

## REGULAR BOARD MEETING AGENDA

5:30 PM Wednesday August 28, 2024  
UPUD Headquarters | 339 Main Street, Murphys, CA 95247

### OUR MISSION

*Union Public Utility District is dedicated to protecting, enhancing, and developing our water resources to the highest beneficial use for our customers, while maintaining cost-conscious, reliable service and providing gainful employment through responsible management.*

**Board Chambers are open to the public and the following alternative is available to members of the public who wish to participate in the meeting virtually:**

### Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 231 098 604 416

Passcode: fgRMdM

[Download Teams](#) | [Join on the web](#)

### Or call in (audio only)

[+1 209-729-7215,,484999377#](tel:+12097297215484999377)

Phone Conference ID: 484 999 377#

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-728-3651. Notification in advance of the meeting will enable UPUD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at UPUD for review by the public.

## ORDER OF BUSINESS

### CALL TO ORDER/THE PLEDGE OF ALLEGIANCE

**1. ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. PUBLIC COMMENT:**

(LIMIT 5 MINUTES PER PERSON) Members of the public may address the Board on items not agendized. The public is encouraged to contact the General Manager or Board of Directors for consideration of items to be placed on the agenda. No action will be taken by the Board unless an item is agendized.

**4. CONSENT AGENDA:**

Consent agenda items are expected to be routine and non-controversial. They will be acted upon by the Board at a time, without discussion. Any board member, staff member or interested party may request removal of an item from the consent agenda for later discussion.

- a. Approval of Minutes: June 26, 2024 – Regular Meeting
- b. Approval of Minutes: June 13, 2024 – Special JPA Meeting
- c. Expenditures - May, 2024, June 2024, July 2024
- d. Fund Balance Report – June 2024, July 2024
- e. Balance Sheet & Income Statement – June 2024, July 2024
- f. YTD Budget to Actuals – June 2024, July 2024
- g. Legal Fees Year-to-Date Review

**5. OLD BUSINESS:** None

**6. NEW BUSINESS**

- a. Discussion/Direction Regarding Analysis of Potential Long-Term Loan  
(Jeffrey Land, Oppenheimer & Co. Inc)
- b. Discussion/Action Regarding District Policy Updates **RES 2024-017**  
(Jenna Mayo, Board Clerk)
- c. Discussion/Action Regarding Termination of CalPERS Health Benefits **RES 2024-018**  
(Jenna Mayo, Board Clerk)
- d. Discussion/Action Regarding Reimbursement Resolution **RES 2024-019**  
(Jessica Self, General Manager)
- e. CCWD and Hydropower Development on the North Fork Stanislaus River  
(Michael Minkler and Kelly Gerkenmeyer, Calaveras County Water District)

- f. Discussion/Direction Regarding Draft Financial Analysis for Proposition 218 (Jeremy Tamargo, NBS)

**7. UPDATES**

- a. Discussion/Potential Direction Regarding Utica Water & Power Authority

**8. REPORTS**

- a. General Manager

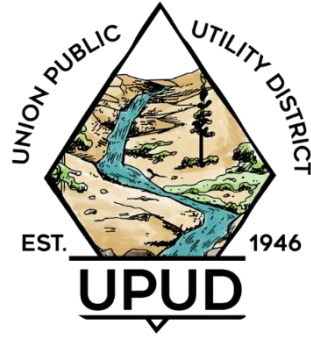
**9. DIRECTORS COMMENTS**

**10. CLOSED SESSION: None**

**11. NEXT BOARD MEETINGS & EVENTS**

- Wednesday, September 25, 2024 at 5:30 PM - Regular Meeting
- Wednesday, October 23, 2024 at 5:30 PM - Regular Meeting
- Wednesday, November 27, 2024 at 5:30 PM - Regular Meeting

**12. ADJOURNMENT**



## MINUTES

### UNION PUBLIC UTILITY DISTRICT REGULAR BOARD MEETING

June 26, 2024

Directors Present: Eric Bottomley, President  
Greg Rasmussen, Vice-President  
Tom Quincy, Secretary  
Bruce Tallakson, Treasurer  
Ralph Chick, Director

Directors Absent: None

Staff Present: Jessica Self, General Manager  
Jenna Mayo, Administrative Analyst/Board Clerk

Others Present: Frank Splendorio, Best, Best & Krieger LLP  
Matt Ospital, Weber Ghio  
Joel Metzger, UWPA General Manager  
Public at Large

## ORDER OF BUSINESS

### CALL TO ORDER & THE PLEDGE OF ALLEGIANCE

#### 1. ROLL CALL

President Bottomley called the Regular Board Meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

#### 2. APPROVAL OF AGENDA

Motion: Director Chick  
Second: Director Quincy

Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE THE AGENDA AS PRESENTED.

**3. PUBLIC COMMENT:**

No Public Comment.

**4. CONSENT AGENDA:**

- a. Approval of Minutes: May 22, 2024 – Regular Meeting
- b. Expenditures - May 2024
- c. Fund Balance Report – May 2024
- d. Balance Sheet & Income Statement – May 2024
- e. YTD Budget to Actuals – May 2024
- f. Legal Fees Year-to-Date Review

Motion: Director Rasmussen  
Second: Director Chick  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED WITH THE POSTPONEMENT OF ITEM 4 B, AND ITEM 4 F TO BE PULLED FOR DISCUSSION AND REVIEW.

Director Tallakson pointed out that three legal issues have brought the legal fees to \$131,335.82 since January, 2023. These include \$81,226.80 for Hatfield versus UPUD, \$20,451.68 for Glanville versus UPUD, and \$29,657.34 for the Water Rate Initiative.

Motion: Director Rasmussen  
Second: Director Chick  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None

Abstained: None

MINUTE ENTRY. MOTION TO APPROVE ITEM 4 F AS PRESENTED.

**5. OLD BUSINESS: NONE**

**6. NEW BUSINESS**

- a. Discussion/Action Regarding Updated FY25 – FY35 CIP  
(Matt Ospital, Weber Ghio)

Motion: Director Tallakson  
Second: Director Chick  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE ITEM 4 A AS PRESENTED.

- b. Discussion/Action Regarding Adoption of Legal Services Agreement for  
UPUD General Counsel: Frank A. Splendorio: Best, Best & Krieger LLP  
(Jessica Self, General Manager)

Motion: Director Chick  
Second: Director Tallakson  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE ITEM 4 B AS PRESENTED.

- c. Discussion/Action Regarding Citizen's Initiative Removal **RES 2024-012**  
(Jessica Self, General Manager)

Motion: Director Chick  
Second: Director Tallakson  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

RESO NO. 2024-012. TO ADOPT RESOLUTION NO. 2024-012 –  
WITHDRAWING AN INITIATIVE MEASURE REDUCING THE RATES FOR  
WATER SERVICE, FROM THE DISTRICT'S GENERAL ELECTION TO BE

HELD ON TUESDAY, NOVEMBER 5, 2024, AS PRESENTED.

- d. Discussion/Action Regarding Transitioning Banking Services - Removal of US Bank & El Dorado Savings, Addition of Bank of Stockton (Jenna Mayo, Board Clerk) **RES 2024-013**

Motion: Director Quincy  
Second: Director Rasmussen  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

RESO NO. 2024-013. TO ADOPT RESOLUTION NO. 2024-013 – ADDITION OF BANK OF STOCKTON AND REMOVAL OF EL DORADO SAVINGS BANK AND US BANK, AS PRESENTED.

- e. Discussion/Action Regarding District Policy Updates (Jenna Mayo, Board Clerk) **RES 2024-014**

Motion: Director Chick  
Second: Director Rasmussen  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

RESO NO. 2024-014. TO ADOPT RESOLUTION NO. 2024-014 – UPDATING DISTRICT EMPLOYEE POLICIES, AS PRESENTED.

- f. Discussion/Action Regarding Adopting JPIA Employee Medical Benefits Program (Jenna Mayo, Board Clerk) **RES 2024-015**

Motion: Director Tallakson  
Second: Director Quincy  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

RESO NO. 2024-015. TO ADOPT RESOLUTION NO. 2024-015 – CONSENTING TO ENTER THE JOINT PROTECTION PROGRAM OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS

INSURANCE AUTHORITY, AS PRESENTED.

