Such non-performance will not constitute grounds for breach.

15.8 Waiver. The failure by any party to this Agreement to insist upon strict performance of any provision of this Agreement will not constitute a waiver of that provision. The waiver of any provision of this Agreement shall only be effective if made in writing signed by the authorized representatives of ADP and Client and shall not operate or be construed to waive any future omission or breach of, or compliance with, any other provision of this Agreement.

15.9 Headings. The headings used in this Agreement are for reference only and do not define, limit, or otherwise affect the meaning of any provisions hereof.

15.10 Severability. If any provision of this Agreement is finally determined to be invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality or enforceability of the remainder of this Agreement will not in any way be affected or impaired and such court shall have the authority to modify such invalid, illegal or unenforceable provision to the extent necessary to render such provision valid, legal or enforceable, preserving the intent of the parties to the fullest extent permissible.

15.11 Relationship of the Parties. The performance by ADP of its duties and obligations under this Agreement will be that of an independent contractor and nothing contained in this Agreement will create, construe or imply an agency, joint venture, partnership or fiduciary relationship of any kind between ADP and Client. None of ADP’s employees, agents or subcontractors will be considered employees, agents or subcontractors of Client. Unless expressly stated in this
15.12 **Governing Law.** This Agreement is governed by the laws of the State of New York without giving effect to its conflict of law provisions.

15.13 **Jurisdiction.** Any disputes that may arise between ADP and Client regarding the performance or interpretation of this Agreement shall be subject to the exclusive jurisdiction of the state and federal courts of New York, New York. The parties hereby irrevocably consent to the exclusive jurisdiction of the state and federal courts of New York, New York and waive any claim that any proceedings brought in such courts have been brought in an inconvenient forum. **THE PARTIES HEREBY IRREVOCABLY WAIVE THEIR RIGHT TO TRIAL BY JURY.**

15.14 **Communications Regarding Offers.** In connection with the Services, with the exception of employees and/or participants outside of the United States, ADP may from time to time identify products and/or services that will benefit Client’s employees and/or participants (collectively, “Offers”). In order to extend such Offers to Client’s employees and/or participants, Client agrees that ADP may use Client’s employee and participant contact information, including email addresses for such purpose. Upon thirty (30) days’ prior written notice, Client may elect for ADP to cease sending future Offers to its employees and/or participants. In addition, each communication sent by ADP will comply with applicable laws and will enable the recipient to opt-out of receiving additional Offers from ADP.

15.15 **Counterparts.** This Agreement may be signed in two or more counterparts by original, .pdf (or similar format for scanned copies of documents) or facsimile signature, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

15.16 **Notices.** All notices required to be sent or given under this Agreement will be sent in writing and will be deemed duly given and effective (i) immediately if delivered in person, or (ii) upon confirmation of signature recording delivery, if sent via an internationally recognized overnight courier service with signature notification requested to Client at the address indicated on the signature page hereof and to ADP at 15 Waterview Boulevard, Parsippany, New Jersey 07054, Attention: Legal Department or to any other address a party may identify in writing from time to time. A copy (which shall not constitute notice) of all such notices shall be sent to ADP at One ADP Boulevard, MS 425, Roseland, New Jersey 07068, Attention: General Counsel and to Client at the address indicated on the cover page hereof.

15.17 **Survival.** Those provisions which by their content are intended to, or by their nature would, survive the performance, termination, or expiration of this Agreement, shall survive termination or expiration of this Agreement.
1 **Payroll Services.** Administration and processing of payroll including performing gross-to-net calculations and generating and/or transmitting of payment instructions and also including the following:

1.1 **ADP Employment Tax Services.** Coordination of payroll-related tax and/or regulatory agency deposits, filings, and reconciliations on behalf of employers.

1.2 **ADP Wage Payment Services.** Payment of wages, commissions, consulting fees, or similar compensation or work-related expenses in the employment context to employees and independent contractors via direct deposit, check, or payroll debit cards, in each case to the extent the method of payment delivery is in scope, and online posting of pay statements to the extent applicable. Such services may be provided via ADPCheck Services, ADP Direct Deposit Services, and Payroll Card Services and Wisely Now Services (if Client purchases Payroll Card Services and/or Wisely Now Services, the additional terms set forth in Annex J shall apply to such services).

1.3 **Print and Online Statement Services.** Print and distribution of payroll checks, pay statements, and/or year-end statements, as well as online posting of pay statements and/or year-end statements.

1.4 **Wage Garnishment Payment Services.** Garnishment payment processing and disbursement of payments to appropriate payees as directed by client.

2 **ADP Wage Payment Services.** The following additional terms and conditions apply to the ADP Wage Payment Services:

2.1 **Client Credentialing.** Client understands and acknowledges that the implementation and ongoing provision of Payment Services are conditioned upon Client passing (and continuing to pass) a credentialing process that ADP may deem necessary in connection with the provision of Payment Services.

2.2 **Additional Requirements.** Payment Services may be subject to the rules and standards of any applicable clearing house, payment and/or card network or associations. Client and ADP each agree to comply with all such rules and standards applicable to it with respect to the Payment Services.

2.3 **Funding Obligations.** Client acknowledges that ADP is not a lender. As such, as a condition to receiving services, Client will remit or otherwise make available to ADP sufficient, good and available funds within the agreed-to deadline and via the agreed-to method of delivery to satisfy all of Client's third-party payment obligations covered by the Agreement. ADP will apply such funds to satisfy such third-party payment obligations. ADP will not be required to provide Payment Services if ADP has not received all funds required to satisfy Client's third-party payment obligations. Client will immediately notify ADP if it knows or should know that it will not have sufficient funds to satisfy the amounts required in connection with the Payment Services. If Client has a material adverse change in its condition, ADP may modify the funding method or deadline by which funds must be made available to ADP for payment to Payees. Client agrees to pay to ADP upon demand any amounts that have been paid by ADP to satisfy Client's third-party payment obligations prior to receiving such amounts from Client.

2.4 **Investment Proceeds; Commingling of Client Funds.** If ADP receives Client's funds in advance of the time ADP is required to pay such funds to third parties, all amounts earned on such funds, if any, while held by ADP will be for the sole account of ADP. ADP may commingle Client's funds with similar funds from other clients and with similar ADP and ADP-administered funds. ADP uses a funds control system that maintains general ledger entries by client and/or by jurisdiction.

2.5 **Recovery of Funds; Stop Payment Requests.** Client agrees to cooperate with ADP and any other third parties to recover funds erroneously issued or transferred to any Payee or credited to any Payee's account. If Client desires to stop payment on any check or to cancel or reverse any electronic payment, Client will provide ADP with a stop payment request in the form required by ADP. Client acknowledges that ADP's placement of a stop order request is not a guarantee that such stop payment will occur.

2.6 **ADPCheck Services.** Client agrees not to distribute any ADPChecks to Payees in a manner that would allow Payees to access the associated funds before pay date. If Client distributes any ADPChecks prior to the check date, ADP may impose an early check cashing fee against Client. With respect to ADPChecks drawn on an ADP bank account, to request a stop payment, Client shall provide ADP with a written stop payment order request in the form provided by ADP and ADP shall place a stop payment order in accordance with its standard operating procedures.

2.7 **Full Service Direct Deposit (FSDD).** Prior to the first credit to the account of any employee or other individual under FSDD services, Client shall obtain and retain a signed authorization from such employee or individual authorizing the initiation of credits to such party's account and debits of such account to recover funds credited to such account in error.

3 **ADP Employment Tax Services.** The following additional terms and conditions apply to the ADP Employment Tax Services:

3.1 **Important Tax Information (IRS Disclosure).** Notwithstanding Client's engagement of ADP to provide the ADP Employment Tax Services in the United States, please be aware that Client remains responsible for the timely filing of payroll tax returns and the timely payment of payroll taxes for its employees. The Internal Revenue Service recommends that employers enroll in the U.S. Treasury Department's Electronic Federal Tax Payment System (EFTPS) to monitor their accounts and ensure that timely tax payments are being made for them, and that online enrollment in EFTPS is available at www.eftps.gov; an enrollment form may also be obtained by calling (800) 555-4477; that state tax authorities generally offer similar means to verify tax payments; and that Client may contact appropriate state offices directly for details.

3.2 **State Unemployment Insurance Management.** Subject to Section 15.7 of Annex A, Client's compliance with its obligations in Sections 3.2.1 and 3.2.2 herein, and any delays caused by third parties (e.g., postal service, agency system and broker delays) and events beyond ADP's reasonable control, ADP will deliver the State Unemployment Insurance Services ("SUI Management Services") within the time periods established by the relevant unemployment compensation agencies.

3.2.1 **Provision of Information; Contesting Claims.** Client will on an ongoing basis provide ADP and not prevent ADP from furnishing all information necessary for ADP to perform the SUI Management Services within the timeframes...
established or specified by ADP. The foregoing information includes without limitation the claimants’ names, relevant dates, wage and separation information, state-specific required information, and other documentation to support responses to unemployment compensation agencies.

3.2.2 **Transfer of Data.** Client may transfer the information described in Section 3.2.1 to ADP via: (i) on-line connection between ADP and Client’s computer system, or (ii) inbound data transmissions from Client to ADP. Client will provide the data using mutually acceptable communications protocols and delivery methods. Client will promptly notify ADP in writing if Client wishes to modify the communication protocol or delivery method.

3.2.3 Client acknowledges that ADP is not providing storage or record keeping of Client records as part of the SUI Management Services, and that if the SUI Management Services are terminated, ADP may, in conformity with Section 4 of Annex A, dispose of all such records. If the SUI Management Services are terminated, any access Client has to ADP websites containing Client’s data will expire and Client will be responsible for downloading and gathering all relevant data prior to expiration of any such access that may have been granted.

4 **Employment Verification Services.** If Client desires to receive and has not otherwise opted out, and ADP agrees to provide Employment Verification Services, then the following terms and conditions shall apply:

4.1 **Definitions.** Unless a capitalized term used herein is defined herein, it shall have the same meaning ascribed that term in the Agreement.

4.1.1 "FCRA" has the meaning set forth in Section 4.2.1.1.

4.1.2 "Verification Agent" has the meaning set forth in Section 4.2.1.1.

4.1.3 "Verification Data" has the meaning set forth in Section 4.2.1.1.

4.1.4 "Verifiers" has the meaning set forth in Section 4.2.1.1.

4.2 **Additional Terms.** To the extent Client has not opted out of receipt of Employment Verification Services, the following additional terms and conditions shall apply:

4.2.1 **Verification Services and Authorization as Agent.**

4.2.1.1 ADP currently provides the Employment Verification Services through The Work Number®, an Equifax Workforce Solutions service though ADP reserves the right to provide them through another entity (each, a "Verification Agent"). Notwithstanding anything to the contrary in Section 4.1 of Annex A, Client authorizes ADP and its Verification Agents to disclose, on Client’s behalf, employment information (including employees’ place of employment and employment status) and income information (including total wages per year to date and previous year income) of Client and Client’s employees (or former employees) (collectively, "Verification Data"), to commercial, private, non-profit and governmental entities and their agents (collectively, "Verifiers") who wish to or verify any of Client’s employees’ (or former employees’) Verification Data. Verification Data will be disclosed to Verifiers who certify they are entitled to receive such data (as described below) pursuant to the FCRA, and, in the case of income information requests, who additionally certify they have a record of the employee’s consent to such disclosure or who utilize a salary key. In accordance with FCRA, Verification Data may be provided to Verifiers where (i) the employee has applied for a benefit (such as credit, other employment or social services assistance); (ii) the employee has obtained a benefit and the Verifier is seeking to (a) determine whether the employee is qualified to continue to receive the benefit; and/or (b) collect a debt or enforce other obligations undertaken by the employee in connection with the benefit; or (iii) the Verifier is otherwise entitled under FCRA to obtain the Verification Data. In certifying they have a record of the employee’s consent, Verifiers generally rely on the employee’s signature on the original application as authorization for the Verifier to access the employee’s income data at the time of the application and throughout the life of the obligation. Client understands that Verifiers are charged for commercial verifications processed through ADP or its Verification Agents.

4.2.1.2 **Data Quality.** If requested by ADP, Client agrees to work with ADP during implementation to produce a test file and validate the Verification Data included in the Verification Services database using validation reports made available by ADP or its Verification Agents. If Client uses ADP’s hosted payroll processing services, ADP will update the Verification Services database with the applicable Verification Data available on ADP’s payroll processing system.

4.2.1.3 **Notice to Furnishers of Information:** Obligations of Furnishers of Information ("Notice to Furnishers"). Client certifies that it has read the Notice to Furnishers provided to Client at the following URL: https://www.consumer.ftc.gov/articles/pdf-0092-notice-to-furnishers.pdf. Client understands its obligations as a data furnisher set forth in such notice and under FCRA which include duties regarding data accuracy and investigation of disputes, and certifies it will comply with all such obligations. Client further understands that if it does not comply with such obligations, ADP may correct incorrect Verification Data on behalf of Client or terminate the Employment Verification Services upon 90 days prior written notice to Client.

4.2.1.4 **Archival Copies.** Notwithstanding anything to the contrary in Annex A, Client agrees that, after the termination of this Agreement, ADP and its Verification Agents may maintain archival copies of the Verification Data as needed to show the discharge and fulfillment of obligations to Client’s employees and former employees and the provisions of Section 4.1 of Annex A will continue to apply during the time that ADP and its Verification Agents maintain any such archival copies.

4.2.1.5 **Additional Termination Provisions for Employment Verification Services.** ADP may, in its sole discretion, terminate the Employment Verification Services at any time upon 90 days prior written notice to Client if Client should a Verification Agent notify ADP that it is no longer willing to provide the Employment Verification Services and ADP, after taking commercially reasonable steps, cannot engage a successor Verification Agent.
1 **ADP Time & Attendance Services.** ADP will provide Client with those time & attendance services delivered via ADP Workforce Now including ADP Workforce Now Essential Time or ADP Workforce Now Enhanced Time ("ADP Time & Attendance Services"). For the hosted the ADP Workforce Now Enhanced Time product only, additional license terms are available at [www.adp.com/license/terms](http://www.adp.com/license/terms). ADP Workforce Now Enhanced Time and ADP Workforce Now Essential Time products are available for use in a limited number of countries outside the United States, although certain restrictions and requirements may apply.

2 **Time & Attendance Hardware.** If ADP agrees to provide Client with the data collection devices (e.g. Timeclock, HandPunch, etc.) (the "Time & Attendance Hardware") as described in the Sales Order, the following terms will apply:

2.1 Regarding Time & Attendance Hardware provided on a subscription basis only, Client shall not make any alterations or attach any devices thereto that are not provided by ADP, nor shall Client remove same from the place of original installation without ADPs prior consent. All right and title in the Time & Attendance Hardware are procured on a subscription basis is, and at all times shall remain, that of ADP and a separate item of personal property of ADP, notwithstanding its attachment to other items or real property, and promptly upon termination of the ADP Time & Attendance Services, for any reason whatsoever, Client shall, at its expense, return such Time & Attendance Hardware in good condition, in accordance with ADPs instructions, normal wear and tear excepted. If such Time & Attendance Hardware are is not promptly returned, Client agrees to purchase same at fair market value. Repairs and replacements required as a result of any of the following shall not be included in any maintenance services and shall be charged at ADPs then current rates: (i) damage, defects, or malfunctions resulting from misuse, accident, neglect, tampering, unusual physical, or electrical stress, or causes other than normal or intended use; (ii) failure of Client to provide and maintain a suitable installation environment; (iii) any alterations made to or any devices not provided by ADP attached to the Time & Attendance Hardware are; and (iv) malfunctions resulting from use of badges or supplies not approved by ADP.

2.2 Maintenance Fees. Maintenance services for the Time & Attendance Hardware are obtained under the subscription option (and any charges therefore are already included in the monthly time and attendance subscription fees). The costs for maintenance services for Time & Attendance Hardware are under the purchase option are not included in the purchase price for such equipment; a separate annual maintenance fee applies. Client, under the purchase option, may terminate its receipt of maintenance services by providing written notice to ADP no less than thirty (30) days prior to the end of the then current annual coverage period. ADP is not required to rebate to Client any maintenance fees relating to a current or prior coverage period. (NOTE: If Client selects the purchase option but opts not to receive (or terminates) maintenance services hereunder by executing a waiver of maintenance services, any such services provided by ADP at Client's request will be subject to ADP's then current charges for such services.) No Time & Attendance Hardware are maintenance is done at the Client site. Client shall bear all delivery/shipping costs and all risk of loss during shipment/delivery of Time & Attendance Hardware are relating to maintenance services.

2.3 Maintenance Services. ADP will maintain the Timeclock Equipment to be free from defects in material and workmanship as follows: Any parts found to be defective (except as specifically excluded below) shall be replaced or repaired, at ADP's or its designee's option, without charge for parts or labor, provided that the Time & Attendance Hardware are has been properly installed and maintained by Client and provided that such equipment has been used in accordance with this Agreement or other accompanying documentation including, but not limited to, Client's Sales Order provided by ADP or its designee and has not been subject to abuse or tampering.

2.5 Biometrics.

2.5.1 Definitions.

2.5.1.1 "Biometric Data" includes the information collected by timeclocks and software that use finger and/or hand scan technology, which potentially may include Biometric Identifiers and Biometric Information.

2.5.1.2 "Biometric Identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry.

2.5.1.3 "Biometric Information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual.

2.5.1.4 "Biometric Services" means services provided by ADP to Client via the use of timeclocks and software in connection with ADP's provision of Time & Attendance Services, to the extent such timeclocks or software are collect, store or use Biometric Data.

"Biometric User" means Client's employees or independent contractors who are requested or required by Client to use Biometric Services to record their attendance, hours worked or other work-related data.

2.5.2 Additional Terms. Biometric Services are optional. In certain jurisdictions, there are laws and regulations that govern the collection, use, and retention of biometric information, which potentially may apply to Client's use of Biometric Services. To the extent Client elects to use Biometric Services, Client agrees to comply with all such laws and regulations in accordance with this Agreement and Section 3.2 of the Annex A. In the event Client is unwilling to comply with laws and regulations relating to Biometric Services, Client will be able to continue to use Time & Attendance Services without Biometric Services. The following terms and conditions apply to Biometric Services to the extent Biometric Services are part of the scope of Services.

2.5.2.1 Requirements for Receipt of Biometric Services. Before any Client or Biometric User is permitted to use any Biometric Services in a jurisdiction where laws and regulations potentially govern such use, Client will comply with the following requirements, in addition to any other requirements imposed by potentially applicable law (to the extent there is a conflict between the requirements below and the requirements of potentially applicable law):
2.5.2.2 **Client Biometric Information Policy.** Client will implement, distribute and make available to the public, a written policy establishing Client's policy with respect to the use of Biometric Data. Such policy will include:

- **2.5.2.2.1** a retention schedule and guidelines for permanently destroying Biometric Identifiers and Biometric Information;
- **2.5.2.2.2** a commitment to destroy Biometric Data when the initial purpose for collecting or obtaining such identifiers or information has been satisfied or within 3 years of the individual's last interaction with Client, whichever occurs first; and any additional requirements as required by applicable law.