- g.** Discussion/Action Adopting an updated Organization Chart with Associated Staffing Changes  
(Jessica Self, General Manager)

Motion: Director Rasmussen  
Second: Director Quincy  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE ITEM 4 G AS PRESENTED.

- h.** Discussion/Action Regarding FY25 Budget Adoption **RES 2024-016**  
(Jessica Self, General Manager)

Motion: Director Tallakson  
Second: Director Chick  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

RESO NO. 2024-016. TO ADOPT RESOLUTION NO. 2024-016 – UPUD’S FISCAL YEAR 2025 ANNUAL BUDGET, AS PRESENTED

**7. UPDATES**

- a.** Discussion/Potential Direction Regarding UWPA

Director Quincy reported that the key outcome of the UWPA meeting centered around the 5-year JPA funding agreement. It was decided to circulate the draft agreement to JPA members for a vote during the UWPA board meeting scheduled for July 23. Despite his suggestion to postpone the vote until after our UPUD board meeting, it was ultimately not agreed upon. He believes that we should vote prior to the UWPA meeting. Therefore, he proposes that once our attorney reviews the agreement, we convene for a special board meeting to vote. This approach will provide Rocky and him with clear guidance on how to proceed at the UWPA meeting on July 23<sup>rd</sup>.

District General Counsel, Frank Splendorio, recommended that the District should take time to thoroughly review and update the draft agreement as needed. Additionally, he suggested that it may be in the District’s best interest



to wait until both Union PUD and the City of Angels Camp complete their five-year rate studies before securing the agreement. This approach would ensure that scheduled funds are available to afford the Utica structure.

UWPA General Manager, Joel Metzger emphasized that he supports Union PUD to take their time on the process.

**8. REPORTS**

**a. General Manager**

The General Manager's report was presented to the Board by General Manager, Jessica Self.

**9. DIRECTORS REPORTS, INFORMATION, FUTURE AGENDA ITEMS**

**10. CLOSED SESSION:** The meeting was adjourned into Closed Session at 6:55 PM

**11. RETURN TO OPEN SESSION:** The meeting returned to open session at 8:10 PM

**12. REPORTABLE ACTION FROM CLOSED SESSION:** There was no reportable action.

**13. NEXT BOARD MEETINGS & EVENTS**

1. Wednesday, July 24, 2024 at 5:30 PM - Regular Meeting
2. Wednesday, August 28, 2024 at 5:30 PM – Regular Meeting
3. Wednesday, September 25, 2024 at 5:30 PM – Regular Meeting

**14. ADJOURNMENT**

The meeting adjourned at 8:10 PM

Respectfully Submitted:

ATTEST:

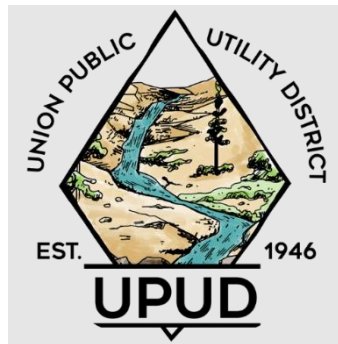
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Tom E. Quincy, Board Secretary

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Jenna Mayo, Clerk to the Board

DRAFT



**JOINING SPECIAL MEETING MINUTES**  
**OF THE BOARD OF DIRECTORS OF**  
**CITY OF ANGELS, CITY COUNCIL,**  
**UNION PUBLIC UTILITY DISTRICT (UPUD) and**  
**UTICA WATER AND POWER AUTHORITY (UWPA)**

5:30 pm Thursday, June 13, 2024  
Angels Camp Fire Department | 1404 Vallecito Rd, Angels Camp, CA 95222

**Board Chambers are open to the public, offering limited seating on a first-come, first-served basis. Members of the public shall have the right to observe and offer public comment during the designated time.**

**CITY OF ANGELS, CITY COUNCIL:**

**MAYOR: Jennifer Herndon (PRESENT)**

**VICE MAYOR: Isabel Moncada (PRESENT)**

**COUNCIL MEMBERS: Alvin Broglio (PRESENT), Michael Chimente (PRESENT), Caroline Schirato (PRESENT)**

**CITY ADMINISTRATOR: Rebecca Callen (ABSENT)**

**UNION PUBLIC UTILITY DISTRICT (UPUD):**

**PRESIDENT: Eric Bottomley (ABSENT)**

**VICE PRESIDENT: Greg Rasmussen (PRESENT)**

**SECRETARY: Tom Quincy, TREASURER (PRESENT): Bruce Tallakson (ABSENT), DIRECTOR: Ralph Chick (PRESENT)**

**GENERAL MANAGER: Jessica Self (PRESENT)**

**UTICA WATER AND POWER AUTHORITY (UWPA):**

**CHAIR: Ralph Chick (PRESENT)**

**VICE CHAIR: Caroline Schirato (PRESENT)**

**SECRETARY: Jennifer Herndon, DIRECTORS: Tom Quincy, Gary Conrado (ALL PRESENT)**

**GENERAL MANAGER: Joel Metzger (PRESENT)**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at City Hall 209-736-2181. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II) Materials related to an item on this Agenda submitted to the City Council after distribution of the Agenda packet are available for public inspection at City Hall at 200 Monte Verda Street Ste. B, Angels Camp, CA 95222 during normal business hours. The Agenda is also available on line at [www.angelscamp.gov](http://www.angelscamp.gov).

# ORDER OF BUSINESS

## CALL TO ORDER/THE PLEDGE OF ALLEGIANCE

1. **ROLL CALL**  
AS NOTED ABOVE

2. **APPROVAL OF AGENDA**

MOTION TO APPROVE THE AGENDA BY UPUD VICE PRESIDENT RASMUSSEN, SECONDED BY CITY COUNCIL MEMBER BROGLIO, PASSED 9 YES, 2 ABSENT

3. **PUBLIC COMMENT:**  
NONE

4. **REGULAR AGENDA:**

- a. Discussion/Action Regarding Utica Budget and 5-year Financial Plan (Joel Metzger, Utica Water and Power Authority)

GENERAL MANAGER JOEL METZGER PRESENTED A 5-YEAR FINANCIAL ANALYSIS BY HDR, INC., AND A PROPOSED FUNDING AGREEMENT FOR THE AUTHORITY. DISCUSSIONS FOCUSED ON INCLUDING CONTINGENCY MEASURES TO PROTECT UPUD AND COA FROM RISKS RELATED TO PROPOSITION 218 CHALLENGES. TOPICS COVERED UTICA'S FERC-RELATED EXPENDITURES, MAINTENANCE, POWER REVENUE, AND POTENTIAL SAVINGS FROM A FERC EXEMPTION.

COUNCIL MEMBER CHIMENTE APPRECIATED UTICA'S WILLINGNESS TO REVISE THE RATE STUDY IF NEEDED. METZGER CONFIRMED UTICA'S COMMITMENT TO WORK WITH MEMBER AGENCIES AND LEGAL TEAMS ON A DEFENSIBLE AGREEMENT.

COUNCIL MEMBER BROGLIO RAISED CONCERNS ABOUT THE AGREEMENT'S IMPACT ON INFRASTRUCTURE INVESTMENTS AND RESOURCES BUT SUPPORTED THE AGREEMENT AS A VIABLE OPTION.

THE BOARDS DISCUSSED THE LEGAL IMPLICATIONS OF PROPOSITION 218 AND AGREED TO REVISIT THE AGREEMENT IF A FERC EXEMPTION IS ACHIEVED. UPUD GENERAL MANAGER JESSICA SELF NOTED DIFFERING LEGAL OPINIONS ON TIMING, WITH UPUD'S COUNSEL RECOMMENDING A DELAY. DIRECTOR/MAYOR HERNDON EMPHASIZED THE NEED FOR A PROTECTIVE AGREEMENT BEFORE RATE STUDIES AND PROPOSITION 218 PROCEEDINGS. METZGER ASSURED THAT INCLUDING CONTINGENCY LANGUAGE WOULD NOT BE AN OBSTACLE.

**DIRECTION REGARDING THE JPA 5-YEAR FUNDING AGREEMENT:** UTICA CHAIR / UPUD DIRECTOR CHICK POLLED THE BOARDS ON THE FOLLOWING LANGUAGE: THE RESPECTIVE BODIES OF THE JOINT POWERS AUTHORITY MEMBER ENTITIES AGREE TO THE 5-YEAR JPA FUNDING PLAN AS INCLUDED IN THE AGENDA PACKET, AND THE UTICA BOARD OF DIRECTORS HAS THE FULL JPA'S SUPPORT TO ADOPT THIS 5-YEAR FUNDING PLAN. THIS PLAN IS CONTINGENT UPON SUCCESSFUL PROPOSITION 218 PROCEEDINGS:

COUNCIL MEMBER BROGLIO: YES  
COUNCIL MEMBER CHIMINTE: YES  
COUNCIL MEMBER / DIRECTOR SCHIRATO: YES  
VICE MAYOR MONCADA: YES  
MAYOR / DIRECTOR HERNDON: YES  
DIRECTOR CONRADO: YES  
VICE-PRESIDENT / DIRECTOR CHICK: YES  
SECRETARY / DIRECTOR QUINCY: YES  
DIRECTOR RASMUSSEN: YES  
PRESIDENT BOTTOMLY: ABSENT  
TREASURER TALLAKSON: ABSENT  
RESULTS OF POLL: 9 IN FAVOR, 2 ABSENT.

DIRECTOR CHICK NOTED THAT WHILE THERE IS UNANIMOUS AGREEMENT, IT'S IMPORTANT TO UNDERSTAND THAT THE FINAL LANGUAGE NEEDS TO BE REVIEWED AND APPROVED BY THE ATTORNEYS BEFORE IT'S FINALIZED. HE THEN ASKED GENERAL MANGER, JOEL METZGER, IF WE SHOULD POLL THE BOARDS. GENERAL MANAGER, JOEL METZGER, RESPONDED BY SAYING, "NO, I THINK WE'VE ALREADY DONE THAT. JUST TELL ME IF ANYONE DOESN'T AGREE." HE THEN CLARIFIED, "JUST TO BE CLEAR, IS WHAT I HAVE IN WRITING CONSISTENT IN WHAT THE BOARD IS SUPPORTING? IF ANYONE DOESN'T AGREE, LET ME KNOW; OTHERWISE, THIS IS WHAT WILL BE USED FOR THE MINUTES." MAYOR/DIRECTOR HERNDON NOTED THAT IT NEEDS TO BE PHRASED IN THEIR "LAWYER WAY."

**5. ADJOURNMENT:**

MOTION TO ADJOURN THE MEETING AT 6:31 PM BY THE CITY'S MAYOR/UWPA TREASURER HERNDON, SECONDED BY CITY COUNCIL MEMBER BROGLIO – MOTION PASSED: 9 YES, 2 ABSENT.

Respectfully Submitted:

ATTEST:

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Tom E. Quincy, Board Secretary

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Jenna Mayo, Clerk to the Board

General Ledger  
Fund Balance Report CA CLASS  
June 2024

<u>Account Number</u>	<u>Description</u>	<u>Beg Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>End Bal</u>
<b>01</b>	<b>Water Fund</b>				
01-00-1501	CA CLASS - Emergency Reserve	0.00	1,171,385.74	0.00	1,171,385.74
01-00-1502	CA CLASS - Irrigation Reserve	0.00	205,517.22	0.00	205,517.22
01-00-1504	CA CLASS - UWPA Reserve	0.00	119,034.35	0.00	119,034.35
01-00-1506	CA CLASS - Operations Reserve	0.00	639,835.62	0.00	639,835.62
01-00-1507	CA CIASS - Capital Reserve	0.00	666,524.05	0.00	666,524.05
<b>Total CA CLASS</b>		<u>0.00</u>	<u>2,802,296.98</u>	<u>0.00</u>	<u>2,802,296.98</u>

General Ledger  
Fund Balance Report CA CLASS  
July 2024

<u>Account Number</u>	<u>Description</u>	<u>Beg Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>End Bal</u>
<b>01</b>	<b>Water Fund</b>				
01-00-1501	CA CLASS - Emergency Reserve	1,171,385.74	5,378.21	0.00	1,176,763.95
01-00-1502	CA CLASS - Irrigation Reserve	205,517.22	943.60	0.00	206,460.82
01-00-1504	CA CLASS - UWPA Reserve	119,034.35	481.88	72,500.00	47,016.23
01-00-1506	CA CLASS - Operations Reserve	639,835.62	2,937.69	0.00	642,773.31
01-00-1507	CA CIASS - Capital Reserve	666,524.05	3,060.22	0.00	669,584.27
<b>Total CA CLASS</b>		<u>2,802,296.98</u>	<u>12,801.60</u>	<u>72,500.00</u>	<u>2,742,598.58</u>

General Ledger  
Fund Balance Report LAIF  
June 2024

<u>Account Number</u>	<u>Description</u>	<u>Beg Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>End Bal</u>
<b>01</b>	<b>Water Fund</b>				
01-00-1400	LAIF-Capital Replc	0.00	0.00	0.00	0.00
01-00-1401	LAIF-Emergency Reserve	5,130.29	0.00	0.00	5,130.29
01-00-1402	LAIF-Irrigation Reserve	0.00	0.00	0.00	0.00
01-00-1404	LAIF-UWPA Reserve	0.00	0.00	0.00	0.00
01-00-1405	LAIF-District Reserve	0.00	0.00	0.00	0.00
01-00-1406	LAIF-Operations Reserve	0.00	0.00	0.00	0.00
01-00-1407	LAIF-Capital Reserve	0.00	0.00	0.00	0.00
<b>Total LAIF</b>		<u>5,130.29</u>	<u>0.00</u>	<u>0.00</u>	<u>5,130.29</u>



General Ledger  
Fund Balance Report LAIF  
July 2024

<u>Account Number</u>	<u>Description</u>	<u>Beg Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>End Bal</u>
<b>01</b>	<b>Water Fund</b>				
01-00-1401	LAIF-Capital Replc	0.00	0.00	0.00	0.00
01-00-1401	LAIF-Emergency Reserve	5,130.29	7,598.97	0.00	12,729.26
01-00-1402	LAIF-Irrigation Reserve	0.00	0.00	0.00	0.00
01-00-1404	LAIF-UWPA Reserve	0.00	0.00	0.00	0.00
01-00-1405	LAIF-District Reserve	0.00	0.00	0.00	0.00
01-00-1406	LAIF-Operations Reserve	0.00	0.00	0.00	0.00
01-00-1407	LAIF-Capital Reserve	0.00	0.00	0.00	0.00
<b>Total LAIF</b>		<u>5,130.29</u>	<u>7,598.97</u>	<u>0.00</u>	<u>12,729.26</u>

# General Ledger

## Balance Sheet

June 2024

Period: 12  
Fiscal Year: 2024

### Fund ALFRE

Account Type	Amount
01 - Water Fund	
Assets	
Cash & Investments	2,964,921.93
Accounts Receivable	224,630.32
Inventory	0.00
Fixed Assets	4,672,618.36
Other Long Term Assets	0.00
CalPERS Pension Outflows	318,606.00
Grant Receivable	0.00
	<u>Total Assets: 8,180,776.61</u>
Liabilities	
Accounts Payable	0.00
Payroll Liabilities	0.00
Deferred Revenue	2,962.32
Compensated Absences	74,871.35
Bonds/Notes Payable-Current	0.00
CalPERS Pension -Liability Exp	525,941.00
CalPERS Pension - Inflows	43,711.00
	<u>Total Liabilities: 647,485.67</u>
Fund Balance	
Fund Balance	7,738,078.15
	<u>Total Fund Balance: 7,738,078.15</u>
	<u>Total Liabilities and Fund Balance: 8,385,563.82</u>
	<u>Total Retained Earnings: (204,787.21)</u>
	<u>Total Fund Balance and Retained Earnings: 7,533,290.94</u>
	<u>Total Liabilities, Fund Balance, and Retained Earnings: 8,180,776.61</u>
	<u>Totals for Fund 01 - Water Fund: 0.00</u>



UPUD legal fees invoiced to date for January 2023 - Present.