2.5.2.3 **Biometric User Notice and Consent.** Client will provide notice and procure and retain appropriate consents or releases from Biometric Users in the manner and to extent the same are required by applicable law, including:

- **2.5.2.3.1** notifying Biometric Users in writing that Client, its vendors, and/or the licensor of Client's time and attendance software are collecting, capturing, or otherwise obtaining Biometric Users' Biometric Data, and that Client is providing such Biometric Data to its vendors and the licensor of Client's time and attendance software; such notice will specify the purpose and length of time for which Biometric User's Biometric Data is being collected, stored, and used;
- **2.5.2.3.2** obtaining a written release or consent from Biometric Users (or their legally authorized representative) authorizing Client, its vendors, and licensor of Client's time and attendance software to collect, store, and use the individual's Biometric Data for the specific purpose disclosed by Client, and authorizing Client to provide such Biometric Data to its vendors and the licensor of Client's time and attendance software; and if requested by ADP, providing to ADP copies of the required consents or releases collected and retained by Client, and/or certifying to ADP that such consents or releases have been obtained.

2.5.2.4 **Retention and Purging of Biometric Data.** Client will work with ADP to ensure that Biometric Data is retained and purged in accordance with applicable law. To the extent necessary for the purging or deletion of such Biometric Data, Client agrees to provide timely notification to ADP of the termination of the employment, or the satisfaction of the purpose for which Biometric Data was collected with respect to any given Biometric User. ADP is not responsible for Client's failure to provide timely notification of the termination of the employment, or the satisfaction of the purpose for which Biometric Data was collected with respect to any given Biometric User.

2.5.2.5 **Storage of Biometric Data in Timeclocks.** Client agrees that it shall use a reasonable standard of care consistent with potentially applicable law to store, transmit and protect from disclosure any paper or electronic biometric data collected in timeclocks. Such storage, transmission, and protection from disclosure shall be performed in a manner that is the same as or more protective than the manner in which Client stores, transmits and protects from disclosure other confidential and sensitive information, including personal information that can be used to uniquely identify an individual or an individual's account or property, such as genetic markers, genetic testing information, account numbers, PINs, driver's license numbers and social security numbers.

2.5.3 **Third Party Beneficiary.** Notwithstanding anything to the contrary in the Agreement, Client agrees that ADP and licensor of any applicable Biometric Services (and their respective successors and assigns) are third party beneficiaries of this Agreement solely as it relates to Biometric Services.

2.5.4 **Additional Termination Provisions for Biometric Services.** If ADP determines that Client has failed to comply with any potentially applicable laws and regulations applicable to the Biometric Services, ADP may, in its sole discretion and upon notice to Client, immediately suspend or terminate the Biometric Services.
1 ADP HCM Services. Only those Services that have been purchased by Client (as listed on a Sales Order) will be applicable.

1.1 ADP Document Cloud. Integrated solution to support maintenance and retrieval of employee-specific documents via cloud-based technology.

1.2 Benefit Services. Benefit-related services made up of the following:

1.2.1. Health and Benefits Services. Technology to facilitate the administration of employee benefits, including applying eligibility rules, enrolling employees, and calculating payroll deductions within a unified system.

1.3 Business Intelligence (which shall include Enhanced Insights and Analytics as listed on the Sale Order). Tools to analyze and understand data.

1.4 Global Data Storage. Ability to house global employee HR data (personal, employment, and job data) within HR system of record.

1.5 Human Resources Administration Services. Administration of human resource functions using a unified system to process and audit employee lifecycle events, providing compliance tracking and reporting, including new hire reporting, and automating notification and approval processes via self-service/direct access, and also including:

1.6 Talent Acquisition Solutions. Talent acquisition solutions (which shall include Talent Management and Activation as listed on the Sales Order) made up of the following:

1.6.1. ADP Recruitment Management Services (which shall include Recruitment and Talent Acquisition as listed on the Sale Order). Technology to facilitate the administration of talent management services, including:

1.7 Talent Management Solutions. Technology to facilitate the administration of talent management services, including:

1.7.1 Performance Management. Solutions and tools to facilitate the performance management process, including goal alignment, and employee engagement.

1.7.2 Compensation Management. Solutions and tools to administer the compensation planning process.

2 ADP Recruitment Management Services. The following additional terms and conditions apply to the ADP Recruitment Management Services (applies only if Client has purchased ADP Recruitment Management Services):

2.1 Hiring Practices. Client shall exclusively responsible for all hiring practices, including, but not limited to, complying with all employment laws, including, if applicable, the monitoring, analysis, and reporting of any adverse impact that may result from any specification or criteria that Client uses to rank candidates in the ADP Recruitment Management Services Application Programs.

2.2 Vendors. Client shall exclusively responsible all access and use of the ADP Recruitment Management Services by its vendors and such vendors’ compliance with the terms of this Agreement.

3 Benefit Services. The following additional terms and conditions apply to the Benefit Services (applies only if Client has purchased Benefits Services):

3.1 Carrier Connections. ADP will, at Client’s request, and for an additional charge as set-out in the applicable Sales Order, provide Client with the following Carrier Connections services:

3.1.1 ADP and Client’s carrier or other third parties authorized by Client will electronically exchange data, including plan design, plan provisions and eligibility rules transmitted by ADP to carrier on Client’s behalf and Client authorizes ADP and such carriers and third parties to exchange such information. Communication of carrier connection service is subject to the completion of the configuration setup of Client Content and the format for such transmission to the designated carriers.

3.1.2 ADP’s ability to transmit Client Content data is subject to the provision by Client’s designated carriers of a current functional interface between ADP’s systems and the designated carriers’ systems. ADP will not be obligated to transmit Client’s data to designated carriers if at any time Client’s designated carriers fail to provide the proper interface as described above. Client is responsible for promptly reviewing all records of carrier transmissions and other reports prepared by ADP for accuracy and according to Client’s records, and will notify ADP of any discrepancies promptly after receipt thereof. In the event of an error or omission in carrier connection services caused by ADP, ADP will correct such error or omission, provided that Client promptly advises ADP of such error or omission.

4. Human Resource Administration Services and Talent Management Services. The following additional terms and conditions apply to the Human Resource Administration Services and/or Talent Management Services (applies only if Client has purchased Human Resource Administration Services and/or Talent Management Services):

4.1. Access and Use. To the extent that Client intends on using the Human Resource Administration Services and/or Talent Management Services for its workforce outside of the United States, Client acknowledges that it is authorized to use the Human Resource Administration Services and/or Talent Management Services only in those countries listed in the “ADP Workforce Now Suitable Geography List” found at www.productdescription.majoraccounts.adp.com.

4.2. Residents Outside the United States. To the extent that Client uses the Human Resource Administration Services and/or the Talent Management Services to collect Personal Information about individuals resident outside the United States, Client represents and warrants: (i) the processing of that Personal Information, including the transfer itself, has been and will continue to be carried out in accordance with the relevant provisions of the applicable data protection and privacy laws; (ii) its instructions to ADP regarding the processing to be performed shall be in accordance with the applicable data protection laws; (iii) it has given the data subjects appropriate notices, and obtained any required consents; (iv) if it implements the Human Resources Administration Services and/or the Talent Management Services to collect any sensitive data elements (or special categories of data), Client shall comply with any additional requirements for the processing of these data elements; and (v) it
shall be responsible for respecting all individual rights of access, correction or deletion and for responding to any individual or regulatory inquiries relating to such Personal Information.

5. **Essential ACA Services.** ADP will provide the Essential ACA solution specified in the Sales Order (and any applicable service specification) (collectively, the “Essential ACA”) to Client in accordance with the terms of this Agreement. The following terms apply if Client receives Essential ACA with Benefits Services.

5.1. Essential ACA is a technology and software solution to assist Client in managing compliance needs related to the Affordable Care Act (ACA), including eligibility calculations and affordability determinations, preparation and electronic filing of Forms 1094-C and 1095-C forms, access to evidence of benefit offering information and benefit offering audit reports. Client must use ADP Workforce Now payroll, HR and benefits services in order to purchase and implement Essential ACA. For the avoidance of doubt, all Forms filed by ADP with the IRS on behalf of Client will be filed electronically; any Forms sent to Client by ADP for any costs ADP is required to bear in connection with or arising out of any such transmissions of data from and/or to third party vendors. ADP will not be responsible for any Program Errors with respect to Essential ACA, the ADP Application Programs or any Third-Party Software delivered by ADP.

5.2. **Client ACA Liaison.** Client shall designate in writing to ADP the name of one person who shall serve as ADP’s principal designated contact for Essential ACA (the “Client ACA Liaison”), and such Client ACA Liaison shall have the authority to (i) provide information, instructions and direction on behalf of Client, and (ii) grant or provide approvals (other than Amendments) required or permitted under the Agreement in connection with Essential ACA. Client shall designate an alternate Client ACA Liaison in the event the principal Client ACA Liaison is not available.

5.3. **Disclaimer.** NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN OR IN THE SCOPE OF SERVICES, CLIENT EXPRESSLY ACKNOWLEDGES THAT ADP IS NOT THE “ADMINISTRATOR” OR “PLAN ADMINISTRATOR” AS DEFINED IN SECTION 3(16)(A) OF ERISA AND SECTION 414(g) OF THE CODE, RESPECTIVELY, NOR IS ADP A “FIDUCIARY” WITHIN THE MEANING OF ERISA SECTION 3(21). ADP SHALL NOT EXERCISE ANY DISCRETIONARY AUTHORITY OR DISCRETIONARY CONTROL RESPECTING MANAGEMENT OF ANY BENEFIT PLANS SPONSORED OR OFFERED BY CLIENT. ADP HAS NO DISCRETIONARY AUTHORITY OR DISCRETIONARY RESPONSIBILITY IN THE ADMINISTRATION OF THE CLIENT’S BENEFIT PLAN(S). ADP EXPRESSLY DISCLAIMS ANY WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, NON-INTERUPTION OF USE, AND FREEDOM FROM PROGRAM ERRORS WITH RESPECT TO ESSENTIAL ACA, THE ADP APPLICATION PROGRAMS OR ANY THIRD-PARTY SOFTWARE DELIVERED BY ADP.

5.4. **Client Vendors.** Client will at its own cost make all necessary arrangements with its third party vendors to cause such vendors to send data to and receive data from ADP as required for ADP to provide Essential ACA. Client shall reimburse ADP for any costs ADP is required to bear in connection with or arising out of any such transmissions of data from and/or to such third party vendors.

6. **Onboarding Services (including ADP Workforce Now EI-9 Services).** The following additional terms and conditions apply to the ADP Workforce Now EI-9 Services (“WFN EI-9 Services”) that are part of ADP Workforce Now Onboarding Services.

6.1. **Use of Services.** In order to receive the WFN EI-9 Services, Client shall, and shall cause the members of the Client Group, to do the following:

6.1.1. Review the U.S. Citizenship and Immigration Services (“USCIS”) Form I-9, which is the employment eligibility verification form issued by the U.S. Department of Homeland Security (the “DHS”), including instructions in the form and the guidelines in the current USCIS Handbook for Employers: Instructions for Completing Form I-9 (M-274) (the “I-9 Handbook”), each of which is available on the USCIS website, currently located at http://www.uscis.gov/i-9central. Client certifies that it has reviewed the current USCIS Form I-9 and the I-9 Handbook and that it agrees to comply with the applicable policy and procedures set forth therein, and any future new or amended policies or procedures, as required by law. Client will ensure availability of the most recent version of the USCIS Form I-9 and the I-9 Handbook to all employees authorized to complete the USCIS Form I-9 on behalf of Client and/or its Affiliates.

6.1.2. Client is responsible for reviewing reports available to Client on the WFN EI-9 Services and for resolving (or causing the applicable employer to take action to resolve) missing or incomplete Forms I-9. This includes communicating with the employee in question and the submission or resubmission of the missing or incomplete Form I-9.

6.1.3. ADP executed a Memorandum of Understanding with the UDHS as the E-Verify employer agent. E-Verify is the DHS’s employment eligibility verification program which allows participating employers to electronically verify the employment eligibility of each newly hired employee and/or employee assigned to a covered federal contract. The following is required as it relates to the use of E-Verify through ADP and will apply only to the extent Client is using E-Verify through ADP.

6.1.3.1. Notify ADP of (i) the location(s) where Client elects to enroll; and (ii) whether the employer is a federal contractor or a federal, state or local government organization.

6.1.3.2. Execute a Memorandum of Understanding with the DHS and ADP (as its E-Verify employer agent), and comply with the terms and conditions set forth therein.

6.1.3.3. Review and comply with the policy and procedures contained in the E-Verify User Manual for Employers, and any superseding policy and procedures, available to Client on the WFN EI-9 Service.

6.1.3.4. To the extent the Client elects to have more than one company location participate in E-Verify, ensure all authorized users in each location have complied with all requirements of Section 6.1.2.

6.1.3.5. Ensure all of Client’s authorized users (i) complete the mandated E-Verify training course and any applicable update courses administered by ADP and (ii) pass a knowledge test with the required score.

6.1.3.6. Immediately notify ADP of any updates/changes to its E-Verify employer status (e.g., Client becomes a federal contractor or Client ceases being a federal contractor).

6.2. **Form I-9 Retention.** During the term of the Agreement, ADP will store electronic copies of Forms I-9 in the WFN EI-9 Services for a minimum of three years from the employee’s hire date or until one year after the employee ceases to be
employed by Client (or the applicable Affiliate), whichever is later (or as otherwise required by changes to federal regulations that come into effect hereafter). Upon termination or expiration of the Agreement, ADP shall use commercially reasonable methods to transfer all electronically stored Forms I-9 to Client in accordance with ADP's current security policies. Upon termination of the WFN EI-9 Services, Client shall be solely responsible for storage of copies of Forms I-9.
CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
SEPTEMBER 18, 2019 MEETING

SUBJECT: DISCUSSION & POSSIBLE ACTION TO UPDATE EASEMENT ACQUISITION POLICIES

STATUS: Action Item
REPORT DATE: September 18, 2019
PREPARED BY: Missy Pieri, Director of Engineering/District Engineer
Josh Nelson, Assistant General Counsel

OBJECTIVE:
Consider updates to the District’s easement acquisition policies.

BACKGROUND AND ANALYSIS:
This item is a follow-up to Board direction provided at the July 17, 2019 Board Meeting concerning proposed updates to the District’s easement acquisition policies. This process utilizes a right-of-way agent to assist in easement negotiations with property owners, when required. The updated process reflects best practices and recent practical realities. While the District has historically received the majority of its easements without cost, there have been some cases where payment is required to acquire such easements. Payment is generally warranted in cases where the easement devalues a property or does not provide a direct benefit to a customer. In addition, historically, in some cases the District constructed projects prior to receiving signatures on easement documents (i.e., to allow true-ups reflecting as-built conditions). In some recent situations, property owners or their agents initially agreed to grant easements. After the project was constructed, they refused to sign without additional compensation. To ensure the District follows fair and consistent protocol on easement acquisition, an update to the District’s easement policy is recommended.

As discussed at the July 17, 2019 Board Meeting, these modified procedures are not currently set forth in the District’s easement policy. The first portion of this item would be to amend Policy No. 5550 “Easements” to reflect the new easement process. The second item would delete Policy No. 5501A “CHWD Easement Form”. This policy is a standard easement form. While it is advisable to maintain template easements and other documents, it is not advisable to place these documents into formal policies. Doing so increases the time and procedural requirements to update the document to reflect best practices.

Lastly, staff recommends that the Board consider amending Policy No. 6500 “Purchasing and Procurement” to authorize the General Manager to acquire easements and other interests in real property of $20,000 or less. Currently, all property purchases require Board approval. This is inconsistent with the balance of Policy No. 6500 which provides limited and appropriate purchasing authority to staff. The initial valuation of the easement would be developed based on standard valuation methods. This amendment would provide staff with the authority to acquire low value easements and other property. This policy change also streamlines the delivery of the District’s capital improvement projects.
RECOMMENDATION:
3. Amend District Fiscal Management Policy No. 6500, Purchasing and Procurement, to authorize the General Manager to purchase easements and other interests in real property of $20,000 or less.

ATTACHMENTS:
1. District Operations Policy No. 5550, Easements
2. District Operations Policy No. 5501A, CHWD Easement Form (Policy to be Deleted)
3. District Fiscal Management Policy No. 6500, Purchasing and Procurement

ACTION:
Moved by Director _____________, Seconded by Director _____________, Carried ______________
ATTACHMENT 1
District Operations Policy No. 5550, Easements
5550.00 EASEMENTS

Water distribution and transmission facilities to be owned and maintained by Citrus Heights Water District shall be located in easements granted to and for the exclusive use of the District unless otherwise located within road rights-of-way or public utility easements (PUE) dedicated to the County or City.

5550.01 Granting of Easement

Facilities requiring easements shall be identified by the District Engineer in the project planning stages. A draft Grant of Easement document on the District's form shall be prepared by the project engineer and submitted for review prior to or concurrent with approval of the water distribution system plan. The signed Grant of Easement will be retained by the District subject to verification that the constructed facilities are contained within the described easement. Upon verification, the signed Grant of Easement shall be recorded at the County recorder's office. The draft document will be retained by the District subject to verification that the constructed facilities are contained within the described easement. Upon verification by the District that the facilities are properly located, submittal to the District of a final executed and notarized Grant of Easement document will be requested from the project engineer.

District easements shall be for the sole and exclusive use of the District.

5550.02 Acceptance of Easement

Acceptance by the District of any interest in an easement granted to the District shall be via a Certificate of Acceptance by the General Manager or designee who is given approval authority by the Board of Directors as stated in adoption of a Resolution No. 08-2018 (Accept Interests in Real Property on behalf of the District) of Acceptance by the Board of Directors or by the General Manager pursuant to delegated authority.

5550.03 Abandonment or Quitclaim of Easement

In the event it is determined by the District that it has no current or future interest in a District easement, said easement may be abandoned by execution of a Quitclaim Deed on behalf of the District. Abandonment of a District easement shall be by adoption of a Resolution by the Board of Directors and execution of a Quitclaim Deed by the Board President.
5550.04  **Easement Encroachment**

The District, by virtue of its ownership of water transmission and distribution facilities in public utility easements (PUE) and District easements, has the right to unimpeded access to its facilities for construction, reconstruction, operations, and maintenances purposes. The District has the right to expect that no structure or obstruction be placed within the easement in such a location as to hinder the District’s access to its easement and/or facility. In the event that an obstruction must be removed in order for the District’s employees to gain access to District facilities within an easement, the District shall not be obligated to replace or relocate said obstruction. Furthermore, the District reserves the right to seek reimbursement from the responsible property owner for costs associated with District removal of said obstruction.

5550.05  **Recording of Easements and Quitclaim Documents**

Upon acceptance of an easement granted to the District, said document shall be forwarded by the District to the County Recorder’s Office for recording. The original recorded District easement document shall be returned to and retained by the District. Upon approval and execution of a Quitclaim Deed on behalf of the District, said document shall be forwarded by the District to the County Recorder’s Office for recording. Upon District return receipt of the recorded Quitclaim Deed, the District shall retain a copy for its files and forward the original to the party to whom the easement was quitclaimed.