Primary Column	Description	Hours	Total Charge
<b>☐ TOTAL FEES</b>			<b>\$136,978.32</b>
<b>☐ Hatfield v. UPUD</b>		<b>222.12</b>	<b>\$84,079.30</b>
+	February 2023	4.3	\$1,397.50
+	April 2023	8.1	\$2,632.50
+	July 2023	5.32	\$1,787.50
+	August 2023	53.35	\$19,908.30
+	September 2023	18.4	\$7,811.28
+	October 2023	25.8	\$10,115.32
+	November 2023	44.7	\$15,784.06
+	December 2023	39.6	\$14,108.05
+	January 2024	7.85	\$3,506.92
+	February 2024	9.95	\$3,090.25
+	March 2024	2	\$612.50
+	April 2024	1.1	\$468.22
+	May 2024	0.1	\$4.40
+	June 2024	0.75	\$228.00
+	July 2024	0.8	\$2,624.50
<b>☐ Glanville v. UPUD</b>		<b>64.475</b>	<b>\$20,451.68</b>
+	February 2023	1.6	\$520.00
+	March 2023	7.8	\$2,535.00
+	April 2023	3.6	\$1,170.00
+	May 2023	14.2	\$4,615.00
+	July 2023	5.4	\$1,755.00
+	August 2023	2.25	\$731.25
+	September 2023	3.5	\$1,137.50
+	October 2023	7	\$2,315.63
+	November 2023	10.25	\$2,876.67
+	December 2023	1.5	\$325.00
+	January 2024	3.375	\$1,130.63
+	March 2024	4	\$1,340.00
<b>☐ Hatfield v. UPUD - Water Rate Initiative</b>		<b>88.5</b>	<b>\$32,447.34</b>
+	June 2023	7.7	\$2,502.50
+	July 2023	1.3	\$422.50
+	October 2023	18.4	\$6,684.50
+	November 2023	48.3	\$18,981.45
+	December 2023	4.75	\$982.64
+	May 2024	0.25	\$83.75
+	June 2024	7.8	\$2,790.00

# Agenda Item

**DATE:** August 28, 2024  
**TO:** Jessica Self, General Manager  
**FROM:** Jenna Mayo, Executive Admin Coordinator/Board Clerk  
**SUBJECT:** Discussion/Action Revising and Implementing District Policies

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_ / \_\_\_\_\_ adopting Resolution No. 2024-017 Revising District Policies 2003 - Probation Period, 2020 – Vacation, 2191 - Pre-Employment Physical Examinations and Drug Testing, 2220 - Illness and Injury Prevention Program.

## SUMMARY:

UPUD staff are in the process of drafting updates to the District’s employee policies. A fully updated and revised Employee Policy Handbook will be brought before the Board for consideration. Accordingly, staff prioritized specific sections and recommend Board approval now.

Following are the policies that are currently before the Board for updates:

<u>Policy Name</u>	<u>Number</u>
Probation Period	2003
Vacation	2020
Pre-Employment Physical Examinations and Drug Testing	2191
Illness and Injury Prevention Program	2200

## FINANCIAL CONSIDERATIONS:

None at this time. All proposed updates have been budgeted for during this current fiscal year (FY25).

### Attachments:

- *Resolution No. 2024-017 Adopting Updates to UPUD District Policies*
- *Current Policies*
- *Proposed Policies*

**RESOLUTION NO. 2024-017  
UNION PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS**

**UPDATING DISTRICT EMPLOYEE POLICIES**

**WHEREAS**, The Board of Directors of the Union Public Utility District has the authority to change existing policies and implement new policies; and

**WHEREAS**, the Board of Directors and District staff aim to provide competitive benefits in order to retain and support employees; and

**WHEREAS**, the Board of Directors and District staff wish to modify the following policies:

<u>Policy Name</u>	<u>Number</u>
Probation Period	2003
Vacation	2020
Pre-Employment Physical and Drug Testing	2191
Illness and Injury Prevention Program	2200

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors of the Union Public Utility District hereby adopts updated UPUD Employee Policy numbers 2003, 2020, 2191, 2200 for incorporation into the Employee Policy Handbook effective immediately.

**PASSED, APPROVED, AND ADOPTED** this 28<sup>th</sup> day of August 2024.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Eric Bottomley, President  
Union Public Utility District

I hereby certify that the within and foregoing is a full, true, and correct copy of the Resolution which was duly passed and adopted at a regular meeting of the Board of Directors of the Union Public Utility District on the 28<sup>th</sup> day of August 2024.

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Jenna Mayo  
Clerk to the Board

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# Union Public Utility District

## **POLICY HANDBOOK**

**POLICY TITLE:** Probation Period

**POLICY NUMBER:** 2003

**DATE ADOPTED:** January 16, 2008

**2003.1** All new employees shall serve a probationary period of six (6) months. Upon successful completion of probation, full time, permanent employees will be eligible for health, dental, vision, retirement, sick leave and vacation benefits. Part time employees benefit eligibility will be considered based upon the criteria set forth in latter sections of this policy.

**POLICY AND PROCEDURE  
UNION PUBLIC UTILITY DISTRICT**

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DATE REVISED:	MANUAL	POLICY NO. 2003
APPROVED BY: Board of Directors	POLICY TITLE <b>Probation Period</b>	Page 1

~~**2003.1** All new employees shall serve a probationary period of six (6) months. Upon successful completion of probation, full time, permanent employees will be eligible for health, dental, vision, retirement, sick leave and vacation benefits. Part time employees benefit eligibility will be considered based upon the criteria set forth in latter sections of this policy.~~

**2003.1** New full-time employees will be eligible for health, dental, vision, retirement, sick leave, and vacation benefits from their start date.

**2003.2** All new employees will undergo a twelve (12) month probationary period upon starting employment. This period serves as a performance evaluation phase to assess the employee's suitability for continued employment with Union Public Utility District.

During the probationary period, employees are expected to meet performance standards and fulfill the duties outlined in their job description.

Employees who meet performance expectations and successfully complete their probationary evaluation by the end of the twelve (12) month period will be considered to have passed probation.

Upon successful completion, employees will transition to regular employment status with the District.

The District reserves the right to extend the probationary period based on performance concerns or other factors relevant to job performance. If an employee fails to meet performance expectations or fails their probationary evaluation, the agency may terminate employment at any time during the probationary period without further notice or cause.



**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

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DATE REVISED: 01/24/2024	MANUAL	POLICY NO. 2020
APPROVED BY: Board of Directors	POLICY TITLE <b>Vacation</b>	Page 1-2

**PURPOSE OF POLICY**

The District recognizes the need for employees to have time away from work for personal rest and relaxation. It is the policy of the District that employees take vacation every year. Accrued vacation days may be used as single days or multiple days.

2020.1 A full-time, permanent employee will accrue 6.66 hours of vacation time per month, through their second (2<sup>nd</sup>) year of employment; however, they will not be eligible to use any of the accrued time until their probationary period (6 months) has been successfully completed. This rate of accrual equals 80 hours (2 weeks) per year. Years of service credit commences with the first day of the probationary period.

2020.2 A full-time, permanent employee will accrue 10 hours of vacation time per month beginning on their (3<sup>rd</sup>) year anniversary through their seventh (7<sup>th</sup>) year of employment. This rate of accrual equals 120 hours (3 weeks) per year.

2020.3 A full-time, permanent employee will accrue 13.33 hours of vacation time per month beginning on their eighth (8<sup>th</sup>) year anniversary through their nineteenth (19<sup>th</sup>) year of employment. This rate of accrual equals 160 hours (4 weeks) per year.

2020.4 A full-time, permanent employee will accrue 16.67 hours of vacation time per month beginning on their twenty fifth (25<sup>th</sup>) year anniversary and above. This rate of accrual equals 200 hours (5 weeks) per year.

**PERMISSIBLE VACATION LEAVE USES**

Vacation time may be used for vacation, and personal business, and must be approved by the general manager at least 24 hours in advance. You are expected to receive managerial approval prior to taking any vacation time.

2020.5 In the event a holiday falls during an employee’s vacation the employee shall receive an additional day off at the employee’s regular rate of pay.

2020.6 Vacation time may be taken after successful completion of the six-month probationary period provided ample notice is given to the Manager and that vacation time does not conflict or interfere with normal emergency work schedules. When two or more vacations are in conflict, preference shall be determined by seniority.

## POLICY AND PROCEDURE UNION PUBLIC UTILITY DISTRICT

2020.7 In the event an employee is terminated, resigns with notice or for other reasons leaves the employment of the District, the employee shall be entitled to receive payment for vacation accrued and not taken.

2020.8 No employee shall receive any payment in lieu of vacation while in the employment of the District, without the approval of the Board of Directors. Such requests must be in writing to the Board of Directors and will be considered on an individual basis.