5550.06  **Storage of Easements and Quitclaim Deeds**

The original recorded District Easement documents and copies of the Quitclaim Deeds shall be stored per the District’s Records Retention Schedule Policy No. 5700A in the District’s administrative office vault. Copies of the documents may also be attached or included with any applicable project construction documentation.

5550.07  **Mapping of Easements and Quitclaim Deeds**

A general District map shall be prepared and maintained showing the location of District easements.

5550.08  **Easement Database**

The District’s assessor’s parcel information database shall denote the existence and recording data for District easements on a parcel by parcel basis.
ATTACHMENT 2
Easement Form Policy No. 5501A
(Policy to be Deleted)
GRANT OF EASEMENT
TO
CITRUS HEIGHTS WATER DISTRICT

(Name of Grantor), for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, a right-of-way and easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress therefrom for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the County of Sacramento, State of California particularly described as follows:

Insert Legal Description or Exhibit References Here

Any use of this easement by the Grantor or by the Grantor’s assignees or successors in interest which is not compatible or interferes with the construction, reconstruction, operation, maintenance or repair of the water pipelines and appurtenances shall not be allowed. Each proposed use by the Grantor shall be reviewed and approved in writing by the District prior to the construction or use of the easement by the Grantor. The Grantor at the Grantor’s sole expense shall remove in a timely manner any use not approved by the District. The Grantor further understands, agrees and acknowledges by execution of this document, that any use approved by the District shall not in any way limit the District’s rights granted herein. Even if the District has approved the use, the District retains the right to remove any or all part of the approved use to allow the District to use the easement at any time pursuant to the District’s rights granted herein. The District shall be liable for no cost for removal or replacement. Following the exercise of any use by the District, the cost of replacement of any approved use shall be borne at the sole expense of the Grantor.

In witness thereof, Grantors have hereunto subscribed their names this _______ day of _______, ______.

_____________________________
ATTACHMENT 3
District Fiscal Management Policy No. 6500,
Purchasing and Procurement
INTRODUCTION

The District has a responsibility to acquire the best value in supplies, materials, equipment, operating and maintenance services, consultant services, and public works projects from various suppliers, contractors, and consultants.

This policies and procedures section is to provide guidance and instructions to employees involved in the purchasing and procurement process.

OBJECTIVES OF PURCHASING AND PROCUREMENT POLICY

This Purchasing and Procurement Policy has been developed to achieve the following objectives:

- Standardize the procedures by which the District conducts business with its suppliers, contractors, and consultants.
- Ensure impartiality and competition in purchasing and procurement transactions whenever possible.
- Establish purchasing and procurement authorization procedures, delegation of authority, and accountability.
- Implement effective documentation, processing, accounting, reporting, and audit trail systems to support purchasing and procurement activities.
- Maximize effective use of the District’s financial and personnel resources.

PERSONNEL STANDARDS OF CONDUCT

All personnel engaging in purchasing and procurement activities on behalf of the District shall employ the following standard practices:

- Consider, first, the interests and needs of the District in all transactions.
- Carry out the established policies of the District.
- Buy without prejudice and seek to obtain the maximum value for each expenditure of public funds.
- Subscribe to and work for honesty and truth in purchasing and procurement, and denounce all forms of commercial bribery.
No District employee involved in purchasing shall maintain a financial interest or have any personal beneficial interest, directly or indirectly, in any contract or purchase of supplies, materials, equipment, services, or public works projects used by or furnished to the District.

6500.10 PURCHASING CATEGORIES

District purchases typically are within the following seven categories:

1. General Purchases
2. Consultant Services
3. Public Works Projects
4. Petty Cash Purchases
5. Emergency Purchases
6. Single Source Purchases
7. Real Property

When considering purchases or procurements in any categories except emergency purchases, the District’s current Operating Budget should be reviewed to assure compliance with anticipated expenditures and income.

6500.11 GENERAL PURCHASES

This category consists of the following general purchase classifications:

- Supplies including office and field supplies, fuels, etc.
- Material including water-works materials, trench backfill material, etc.
- Equipment including office equipment, vehicles, tools, etc.
- Software and other intangible goods.
- Operating and Maintenance Services including service contracts and agreements, equipment repairs, etc.
- Settling minor claims or potential claims against the District, including the payment of severance.

6500.12 CONSULTANT SERVICES

This category includes specialized professional services including, but not limited to, surveyors, engineers, architects, attorneys/legal counsel, auditors, management consultants, financial consultants, technical consultants, and short-term personal services of less than 30 days.

Individual members of the Board of Directors are authorized to directly consult with the District’s attorneys/legal counsel.

6500.13 PUBLIC WORKS PROJECTS

This category comprises expenditures for public works projects that are typically related to capital improvements by independent contractors to the District’s water distribution system, groundwater production facilities, and administrative/corporation yard facilities. Said
contractors are to be considered for selection when a specific improvement project exceeds the available personnel, equipment, and technical expertise of the District.

Payment of the prevailing wage for construction labor classifications as determined by the State of California is required of contractors providing public works project construction for the District.

A 10 percent bid security is required for sealed competitive bids.

6500.13 **PETTY CASH PURCHASES**

This category is composed of small, day-to-day, over-the-counter purchases made on behalf of the District using Petty Cash. A Petty Cash fund of not-to-exceed $500 shall be maintained and controlled by the District Treasurer.

6500.15 **EMERGENCY PURCHASES**

This category constitutes purchases required during times of duress when the requirements for competitive purchasing and procurement can be waived. In such cases where purchases are made outside of normal procedures, records must be maintained to indicate the vendor, types, quantities, and disposition of items purchased or services procured. If possible, informal or facsimile quotations should be obtained and documented. The General Manager or designee shall have the authority to issue purchase orders and make purchases/procurements during emergency conditions.

A report and full accounting of expenditures shall be provided to the Board of Directors whenever emergency purchases and procurements are made.

6500.16 **SINGLE-SOURCE PURCHASES**

This category makes allowances for the infrequent, but sometimes necessary, purchase from a supplier that is the only acceptable vendor able to furnish a certain product or service. Inasmuch as single-source purchases are an exception to competition, care must be exercised and consideration given to the following:

- Is there a lack of responsible competition for the product or service?
- Does the vendor possess exclusive and/or predominant capabilities?
- Is the product or service unique and easily established as one-of-a-kind?
- Would utilizing a single-source result in future operational or maintenance savings?
- Are there patented or proprietary rights that fully demonstrate a superior patented feature not obtainable from similar products, or a product or service available from only one source rather than dealers and retailers from which competition could be encouraged?
- Can the District’s requirements be modified so that competitive products or services may be used without sacrificing product quality and vendor responsiveness?

Further, in accordance with Public Contract Code Section 3400(c), the District may make a finding that is described in the invitation for bids or request for proposals that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:
• In order that a field test or experiment may be made to determine the product’s suitability for future use.

• In order to match other products in use on a particular public improvement either completed or in the course of completion.

• In order to obtain a necessary item that is only available from one source.

• In order to respond to an emergency declared by the District, but only if the declaration is approved by a unanimous vote of the Board.

• In order to respond to an emergency declared by the state, a state agency, or political subdivision of the state, but only if the facts setting forth the reasons for the finding of the emergency are contained in the public records of the District.

6500.17 REAL PROPERTY
This category includes: easements, fee title, and other interests in real property. Due to the individualized nature of real property, all purchases may be by negotiated purchase.

6500.20 PURCHASING LEVELS AND AUTHORITY
Below are tables listing the various purchasing categories and the authority for individual purchases:

<table>
<thead>
<tr>
<th>Category</th>
<th>General Manager</th>
<th>Board of Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td>General: Supplies, materials, equipment, O&amp;M services</td>
<td>$75,000 or less</td>
<td>Greater than $75,000</td>
</tr>
<tr>
<td>Consultant Services</td>
<td>$75,000 or less</td>
<td>Greater than $75,000</td>
</tr>
<tr>
<td>Public Works Projects</td>
<td>$175,000 or less</td>
<td>Greater than $175,000</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>Less than $500</td>
<td>None</td>
</tr>
<tr>
<td>Emergency Authority:</td>
<td>All amounts but General Manager shall notify Board of Directors at its next regular meeting</td>
<td></td>
</tr>
</tbody>
</table>
Procurement limits shall apply on a single project basis for services or purchase basis for materials. Multiple procurements from a single provider or purchaser shall be judged individually. However, splitting or separating of materials, supplies, services, and projects for the expressed purpose of evading the requirements of this Policy, is strictly prohibited.

6500.21 INFORMAL SOLICITATIONS

All purchases or contracts for materials, supplies, equipment and services will be based, whenever possible and practicable, on some form of competition. There may be exceptions to the competitive process for emergency conditions, supply or source limitations, or other circumstances with justifications for such waiver being documented prior to the acquisition. Moreover, quotations are not required for consultant services or single source procurements. The following guidelines shall be used for obtaining quotes or proposals:

<table>
<thead>
<tr>
<th>Quote Limits Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 – 5,000</td>
</tr>
<tr>
<td>At least one verbal or written quote</td>
</tr>
<tr>
<td>$5,000.01 – 40,000</td>
</tr>
<tr>
<td>At least two written quotes</td>
</tr>
<tr>
<td>$40,000.01 – 74,999.99</td>
</tr>
<tr>
<td>At least three written quotes</td>
</tr>
<tr>
<td>$75,000 +</td>
</tr>
<tr>
<td>Formal Quotations</td>
</tr>
</tbody>
</table>

Written quotes may be either hard-copy quotes received in the mail, via facsimile or via electronic transmission. Written quotes or the justification for not obtaining quotes shall be maintained in the project file.

Quotes may not be available for common items normally found in retail establishments (i.e., Home Depot, Lowe’s, etc.), unless in bulk or special order. The purchase of common consumer items is acceptable without a quote but a contractor’s discount should be sought if a business account is established.