2020.9 Vacation will be capped at 400 hours. Payout of any excess accruals over the maximum amount allowed will be paid to the employee at the end of the calendar year.

~~2020.10 Part time employees are eligible for vacation pay at a proportionate rate to the employee's scheduled weekly work hours (i.e., 20 hours = 50% of FT 40 hours & Vacation to 2<sup>nd</sup> year = 3.33 hours per month or 40 hours per year). Temporary employees are not eligible for sick pay, vacation pay, paid holidays or compensatory time.~~

2020.10 Part time and temporary employees are not eligible for vacation pay, paid holidays or compensatory time.

\*Continuous service means employment with the District without any break or interruption. Resignation, dismissal, leave of absence without pay, or any lay-off for lack of work, lack of funds, or abolishment of a position shall be construed as a break in service.

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

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DATE APPROVED:	MANUAL	POLICY NO. 2020
APPROVED BY: Board of Directors	POLICY TITLE <b>Vacation</b>	Page 1-2

**PURPOSE OF POLICY**

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# Union Public Utility District

## POLICY HANDBOOK

**POLICY TITLE:** Pre-Employment Physical Examinations and Drug Testing

**POLICY NUMBER:** 2191

**DATE ADOPTED:** May 16, 2018

- 2191.1** All individuals who are offered full-time, extra-hire, temporary or part-time employment shall be required to submit to a physical abilities assessment related to the functions of the specific job hired for at District expense. The examining physician will be provided a description of the job involved to assist in a determination of the individual's fitness to work. In addition, all individuals who are offered positions that qualify as safety-sensitive shall also be required to submit to a drug testing, at District expense. At the present time, all operations positions and all positions that require driving a motor vehicle in connection with District employment qualify as safety sensitive.
- 2191.2** Employment is conditioned on a health care provider certifying that the individual is fit to perform the type of work required by the position. For safety-sensitive positions, employment is conditioned on the employee favorably passing the drug test. A conditional job offer will be revoked if the individual refuses to cooperate in either the examination or the drug testing. Re-testing of an individual who was previously employed as an extra-hire, part-time or full-time basis may be required if more than three (3) months have elapsed since the individual's last day of work for the District.
- 2191.3** Appointments with the medical facility conducting the examination and controlled substance testing shall be made by the District on the individual's behalf. When the individual to be tested reports to the facility for the scheduled examination and/or drug testing, they must provide proof of identification, such as a driver's license or a state-issued photo identification card.
- 2191.4** All test results shall be maintained in a confidential medical file. Only the Office Manager and Personnel Committee shall have access to the actual test results. Applicants shall be notified as follows:
- 2191.4.1** All job offers are contingent on favorably passing a medical provider's fitness-for-duty exam. All job offers for safety sensitive positions are contingent on favorably passing a drug test. All operations positions and all positions that require driving in connection with District employment qualify as safety-sensitive. Individuals who test positive on the drug test for controlled substances will not be employed. While the recreational use of marijuana has been legalized in California, marijuana is still defined as a controlled substance and is illegal under federal law. This means that testing positive for marijuana will result in a positive drug test and will disqualify individuals from employment. The District abides by a drug free workplace policy consistent with both state and federal law.
- 2191.4.2** Individuals who are determined by the medical provider not to be able to perform the functions of the job may request a reasonable accommodation. If you have reason to believe that you will need an accommodation to perform the functions of the job, please contact the Office Manager. The District will initiate an interactive process to determine your ability to perform the essential functions of the job with or without accommodation, and the ability of the District to provide an accommodation that does not pose an undue hardship on the District.

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

DATE REVISED:	MANUAL	POLICY NO. 2191
APPROVED BY: Board of Directors	POLICY TITLE <b>Pre-Employment Physical Examinations and Drug Testing</b>	Page 1

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2191.2 Employment is conditioned on a health care provider certifying that the individual is fit to perform the type of work required by the position. For safety-sensitive positions, employment is conditioned on the employee favorably passing the drug test. A conditional job offer will be revoked if the individual refuses to cooperate in either the examination or the drug testing. Re-testing of an individual who was previously employed as an extra-hire, part-time or full-time basis may be required if more than three (3) months have elapsed since the individual's last day of work for the District.

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# Union Public Utility District

## **POLICY HANDBOOK**

**POLICY TITLE:** Illness and Injury Prevention Program  
**POLICY NUMBER:** 2200  
**DATE ADOPTED:** March 17, 2010

### TABLE OF CONTENTS

Section  
Responsibility  
Compliance  
Communication  
Hazard Assessment  
Accident/Exposure Investigation  
Hazard Correction  
Training and Instruction  
Record keeping  
Heat Illness Prevention  
Hazard Communication  
First Aid  
Accident Reporting  
Appendices (*need to be added to fit operation*)  
    Forms  
    Codes of Safe Practices

### **RESPONSIBILITY**

Executive management must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. The Union Public Utility District will support and maintain an ongoing Injury and Illness Prevention Program through the following:

1. Providing clear understanding and direction to all employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Providing financial support for the IIPP through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining a district commitment to accident prevention by expecting safe conduct on the part of all managers, supervisors, and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

Managers and Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in the Code of Safe Practices and ensure safe work procedures.
2. Verifying corrective action has been taken regarding safety hazards and accident investigations.
3. Conducting periodic documented inspections of the work sites to identify and correct unsafe actions and conditions that could cause accidents.
4. Act as a leader in district safety policy and setting a good example by following all safety rules.
5. Becoming familiar with local, state, and federal safety regulations. The Safety Coordinator is available for

assistance.

6. Train all new and existing employees in proper safety procedures and the hazards of the job.
7. Instruct all employees, under their supervision, in safe work practices and job safety requirements.
8. Hold occasional safety meetings with employees.
9. Ensure employee proficiency when assigning work requiring specific knowledge, special operations or equipment.
10. Ascertain that all machinery, equipment, and workstations are maintained in safe working condition and operate properly.
11. Correct unsafe acts and conditions that could cause accidents.
12. Communicate with all employees about safety and accident prevention activities.
13. Correct the cause of any accident as soon as possible.
14. Ascertain that proper first aid and fire fighting equipment is maintained and used when conditions warrant its use.
15. Maintain good housekeeping conditions at all times.
16. Investigate all injuries and accidents to determine their cause and potential corrective action.
17. Ascertain that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.

The Safety Coordinator or Safety Officer acts as a safety resource for the district and is responsible for maintaining program records. They will also be our primary person to deal with outside agencies regarding the safety program and its contents. Joe Darby is currently responsible for this role. Additional duties include:

1. Coordination of all loss prevention activities as a representative of management. Acting as a consultant to management in the implementation and administration of the Safety Program.
2. Develop and implement loss prevention policies and procedures designed to insure compliance with the applicable rules and regulations of all federal, state, and local agencies.
3. Review all accident reports to determine cause and preventability.
4. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems and help solve them.
5. Consult with representatives of our insurance companies in order that their loss control services will support the Safety Program.
6. Review Workers' Compensation Claims. Help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

### **COMPLIANCE**

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

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

Our system of ensuring that all workers comply with these practices includes the following practices:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training/coaching to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

### **COMMUNICATION**

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-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 the following items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP.



Workplace safety and health training.  
 Regularly scheduled safety meetings held at least once per month.  
 Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.  
 Posted and distributed safety information.  
 A system for workers to anonymously inform management about workplace hazards.

**HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by the following competent observer(s) in the following areas of our workplace:

Competent Observer	Area
Jason Eltringham, Joe Darby and Bill Eltringham	Treatment Plant
Joe Darby, Bill Eltringham and Jason Eltringham	Corp Yard / Shop
Joe Darby, Bill Eltringham and Jason Eltringham	Distribution System
Elaine Urruty and Bill Eltringham	District Office

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer according to the following schedule:

Once per month in all work areas.

- When we initially established our IIPP.
- When new substances, processes, procedures or equipment, which present potential new hazards, are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
- Whenever workplace conditions warrant an inspection.

**ACCIDENT / EXPOSURE INVESTIGATION**

Procedures for investigating workplace accidents and exposures to hazardous conditions or practices include:

1. •Visiting the accident scene as soon as possible
2. •Interviewing injured workers and witnesses.
3. •Examining the workplace for factors associated with the accident/exposure.
4. •Determining the cause(s) of the accident/exposure.
5. •Taking corrective action to prevent the accident/exposure from recurring. Recording the findings and corrective actions taken.