6500.22 FORMAL QUOTATIONS

Formal solicitation procedures shall be required for procurements estimated to be greater than $75,000. The use of an online solicitation system is acceptable for formal solicitations, as well the receipt of formal solicitations (unless specifically stated otherwise within the solicitation documents). In addition, the notice to bid or request for proposal:

1. Shall, at a minimum, be advertised in one general circulation newspaper within the District’s geographic boundaries or advertised electronically on an appropriate
regional purchasing website.

2. Shall, whenever possible and practical, provide a minimum of fourteen (14) calendar days for response, unless otherwise required by the Public Contract Code.

3. Shall require the receipt of a minimum of two (2) competitive responses or more, when available.

Proposals and quotations may be publicly unsealed, and respective dollar amount(s) announced. Award details shall be made available following the award of a contract. The formal competitive solicitation process may be waived at the discretion of the Board of Directors or the General Manager for emergency purchases as permitted above. In addition, the formal competitive solicitation process shall not be required for consultant services unless otherwise required by law. Written responses to the notice to bid or request for proposal shall be maintained in the project file.

6500.23 PUBLIC WORKS BIDDING

The Irrigation District Law does not maintain competitive bidding for public works except in limited cases. In such cases or when required by law, the District shall utilize all competitive processes mandated by the Public Contract Code.

For other public works solicitations, the District shall utilize the process identified in Section 6500.22 for public works. In addition to such procedures, public work bids shall be publicly unsealed, and respective dollar amount(s) announced. The Board of Directors may waive public bidding for any public work in its discretion and subject to the limits of applicable law.

6500.25 COOPERATIVE PURCHASING

In lieu of conducting an informal or formal solicitation, the District may utilize cooperative and piggyback procurements that are based on competitive processes that are substantially consistent with the requirements of this Policy. Documentation of this finding and its basis shall be maintained in the project file.

6500.30 CHANGE ORDERS

A change order is required when work or services performed pursuant to a contract will exceed the approved original contract amount or changes in the scope of work are required. A written request for change order must be completed and approved, before a change order can be authorized. Board approval is required for any change order or amendment that exceeds ten percent of the initial contract amount. Subsequent change orders or amendments shall be aggregated so that Board approval is required once the total amount approved by change order or amendment exceeds ten percent of the initial contract amount. The Board may delegate additional authority for change orders or amendments when approving any contract.

6500.50 PURCHASING CYCLE
Regardless of the type of item or service being acquired, each transaction proceeds through the following nine distinct stages in varying degrees:

1. Assessment and determination of need
2. Research and/or development of specifications
3. Estimation of anticipated cost
4. Solicitation and evaluation of quotations, bids, or proposals
5. Selection and approval of purchase
6. Award of contract or order
7. Delivery and Inspection
8. Receipt of invoice, reconciliation with delivery ticket, verification of pricing by purchasing coordinator/agent
9. Payment

6500.80  PURCHASE ORDERS

Purchase orders may be necessary from time to time to facilitate purchase of required products or services. The District’s officers (Directors, Secretary, Assessor/Collector, and Treasurer), and the General Manager are authorized to execute purchase orders on behalf of the District.

6500.90  PURCHASING/PROCUREMENT AUTHORITY

Purchasing and procurement authority not heretofore specifically designated is hereby retained by the Board of Directors.

The General Manager, at his or her discretion, may delegate purchasing authority to staff. Such delegation shall be in writing.

6500.100  PROJECT FILE

The General Manager or designee shall maintain a project for each purchase. The project may be maintained electronically or in hard copy consistent with applicable law and the District’s retention policy.
CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
SEPTEMBER 18, 2019 MEETING

SUBJECT: PROPOSED 2020 BUDGETS AND WATER RATE SCHEDULE
STATUS: Discussion Item
REPORT DATE: September 10, 2019
PREPARED BY: Susan K. Talwar, Director of Finance and Administrative Services
Hilary M. Straus, General Manager

OBJECTIVE:
Review and discuss the draft Operating and Capital Improvement Budgets and funding options for 2020.

SUMMARY:
Presented for consideration are the following recommendations:

- A 2020 Operating Budget of $13.63 million, representing an overall increase of about $630,000, or 4.33% above 2019 authorized budget levels. A significant portion of the expense items implement Strategic Planning items identified by the Board as priorities for 2020. This proposed budget will require additional funding as described below.

- A 2020 Capital Improvement Budget request of $4.4 million in 2020 projects, with another $2.4 million in projects carried over from prior years. Many of the proposed projects were reviewed with the Board at the 2020 Strategic Planning Session on June 4, 2019. The remaining projects proposed implement the 1999 Capital Improvement Program Mater Plan and/or are based on a staff evaluation of capital needs. The total 2020 Capital Improvement Budget is $6.8 million.

- Proposed 2020 Water Rate Adjustment options, which are modeled through CHWD’s new Financial Plan (budget forecast/cash flow model).

BACKGROUND AND ANALYSIS:
Based upon the goals and objectives identified by the Board at the Strategic Planning Session on June 4, 2019, staff has updated the Financial Model and prepared the proposed 2020 Operating and Capital Improvement Budgets. At the August 21, 2019 Board meeting, staff conducted a study session on the complete rebuild of the Financial Model, which includes a rate recalibration component (discussed in more detail below).

Staff will provide a presentation concerning projected Operating and Capital expenses for the coming year. The presentation will highlight key programs and projects planned for 2020 and rate/funding options. At the September 18th Board meeting, staff will seek direction regarding the proposed budget and funding plan for 2020. As an additional option, the Board may identify a refined set of options for staff to bring back at a Special meeting on September 23, 2019 (in time for the District to issue a Proposition 218-compliant public notice in advance of the Public Hearing for the budget on November 25, 2019).
Key issues the proposed 2020 budget addresses are as follows:

- **Economic activity.** The continued upswing in building and economic activity in the area has a spillover effect on workload in various areas of District operations. Increased building/development activity has resulted in significantly increased Underground Service Alert (USA) markings and field inspections to ensure proper installation and protection of new and existing District facilities. Also with continued elevated regional building activity, the District has seen the effect of higher bids/unit costs for capital projects, as seen in the rising engineering cost index.

- **Water Supply Cost with San Juan Wholesale District.** In June 2019, the SJWD Board of Directors adopted a 9% Wholesale Water Rate increase. Based upon SJWD’s financial plan, reported capital funding totaling about $64.6 million, and anticipated future annual rate increases, it is recommended that a separate resolution be enacted to pass-through SJWD rate increases during the next 5 years. SJWD’s surface water costs comprise of about 15% of CHWD’s total budgeted expense, a significant operating expense. This measure will prevent SJWD rate increases from eroding CHWD’s financial base.

- **Addition of Water Distribution Operator (WDO).** The proposed budget reflects the addition of one Water Distribution Operator to ensure a minimum crew staffing level to enhance safety and efficiency, and to address vacations, sick-relief, planned outages for training and peak workload. Using temporary staffing as fill-in staff has been challenging because State certifications are required to complete repairs and maintenance of the District’s water distribution system.

- **Rate Recalibration.** As noted in the August 21st study session on the new Financial Plan, the rate composition (i.e., fixed versus variable charge) needs to be updated. Currently, the fixed portion of the charge is 65% the variable portion of the charge is 35%. The current inventory of meters requires an update of the cost allocation needed to generate the fixed and variable portions of the rate. The new Financial Model includes this rate recalibration.

- **Funding for Water Supply and Water Meter Replacement Reserves.** Several, but not all, of the rate options presented below include funding for these reserves.

**Operating and Capital Budget Overview**

Highlights of the 2020 expenditure plan include:

1) CHWD continues to focus in 2020 on advanced planning for infrastructure and programs and other Strategic Planning activities. For example, the Operating budget includes funding for implementation of Project 2030 – Water Main Replacements, Water Meter Replacement Program Study, Aquifer Storage Recovery (ASR) feasibility Study, District-wide easements and annexations, and similar planning activities.

2) Key capital projects proposed for 2020 are highlighted below. These projects proposed implement the 1999 Capital Improvement Program Mater Plan and/or are based on a staff
evaluation of capital needs. Project delivery capacity is leveraged by the use of consultants/contractors on a project-specific basis.

3) A decline in consumption has contributed to a flattening out of revenue between 2018 and 2019. However, costs continue to increase as described in this staff report. The level of transfers to Reserves in 2020 will be determined by the revenue option selected by the Board as outlined below.

Key 2020 proposed expenditures for Operating and Capital budgets are summarized below.

Operating Budget (Attachment 1): $13.63 million, increase of 4.33%, or $630,000 from the 2019 budget.

- $3,122,550 portion of the total budget is the projected cost of treated water from San Juan Water District. The costs include the wholesale water rate increase of 9% as described above and a decrease of projected water use, estimated to be 12,000 AF as compared to 12,500 AF in 2019.

- $2.04 million in support services, including many Strategic Planning and Special Project items, such as public education/outreach (including Project 2030 – Water Main Replacements, Centennial recognition/rebranding, website redesign); completion of Water Meter Replacement Program study; ASR study; acquisition of easements; organizational development/training/certifications; annexations; and water supply agreement updates.

- $35,000 for 2020 election expense.

- $5,000 for Community Partnerships. This new budget item is proposed for 2020 in recognition of CHWD’s continuing commitment to community stewardship. Staff anticipates presenting to the Board new guidelines concerning the distribution of these dollars for community benefit purposes.

- $416,000 increase in Salary and Benefits, which includes: Accelerated payoffs of the CalPERS pension Unfunded Actuarial Liability (UAL) and the Other Post-Employment Benefits (OPEB) UAL; 11% increase in the CalPERS employer contribution rate (due to factors such as the lowering of the assumed rate of return on CalPERS’ portfolio); 11% increase in Health Insurance; 4.5%, for merit and cost of living adjustments; and, 1.35% increase is attributable to the addition of the proposed Water Distribution Operator position (WDO position request is contingent upon the Board enacting a threshold funding option as described below).