## **HAZARD CORRECTION**

Unsafe or unhealthy work conditions; practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

Hazard is observed or discovered. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection. All such actions taken and dates they are completed shall be documented on the appropriate forms.

## **TRAINING AND INSTRUCTION**

**All workers**, 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:

When the IIPP is first established.

To all new workers.

To all workers given new job assignments for which they were not previously trained.

Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.

Whenever we are made aware of a new or previously unrecognized hazard.

To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.

To all workers with respect to hazards specific to each employee's job assignment.

## **RECORDKEEPING**

We maintain the following records of the implementation of our IIPP for one year (except for employees who have worked for less than one year which are provided to the worker upon termination of employment):

- Hazard assessment inspections: Including dates of inspections, person(s) conducting the inspections, unsafe conditions and practices identified, and action(s) taken to correct hazard(s).
- Accident/exposure investigation: Including details and dates of accidents, investigator's name, unsafe conditions and practices identified, and action(s) taken to correct the hazard(s).
- Employee communication: Including dates and types of communication and names of communicators.
- Safety and health training for each worker: Including worker's name, provider's name, date(s) of **training and type(s) of training**.

## **HEAT ILLNESS PREVENTION PROGRAM**

Our district recognizes that an effective approach to heat illness is vital to protecting the lives of its workers. In this light we have implemented the Heat Illness Prevention Program. All employees will be trained to recognize the symptoms of heat related illnesses and the proper steps to follow to prevent and react to heat related illnesses. The training consists as follows:

### Factors that Contribute to Heat Illness:

Heat illness results from a combination of factors including environmental temperatures and humidity, direct radiant heat from the sun or other sources, air speed, and workload, personal factors, such as age, weight, level of fitness, medical condition, use of medications and alcohol, and acclimation affect how well the body deals with excess heat.

### Recognizing the Hazard:

There is no absolute cut-off below which work in heat is not a risk. With heavy work at high relative humidity or if workers are wearing protective clothing, even work at 70 degrees can present a risk. In the relative humidity levels

often found in hot areas of California (20 to 40 percent), foreman and employees need to take some actions to effectively reduce heat illness risk when temperatures approach 80 degrees. At temperatures above 90 degrees, especially with heavy work, heat reduction needs to be a major concern. It is especially important to be vigilant during periods of abnormally high heat. Following is what to look out for in yourself and your fellow workers during the days when all the factors discussed come into play during a working day.

**Heat Exhaustion:**

Symptoms of heat exhaustion are dizziness, weakness, headache, blurred vision, nausea, and staggering. The face becomes pale, there is profuse sweating, the pulse is weak, and breathing is shallow. The person may become unconscious.

**Sun Stroke (Heat Stroke):**

Symptoms of sun stroke are, a severe headache, the face is red the skin is hot and dry, there is no sweating, and the pulse is strong and very rapid. The person has high fever (105-106 degrees) and may become unconscious. This is followed by convulsions, coma, and sometimes death.

**Heat Cramps:**

Heat cramps are muscle cramps. Usually these cramps occur in the arms or legs but may be in the abdominal or chest muscles as well. These cramps are caused by excessive body fluid loss through sweating.

**Treatment:**

At first signs of any of the symptoms described above, be it yourself or a fellow worker tell your Foreman immediately. He will instruct you to go to the designated shade area which could be any covered area with ventilation, open and covered garage, a tent, a vehicle or trailer that has air conditioning. You will be required to stay in the shaded area for a minimum of 5 minutes or until you feel sufficiently recovered to go back to work. Your Foreman will also instruct you to drink at least 1 quart of water or more. In cases of convulsion, fainting, hot skin, or rapid pulse the Foreman is instructed to seek medical attention immediately. The location of the nearest clinic and hospital are provided in the Injury and Illness Prevention Program available at each job site.

**Prevention:**

To prevent heat illnesses it is important that you follow the steps below:

**Acclimatization:**

Acclimate yourself to the work to be done and the temperature of the work day. Drink water at the beginning of your shift. Wear clothing in layers so you can remove layers as the temperature becomes hotter. Wear your protective equipment at all times. Schedule heavy work so that it does not have to be accomplished during the hottest part of the day.

**Water:**

You will be required to consume at least 4 cups of water per hour or 1 quart per hour. Your Foreman will be monitoring your intake in the form of observation or breaks and will have drinking water available for you at all time during the working day. Sodas, coffee, or enhanced liquids will reduce the effectiveness which you want to achieve. Foremen are responsible for ensuring an adequate amount of water is available by checking the water jugs throughout the day. At least one quart per person is to be maintained at all times.

**Breaks:**

Breaks will be determined by your Foreman during the working day depending on the heat and the work load. This does not mean that you are to wait for the break if you show, or observe in a fellow worker, signs of heat illness.

Remember Heat Illness is to be taken seriously at all times

The Heat Illness Prevention Program will be presented to all employees in the form of a tailgate meeting periodically during the hottest months of the year and also included in the new hire training.

**HAZARD COMMUNICATION**

Our district intends to provide information about chemical hazards and other hazardous substances and the control of hazards utilizing the following:

The program administrator is responsible for hazard communication procedures.

An inventory of hazardous substances is located at the Treatment Plant and the Corp Yard. Material Safety Data Sheets (MSDS) for all hazardous substances are located at the Treatment Plant and the Corp Yard.

Employees may review MSDSs and the standard by verbal request. MSDSs not on hand which are requested by employees will be requested of suppliers within 7 days by letter.

The MSDS file is updated with new information and new hazards identified by the program administrator.

Containers of hazardous materials entering the premises will be checked by the program administrator to assure they are properly labeled with the chemical name of the contents, the appropriate hazard warning and the name and address of the supplier/manufacturer.

Containers of hazardous materials on the premises will be labeled with the chemical name and hazard warning. The program administrator must approve exceptions.

The following exceptions have been approved: N/A

Non-routine tasks involving hazardous materials are: N/A. Procedures for complying with the standard for these jobs are: N/A

Employee training is provided initially to all employees and for all new employees who are exposed to hazardous materials. This training covers the following areas:

- The basic requirements of the Hazard Communication Standard and their right to information on chemical hazards.
  - Our company's program to comply with the standard and procedures to follow to see the standard, company program and MSDSs.
  - How to interpret and use the labels on containers of hazardous materials.
  - The potential physical hazards and health effects of the hazardous substances and how to use MSDSs for more information.
  - How to handle the hazardous substances safely and other protective measures in place.
  - What to do in an emergency (emergency evacuation, spills, etc.).
  - How the presence of hazardous chemicals can be detected in the work area.
  - This training is documented in the following manner: On Employee Training Record.
  - Training concerning new hazards (new chemicals or new information on MSDSs) will be provided within 30 days and documented.
  - Periodic refresher training will be provided and documented.
- Outside employees (contractors and visitors) will be advised of chemical hazards in the following manner: Verbal instruction from the program administrator.

Our company relies on the information contained in MSDSs as permitted by the OSHA Hazard Communication Standard and does not perform independent hazard determinations.

## **FIRST AID PROCEDURES**

### **EMERGENCY PHONE NUMBERS**

Safety Coordinator: **Joe Darby** Poison Control: 911

First Aid: 911 Fire Department: 911

Ambulance 911 Police: 911

Medical Clinic: Angels Camp Medical Clinic 209/736-0813, SaveMart Shopping Center, Angels Camp

Nearest Provider: Dr. Ryan Thompson 209/728-2021, Main Street, Murphys

### **Minor First Aid Treatment (In All District Vehicles and District Office)**

First aid kits are stored in the district office, corporation yard and treatment plant. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

#### Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

#### Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

#### First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

### **FIRST AID INSTRUCTIONS**

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

#### WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or clothing.
- Keep pressure on the wound until medical help arrives.

#### BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

#### BURNS:

- Thermal (Heat)
- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.
- Chemical
- Flush the exposed area with cool water immediately for 15 to 20 minutes.

#### EYE INJURY:

Small particles

- Do not rub your eyes.

- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

#### NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

#### HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

### ACCIDENT REPORTING AND PROCEDURES FOR MANAGERS AND SUPERVISORS

1. Take appropriate action including first aid when necessary.
2. If the injury is of an immediate and serious nature, the decision should be made to call the Paramedics using the **911** emergency service number.  
A person with a serious injury or a spine injury ***should not*** be moved or transported in any way except by qualified medical personnel.
3. If injury is not an emergency situation, the employee should be escorted to the medical facility indicated on the Medical Treatment Order. Remember to call the facility to let them know you will be arriving.
4. Fill out the Medical Treatment Order. Send with injured employee.
5. Provide injured employee form DWC-1 "Employee's Claim For Workers' Compensation Benefits. The form is to be completed by employee and returned to the office.
6. Whenever possible, eliminate the hazard if it is safe to do so.
7. Notify the Office Manager immediately of the injury at 209/728-3651.
8. Complete the Accident Investigation form and give to the Office Manager

#### **Remember Use the First Aid Option**

Please inform the medical center of our plan.

This procedure for job related injuries were written to assist you when you have incident. If you follow the step-by-step instructions, it will make managing the incident easier and it will insure that all of the important steps are followed.

# SAFETY RULE VIOLATION

You have been observed behaving in an unsafe manner contrary to district safety rules. We consider the safety of our employees to be very important. In order to prevent accidents, it is our policy to enforce district safety rules strictly.

**Type of Violation:**


**Result of Violation:**


**Disciplinary Action:**


I, \_\_\_\_\_, have read/been read and understand the safety rules of the Union Public Utility District. I agree to act in accordance with the safety rules at all times while working, and understand that the violation of any rule is cause for stern disciplinary action which could include termination of employment.

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

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

.File original in employee's personnel file, with a duplicate given to employee.

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# Safety Meeting Report

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

Location: \_\_\_\_\_

Topics discussed:

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Specific safety rules generated or emphasized:

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Materials provided:

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Suggestions made:

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Attendance (signatures required):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



# SUPERVISOR'S REPORT OF ACCIDENT (Internal Record)

Employee's name			
Social Security Number			
Job position/title			
Supervisor's name			
Date and time of accident			
Location			
Task being performed when accident occurred			
Date and time accident reported to you			
Name(s) of witnesses			
Accident resulted in:	Injury	Fatality	Property Damage
First aid given:	Medical treatment required?	Workdays lost	
Describe how the accident occurred			
What actions, events or conditions contributed most directly to this accident:			
Prior to this accident, were any incidents or near hits reported? If so, describe			
Describe the incidents and the dates they were reported:			
Could anything be done to prevent accidents of this type? If so, what			

Signature of Supervisor \_\_\_\_\_

# NEW / EMPLOYEE ORIENTATION SAFETY CHECKLIST

Employee Name \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Supervisor: \_\_\_\_\_

The supervisor and the new employee are to review the following safety concerns, check and discuss those that apply:

	District safety policies and programs:
	Safety rules, both general and specific to job assignment:
	Safety rule enforcement procedures:
	Safe use of tools and equipment:
	Proper guarding of equipment:
	Proper work shoes and other personal protective equipment (safety glasses, gloves, etc.) as needed:
	How, when and where to report injuries:
	Special hazards of job:
	When and where to report unsafe conditions:
	Emergency procedures and First Aid locations:
	Hazardous Communication program and location of MSDS file.
	Fire safety:
	Safe operation of following vehicle(s):
	Designated Medical Provider policy:
	Supervisor will adequately and frequently review performance of new employee, superior behavior will be reinforced and substandard behavior will be corrected.
	Employee agrees to cooperate fully with the safety efforts of the employer, follow all safety rules and use good judgment concerning safe work behavior.
	Additional comments and notes:

I hereby acknowledge that I have received instruction in and agree to abide by the rules and procedures that pertain to my job assignment. I understand that I will be subject to disciplinary action for failure to follow these or operate any tool or equipment with the guards or safety devices removed, disconnected or otherwise made inoperable including those designated as "Out of Service".

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor

Employee

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# CODE OF SAFE PRACTICES

Compliance with this district Code of Safe Practices is mandatory. Personnel in violation of any or all of these codes are subject to the company progressive disciplinary policies.

1. All persons shall follow these safe practices, render every possible aid to safe operations and report all unsafe conditions or practices to the foreman or supervisor.
2. Supervisory personnel shall insist on employees observing and obeying every rules, regulation, and order as is necessary to the safe conduct of the work and shall take such actions as necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. These shall be given at least once per month.
4. Anyone known to be under the influence of drugs or intoxicating substances shall not be allowed on the job while in that condition and is subject to immediate termination.
5. Horseplay, scuffling and other acts that tend to have an adverse influence on the safety or well being of others shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and working together with equipment.
7. No one shall knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose them or others to injury.
8. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted and to report all deficiencies promptly to the foreman or supervisor. At no times will guards be removed or tampered with.
9. All injuries will be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
10. Lifting and carrying injuries are among the most serious of all work related injuries and most frequent. To minimize this potential, do the following:

\*Whenever possible, eliminate manual lifting by using mechanical lifting aids.

\*Follow this procedure before you start to lift:

- Size up the load estimating the weight, size and shape. If the load is too much, get help.
- Inspect for splinters, jagged edges, burrs, rough or slippery surfaces, protruding nails.
- Hands should be clean and free of oil and grease.
- Before handling any object, wipe it clean if it is wet, greasy, slippery or dirty.
- Wear appropriate protective clothing such as slip resistant safety shoes and gloves.
- Keep fingers away from pinch points.
- Get a firm grip on the object being lifted or carried.
- Keep your feet parted one alongside, one behind the object.
- Keep your back straight, but not necessarily vertical.
- Tuck your chin in.
- Grip the object with the whole hand.
- Tuck your elbows and arms in.
- Keep your body weight directly over your feet.
- Stand close to the object, keeping your feet 8-12 inches apart for good balance.
- Bend the knees to a comfortable position and get a good handhold.
- Using both the leg and back muscles, lift the load straight up. Move smoothly and easily pushing with the legs and keep the load close to the body.
- Lift the object to the carrying. Avoid twisting and turning until the lift is completed.

To turn the body, change foot positions and check to see the path of travel is clear before moving.

To set the load down, bend the knees using the leg and back muscles. When the load is securely positioned, release it.

11. Appropriate footwear shall be worn at all times.
12. Do not block aisles, traffic lanes or fire exits.
13. All exits and exit ways shall be free of obstructions and other objects that may impede personnel when exiting.
14. Electrical panels must be accessible at all times.

15. Obey all "No Smoking" signs.
16. Fire extinguishers will be available and accessible at all times.
17. Personal protective equipment like glasses will be worn when there is a potential for flying objects.
18. Power equipment, tools and machinery shall be operated only by trained and authorized personnel.
19. All tools and equipment shall be maintained in good condition.
20. Damaged or defective tools shall be promptly removed from service and tagged "Defective".
21. Portable electric tools shall either be double insulated or equipped with a ground plug to minimize the potential for shock.
22. Electric cords shall not be exposed to damage and shall be adequately covered to prevent tripping hazards.

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

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DATE REVISED:	MANUAL	POLICY NO. 2200
APPROVED BY: Board of Directors	POLICY TITLE <b>Illness and Injury Prevention Program</b>	Page 1-32

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**RESPONSIBILITY**

Executive management must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. The Union Public Utility District will support and maintain an ongoing Injury and Illness Prevention Program through the following:

1. Providing clear understanding and direction to all employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Providing financial support for the IIPP through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining a district commitment to accident prevention by expecting safe conduct on the part of all managers, supervisors, and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

Date Adopted: March 17, 2010

## **POLICY AND PROCEDURE**

### **UNION PUBLIC UTILITY DISTRICT**

Managers and Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in the Code of Safe Practices and ensure safe work procedures.
2. Verifying corrective action has been taken regarding safety hazards and accident investigations.
3. Conducting periodic documented inspections of the work sites to identify and correct unsafe actions and conditions that could cause accidents.
4. Act as a leader in district safety policy and setting a good example by following all safety rules.
5. Becoming familiar with local, state, and federal safety regulations. The Safety Coordinator is available for assistance.
6. Train all new and existing employees in proper safety procedures and the hazards of the job.
7. Instruct all employees, under their supervision, in safe work practices and job safety requirements.
8. Hold occasional safety meetings with employees.
9. Ensure employee proficiency when assigning work requiring specific knowledge, special operations or equipment.
10. Ascertain that all machinery, equipment, and workstations are maintained in safe working condition and operate properly.
11. Correct unsafe acts and conditions that could cause accidents.
12. Communicate with all employees about safety and accident prevention activities.
13. Correct the cause of any accident as soon as possible.
14. Ascertain that proper first aid and fire fighting equipment is maintained and used when conditions warrant its use.
15. Maintain good housekeeping conditions at all times.
16. Investigate all injuries and accidents to determine their cause and potential corrective action.
17. Ascertain that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.