Approximately $450,000 in salary and benefit costs are allocated to the Capital Improvement Budget to account for staff time spent in the planning, design, construction and inspection of capital projects by District employees.

Capital Improvement Program Budget (Attachment 2): A 2020 Capital Improvement Budget of $4.4 million in 2020 projects, plus another $2.4 million in projects carried over from prior years, totaling
$6.8 million, is proposed.

Project highlights include:

- Electronic Document Record Management System (EDRMS) implementation for $250,000.
- Replacement, upgrades and new fire hydrants for $160,000.
- Six water main replacements or installation projects, scheduled to start design in 2020 with a projected cost of $195,076 and construction completion targeted for 2021.
- Operations equipment replacements and new equipment totaling $380,000.
- Groundwater Well Capital Projects, funded through the Water Supply Reserve totaling $832,000;
  - Continued property acquisition carryover of $116,739
  - Design of Well No. 7, $563,500
  - Groundwater Well Improvements, $150,000

Designated Reserves Transfers (Attachment 3):

The proposed 2020 budget meets all District policy targets at the 4.9% rate adjustment level option or as noted below.

**Figure 1**

<table>
<thead>
<tr>
<th>Rate Option</th>
<th>Transfers to Reserves</th>
<th>Meets Min Policy Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>Will Not Fund Water Supply &amp; Water Meter Reserves</td>
<td>No</td>
</tr>
<tr>
<td>2.21%</td>
<td>Will Not Fund Water Supply &amp; Water Meter Reserves</td>
<td>No</td>
</tr>
<tr>
<td>4.9%</td>
<td>Will Not Fund Water Supply &amp; Water Meter Reserves</td>
<td>Yes</td>
</tr>
<tr>
<td>6.9%</td>
<td>Water Supply Reserve - $475,000</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Water Meter Reserve - $0</td>
<td></td>
</tr>
<tr>
<td>7.45%</td>
<td>Water Supply Reserve - $550,000</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Water Meter Reserve - $0</td>
<td></td>
</tr>
<tr>
<td>8.9%</td>
<td>Water Supply Reserve - $720,000</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Water Meter Reserve - $50,000</td>
<td></td>
</tr>
<tr>
<td>Rate Option</td>
<td>Transfers to Reserves</td>
<td>Meets Min Policy Target</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>11.9%</td>
<td>Water Supply Reserve - $1 million Water Meter Reserve - $200,000</td>
<td>Yes</td>
</tr>
<tr>
<td>13.9%</td>
<td>Water Supply Reserve - $1 million Water Meter Reserve - $500,000</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Total Operating, Capital and Designated Reserves Transfers Budgets for 2020:**

Total Funding Requirements for 2020 Budgets:

**Figure 2**

<table>
<thead>
<tr>
<th>Rate Option</th>
<th>Average Monthly Bill Adjustment</th>
<th>Avg Monthly Bill</th>
<th>Operating Budget</th>
<th>CIP Budget</th>
<th>Transfers to Reserves</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>($0.15)</td>
<td>$60.44</td>
<td>$13 million*</td>
<td>$5.15 million</td>
<td>$0</td>
<td>$18.15 million</td>
</tr>
<tr>
<td>2.21%</td>
<td>$1.21</td>
<td>$60.29</td>
<td>$13 million*</td>
<td>$5.55 million</td>
<td>$0</td>
<td>$18.55 million</td>
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<tr>
<td>4.9%</td>
<td>$2.61</td>
<td>$63.05</td>
<td>$13.63 million</td>
<td>$5.75 million</td>
<td>$0</td>
<td>$19.38 million</td>
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<td>6.9%</td>
<td>$3.95</td>
<td>$64.39</td>
<td>$13.63 million</td>
<td>$5.75 million</td>
<td>$475,000</td>
<td>$19.855 million</td>
</tr>
<tr>
<td>7.45%</td>
<td>$4.35</td>
<td>$64.79</td>
<td>$13.63 million</td>
<td>$5.75 million</td>
<td>$550,000</td>
<td>$19.93 million</td>
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<tr>
<td>8.9%</td>
<td>$5.08</td>
<td>$65.52</td>
<td>$13.63 million</td>
<td>$5.75 million</td>
<td>$770,000</td>
<td>$20.15 million</td>
</tr>
<tr>
<td>11.9%</td>
<td>$6.81</td>
<td>$67.25</td>
<td>$13.63 million</td>
<td>$5.75 million</td>
<td>$1.2 million</td>
<td>$20.58 million</td>
</tr>
<tr>
<td>13.9%</td>
<td>$8.14</td>
<td>$68.58</td>
<td>$13.63 million</td>
<td>$5.75 million</td>
<td>$1.5 million</td>
<td>$20.88 million</td>
</tr>
</tbody>
</table>

*Does not include WDO position
**Water Rates and Charges Overview**

Finance staff has analyzed District funding requirements in the short and medium term, and prepared a budget and rate options for Board consideration based upon the following factors: 1) rebuild of the District’s Financial Model; 2) direction from the Board through the Strategic Planning process; and 3) staff input based upon operational and capital needs. The proposed rate options and their impacts are described in Figures 1 and 2 above for Board consideration.

**Proposition 218 Notification**

The District must provide written notification of proposed water rate adjustments to all property owners within the District in accordance with the requirements of Proposition 218. The notification must be received a minimum of 45 days in advance of the public hearing where the rate adjustments are to be considered. If the Board of Directors elects to consider an increase in water service charges or usage charges for 2020 and/or a five year SJWD water rate pass-through, the District must prepare and mail a Proposition 218 notification no later than October 10, 2019 to meet the notification requirement for a public hearing at the Board’s anticipated November 25, 2019 Special Meeting for the proposed 2020 CHWD Budget.

Miscellaneous charges and fees that apply to specific services provided by the District, such as plan check and inspection charges, service installation charges and capacity fees, are not subject to Proposition 218 notification requirements. The proposed fee schedule will be presented at the October 16, 2019 Board meeting for review, discussion and possible action at the November 25, 2019 Public Hearing.

**Public Information and Public Engagement Program for the 2020 Budget**

At the August 21st Financial Model Study Session, staff highlighted CHWD’s public education/outreach strategy to help inform customers concerning key issues facing the District (e.g., increasing costs from San Juan Water District, aging infrastructure that is in need of replacement, and the importance for the District to continue its groundwater well development program). This outreach effort will occur in conjunction with the budget and rate adoption process.

Key messages and themes include: 1) With the proposed rate adjustment, Citrus Heights Water District will maintain water rates significantly below the Sacramento regional average water rate for a family of four; 2) the rate increase is important to ensure that the District is able to replace aging infrastructure; 3) the ability to replace aging infrastructure, and to expand the District’s access to groundwater by developing wells is vital to ensuring long term reliability of supply at relatively low cost to the customer; 4) the District maintains a low cost structure in terms of on-going operational expenses, and the rate increase will enable the District to replace infrastructure and expand its groundwater supply at lower cost in “today’s” versus “tomorrow’s” dollars; 5) the District prides itself on operating in an open and transparent manner and will be available at multiple venues to discuss the rate increase; and 6) the rate increase will enable the District to continue to plan for the future, and prevent sliding into a “reactive mode” of operating and providing service to customers.

Key channels for educating and engaging customers include: the Proposition 218 Notice; a Hand-
out/Mailer; budget and funding information at CHWD’s website; in-person meetings with stakeholder audiences; “road show” PowerPoint provided by key staff (General Manager, Director of Engineering, Director of Operations and Director of Finance and Administrative Services) to the City’s neighborhood associations, service organizations (e.g., Rotary, Kiwanis & Soroptimist), the Orangevale community; and use of the District’s Facebook page. The District is also exploring other social media platforms.

These activities will take place in the time leading up to the Board’s consideration of adopting the 2020 budget and funding program on November 25, 2019.

RECOMMENDATION:

1. Review and discuss the proposed Operating (Attachment 1) and Capital Improvement (Attachment 2) Budgets, Funds and Reserves Transfers (Attachment 3) and Water Rate Schedule for 2020 (Attachment 4), and receive public comment.

2. Provide direction to staff on the draft budget and water rate schedule for 2020.

ATTACHMENTS:

1. 2020 Proposed Operating Budget Summary
2. 2020 Proposed Capital Improvement Budget Summary
3. 2020 Proposed Funds and Reserves Transfers
4. 2020 Proposed Water Rate Schedule
ATTACHMENT 1
2020 Proposed Operating Budget Summary
## CITRUS HEIGHTS WATER DISTRICT
### 2020 OPERATING BUDGET SUMMARY

<table>
<thead>
<tr>
<th>Title</th>
<th>2018 Budget (Adopted)</th>
<th>2018 Actual</th>
<th>2019 Budget (Adopted)</th>
<th>2019 Projected</th>
<th>2020 Budget (Proposed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP Debt - Current</td>
<td>585,000</td>
<td>585,000</td>
<td>610,000</td>
<td>610,000</td>
<td>635,000</td>
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<tr>
<td>Purchased Water</td>
<td>3,080,306</td>
<td>2,872,679</td>
<td>3,444,647</td>
<td>3,200,000</td>
<td>3,122,550</td>
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<tr>
<td>Labor Taxes</td>
<td>248,315</td>
<td>246,043</td>
<td>273,184</td>
<td>252,980</td>
<td>293,282</td>
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<td>Labor Workers Comp</td>
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<td>62,130</td>
<td>80,900</td>
<td>84,174</td>
<td>91,500</td>
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<td>Labor External</td>
<td>115,700</td>
<td>83,192</td>
<td>108,740</td>
<td>114,025</td>
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<tr>
<td>Benefits Med/Den/Vis</td>
<td>465,756</td>
<td>529,003</td>
<td>584,668</td>
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<td>650,000</td>
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<td>Benefits LTD/Life/EAP</td>
<td>45,158</td>
<td>39,565</td>
<td>57,175</td>
<td>49,856</td>
<td>151,004</td>
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<td>Benefits CalPERS</td>
<td>243,172</td>
<td>279,311</td>
<td>329,925</td>
<td>282,960</td>
<td>366,763</td>
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<tr>
<td>Benefits Other</td>
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<td>27,350</td>
<td>30,350</td>
<td>24,730</td>
<td>31,000</td>
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<tr>
<td>Benefit Retiree Expenses</td>
<td>50,533</td>
<td>109,545</td>
<td>52,554</td>
<td>47,125</td>
<td>54,656</td>
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<tr>
<td>Benefit Unemployment Insurance</td>
<td>8,400</td>
<td>6,911</td>
<td>9,240</td>
<td>7,848</td>
<td>9,240</td>
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<td>Benefit UAL Pension</td>
<td>433,569</td>
<td>111,305</td>
<td>389,055</td>
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<td>380,566</td>
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<td>Benefit UAL OPEB</td>
<td>102,000</td>
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<td>82,400</td>
<td>164,800</td>
<td>104,872</td>
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<td>Capitalized Labor &amp; Benefits Contra</td>
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<td>(456,426)</td>
<td>(550,000)</td>
<td>(449,837)</td>
<td>(500,000)</td>
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<td>(417,612)</td>
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Total: 12,156,588 10,261,444 13,071,059 11,449,967 13,636,872
## CITRUS HEIGHTS WATER DISTRICT
### 2020 CAPITAL PROJECTS BUDGET - SUMMARY BY PROJECT

#### Proposed Sept 18, 2019

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<td>Blossom Hill Way 6&quot; x 10&quot; Interconnection w/ RV</td>
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<td>Crestmont Avenue 6&quot; Interconnection w/ RV</td>
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<td>C16-134</td>
<td>Auburn Blvd - Rusch Park to Placer County Line</td>
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<td>9,391</td>
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<td>C17-104</td>
<td>Groundwater Well Property Acquisition (# 7, 8, 9 &amp; 10)</td>
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<td>Cologne Way</td>
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<td>Robie Way 8&quot; Main Replacement Project</td>
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<td>C19-104</td>
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<td>291,439</td>
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<td>C19-105</td>
<td>Whyte Avenue and Langley Avenue Water Main Replacement Project</td>
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<td>742,655</td>
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<td>C19-106</td>
<td>Wells Avenue B-inch (San Juan to Wells)</td>
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<td>Rowan Way 8&quot; &amp; 6&quot; Water Main at Grady Drive</td>
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<td>C20-013</td>
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<td>C20-014</td>
<td>Annual Fire Hydrants - Repl, Upgrades, Infill, New</td>
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<td>C20</td>
<td>Fair Oaks Boulevard</td>
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<td>Langley Avenue and Chance Drive</td>
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<td>Marsala Court</td>
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<td>Skycrest School</td>
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<td>Wisconsin Drive</td>
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<td>Plans, Specifications, &amp; Estimate for Preferred Alt - Corp Yard</td>
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**Totals**

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<td>2020 Proposed Expense</td>
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<td>2021 Projected Expense (Forecast)</td>
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<td>Proposed Project Budget through 2020</td>
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**Prior Years Carry-Over Capital Project Total**

**Prior Years Projects Amendment Approval/(Savings)**

**2020 New Annual Capital Project Total**

**2020 New Capital Project Total**

**2020 Capital Project Total Budget Request**

**Total CIP Budget**

1 Prior Year Annual Projects are included for comparison purposes only as Annual Projects are completed on an annual basis.
ATTACHMENT 3
2020 Proposed Funds and Reserves Transfers
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<th>Reserves Transfers</th>
<th>Rate Stabilization Reserve</th>
<th>Employment Related Benefits Reserve</th>
<th>Water Efficiency Reserve</th>
<th>Water Supply Reserve</th>
<th>Water Meter Replacement Reserve</th>
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<td>2020 Proposed</td>
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<td>13.90%</td>
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## CITRUS HEIGHTS WATER DISTRICT
### WATER RATES, FEES AND CHARGES EFFECTIVE 2020
**Proposed -- September 18, 2019**

### Charges for Metered Rate Customer Accounts

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<tbody>
<tr>
<td>Service Charge, Domestic, Commercial &amp; Irrigation Meters</td>
<td>bi-monthly, per meter</td>
<td>Recalibration</td>
<td>SJWD Pass-through 2.21%</td>
<td>Meet Policy Target 4.90%</td>
<td>Meets Target &amp; WS Reserve 6.90%</td>
<td>Meets Target &amp; WS Reserve 7.45%</td>
<td>Meets Target &amp; WS Reserve 8.90%</td>
<td>Meets Target &amp; WS Reserve 11.90%</td>
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<td>¼-inch meter</td>
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<td>1-inch meter</td>
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<td>1½-inch meter</td>
<td>$185.37</td>
<td>$174.07</td>
<td>$176.29</td>
<td>$181.86</td>
<td>$185.98</td>
<td>$187.09</td>
<td>$190.09</td>
<td>$196.35</td>
<td>$200.46</td>
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<tr>
<td>2-inch meter</td>
<td>$292.58</td>
<td>$340.23</td>
<td>$342.45</td>
<td>$354.19</td>
<td>$362.87</td>
<td>$365.22</td>
<td>$371.54</td>
<td>$384.74</td>
<td>$393.41</td>
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<tr>
<td>3-inch meter</td>
<td>$578.47</td>
<td>$585.09</td>
<td>$587.31</td>
<td>$608.15</td>
<td>$623.55</td>
<td>$627.72</td>
<td>$638.94</td>
<td>$662.36</td>
<td>$677.75</td>
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<tr>
<td>Service Charge, Combination Meters</td>
<td>bi-monthly, per meter</td>
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<tr>
<td>Low flow bypass meter</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>4-inch meter</td>
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<td>$190.09</td>
<td>$196.35</td>
<td>$200.46</td>
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<tr>
<td>6-inch meter</td>
<td>$292.58</td>
<td>$340.23</td>
<td>$342.45</td>
<td>$354.19</td>
<td>$362.87</td>
<td>$365.22</td>
<td>$371.54</td>
<td>$384.74</td>
<td>$393.41</td>
<td></td>
</tr>
<tr>
<td>8-inch meter</td>
<td>$578.47</td>
<td>$585.09</td>
<td>$587.31</td>
<td>$608.15</td>
<td>$623.55</td>
<td>$627.72</td>
<td>$638.94</td>
<td>$662.36</td>
<td>$677.75</td>
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<tr>
<td>10-inch meter</td>
<td>$1,409.27</td>
<td>$1,870.60</td>
<td>$1,872.82</td>
<td>$1,941.44</td>
<td>$1,992.12</td>
<td>$2,005.84</td>
<td>$2,042.79</td>
<td>$2,119.86</td>
<td>$2,170.53</td>
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### Other Service Charges

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</thead>
<tbody>
<tr>
<td>Service Charge, Construction Meters</td>
<td>bi-monthly, per meter</td>
<td></td>
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<tr>
<td>2½-inch and 3-inch meters</td>
<td>$292.58</td>
<td>$340.23</td>
<td>$342.45</td>
<td>$354.19</td>
<td>$362.87</td>
<td>$365.22</td>
<td>$371.54</td>
<td>$384.74</td>
<td>$393.41</td>
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<tr>
<td>Service Charge, North Ridge Country Club Meter (multiplier = 3.00, not annexed)</td>
<td>bi-monthly, per meter</td>
<td>$234.55</td>
<td>$233.64</td>
<td>$240.30</td>
<td>$246.27</td>
<td>$250.71</td>
<td>$251.91</td>
<td>$255.12</td>
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<tr>
<td>Service Charge, Mount Vernon Memorial Park (multiplier = 2.31, based upon property annexed)</td>
<td>low flow bypass meter</td>
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<td></td>
</tr>
<tr>
<td>8-inch Combination meter</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>8-inch Combination meter</td>
<td>bi-monthly, per meter</td>
<td>$1,336.27</td>
<td>$1,351.56</td>
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</table>

### Usage Charges for Water Consumed

1 unit = 100 cubic feet = 748 gallons

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</thead>
<tbody>
<tr>
<td>Domestic, Commercial, Irrigation, Combination</td>
<td>per unit</td>
<td>$1.0674</td>
<td>$1.0674</td>
<td>$1.0800</td>
<td>$1.1000</td>
<td>$1.1300</td>
<td>$1.1400</td>
<td>$1.1500</td>
<td>$1.1800</td>
<td>$1.2100</td>
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<tr>
<td>Construction Meters</td>
<td>per unit, for all units bi-month</td>
<td>$3.2012</td>
<td>$3.2022</td>
<td>$3.2400</td>
<td>$3.3000</td>
<td>$3.3900</td>
<td>$3.9000</td>
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<tr>
<td>North Ridge Country Club Meter</td>
<td>per unit, for all units bi-month</td>
<td>$3.1920</td>
<td>$3.2022</td>
<td>$3.2400</td>
<td>$3.3000</td>
<td>$3.3900</td>
<td>$3.9000</td>
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<td>$0.0000</td>
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<tr>
<td>Mount Vernon Memorial Park (2.31 multiplier)</td>
<td>per unit, for all units bi-month</td>
<td>$2.4570</td>
<td>$2.4657</td>
<td>$2.4948</td>
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### Unannexed property (surplus water only)

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</table>