The Safety Coordinator or Safety Officer acts as a safety resource for the district and is responsible for maintaining program records. They will also be our primary person to deal with outside agencies regarding the safety program and its contents. **Joe Darby is currently responsible for this role.** Additional duties include:

1. Coordination of all loss prevention activities as a representative of management. Acting as a consultant to management in the implementation and administration of the Safety Program.
2. Develop and implement loss prevention policies and procedures designed to insure compliance with the applicable rules and regulations of all federal, state, and local agencies.
3. Review all accident reports to determine cause and preventability.
4. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems and help solve them.
5. Consult with representatives of our insurance companies in order that their loss control services will support the Safety Program.
6. Review Workers' Compensation Claims. Help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

### **COMPLIANCE**

Date Adopted: March 17, 2010

# POLICY AND PROCEDURE

## UNION PUBLIC UTILITY DISTRICT

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

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

Our system of ensuring that all workers comply with these practices includes the following practices:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training/coaching to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

### **COMMUNICATION**

We recognize that open, two way communication between management and staff on health and safety issues is essential to an injury 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 the following items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Workplace safety and health training.
- Regularly scheduled safety meetings held at least once per month.
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- Posted and distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

### **HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by the following competent observer(s) in the following areas of our workplace:

<b>Competent Observer</b>	<b>Area</b>
<del>Jason Eltringham, Joe Darby and Bill Eltringham</del> <b>Designated Employee and Supervisor</b>	Treatment Plant
<del>Joe Darby, Bill Eltringham and Jason Eltringham</del> <b>Designated Employee and Supervisor</b>	Corp Yard/Shop
<del>Joe Darby, Bill Eltringham and Jason Eltringham</del> <b>Designated Employee and Supervisor</b>	Distribution System
<del>Elaine Urruty and Bill Eltringham</del> <b>Designated Employee and Supervisor</b>	District Office

# **POLICY AND PROCEDURE**

## **UNION PUBLIC UTILITY DISTRICT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer according to the following schedule:

Once per month in all work areas.

When we initially established our IIPP.

When new substances, processes, procedures or equipment, which present potential new hazards, are introduced into our workplace.

When new, previously unidentified hazards are recognized.

When occupational injuries and illnesses occur.

When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

Whenever workplace conditions warrant an inspection.

### **ACCIDENT / EXPOSURE INVESTIGATION**

Procedures for investigating workplace accidents and exposures to hazardous conditions or practices include:

1. •Visiting the accident scene as soon as possible
2. •Interviewing injured workers and witnesses.
3. •Examining the workplace for factors associated with the accident/exposure.
4. •Determining the cause(s) of the accident/exposure.
5. •Taking corrective action to prevent the accident/exposure from recurring. Recording the findings and corrective actions taken.

### **HAZARD CORRECTION**

Unsafe or unhealthy work conditions; practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

Hazard is observed or discovered. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection. All such actions taken and dates they are completed shall be documented on the appropriate forms.

### **TRAINING AND INSTRUCTION**

**All workers**, 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:

When the IIPP is first established.

To all new workers.

To all workers given new job assignments for which they were not previously trained.



# POLICY AND PROCEDURE

## UNION PUBLIC UTILITY DISTRICT

Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.

Whenever we are made aware of a new or previously unrecognized hazard.

To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.

To all workers with respect to hazards specific to each employee's job assignment.

### **RECORDKEEPING**

We maintain the following records of the implementation of our IIPP for one year (except for employees who have worked for less than one year which are provided to the worker upon termination of employment):

- Hazard assessment inspections: Including dates of inspections, person(s) conducting the inspections, unsafe conditions and practices identified, and action(s) taken to correct hazard(s).
- Accident/exposure investigation: Including details and dates of accidents, investigator's name, unsafe conditions and practices identified, and action(s) taken to correct the hazard(s).
- Employee communication: Including dates and types of communication and names of communicators.
- Safety and health training for each worker: Including worker's name, provider's name, date(s) of training and type(s) of training.

### **HEAT ILLNESS PREVENTION PROGRAM (see updated section - RSP 500, Heat Illness Prevention, CCR, Title 8, § 3395 )**

~~Our district recognizes that an effective approach to heat illness is vital to protecting the lives of its workers. In this light we have implemented the Heat Illness Prevention Program. All employees will be trained to recognize the symptoms of heat related illnesses and the proper steps to follow to prevent and react to heat related illnesses. The training consists as follows:~~

#### Factors that Contribute to Heat Illness:

~~Heat illness results from a combination of factors including environmental temperatures and humidity, direct radiant heat from the sun or other sources, air speed, and workload, personal factors, such as age, weight, level of fitness, medical condition, use of medications and alcohol, and acclimation affect how well the body deals with excess heat.~~

#### Recognizing the Hazard:

~~There is no absolute cut-off below which work in heat is not a risk. With heavy work at high relative humidity or if workers are wearing protective clothing, even work at 70 degrees can present a risk. In the relative humidity levels often found in hot areas of California (20 to 40 percent), foreman and employees need to take some actions to effectively reduce heat illness risk when temperatures approach 80 degrees. At temperatures above 90 degrees, especially with heavy work, heat reduction needs to be a major concern. It is especially important to be vigilant during periods of abnormally high heat. Following is what to lookout for in yourself and your fellow workers during the days when all the factors discussed come into play during a working day.~~

Date Adopted: March 17, 2010

# POLICY AND PROCEDURE

## UNION PUBLIC UTILITY DISTRICT

### **Heat Exhaustion:**

~~Symptoms of heat exhaustion are dizziness, weakness, headache, blurred vision, nausea, and staggering. The face becomes pale, there is profuse sweating, the pulse is weak, and breathing is shallow. The person may become unconscious.~~

### **Sun Stroke (Heat Stroke):**

~~Symptoms of sun stroke are, a severe headache, the face is red the skin is hot and dry, there is no sweating, and the pulse is strong and very rapid. The person has high fever (105-106 degrees) and may become unconscious. This is followed by convulsions, coma, and sometimes death.~~

### **Heat Cramps:**

~~Heat cramps are muscle cramps. Usually these cramps occur in the arms or legs but may be in the abdominal or chest muscles as well. These cramps are caused by excessive body fluid loss through sweating.~~

### **Treatment:**

~~At first signs of any of the symptoms described above, be it yourself or a fellow worker tell your Foreman immediately. He will instruct you to go to the designated shade area which could be any covered area with ventilation, open and covered garage, a tent, a vehicle or trailer that has air conditioning. You will be required to stay in the shaded area for a minimum of 5 minutes or until you feel sufficiently recovered to go back to work. Your Foreman will also instruct you to drink at least 1 quart of water or more. In cases of convulsion, fainting, hot skin, or rapid pulse the Foreman is instructed to seek medical attention immediately. The location of the nearest clinic and hospital are provided in the Injury and Illness Prevention Program available at each job site.~~

### **Prevention:**

~~To prevent heat illnesses it is important that you follow the steps bellow:~~

### **Acclimatization:**

~~Acclimate yourself to the work to be done and the temperature of the work day. Drink water at the beginning of your shift. Wear clothing in layers so you can remove layers as the temperature becomes hotter. Wear your protective equipment at all times. Schedule heavy work so that it does not have to be accomplished during the hottest part of the day.~~

### **Water:**

~~You will be required to consume at least 4 cups of water per hour or 1 quart per hour. Your Foreman will be monitoring your intake in the form of observation or breaks and will have drinking water available for you at all time during the working day. Sodas, coffee, or enhanced liquids will reduce the effectiveness which you want to achieve. Foremen are responsible for ensuring an adequate amount of water is available by checking the water jugs throughout the day. At least one quart per person is to be maintained at all times.~~

### **Breaks:**

~~Breaks will be determined by your Foreman during the working day depending on the heat and the work load. This does not mean that you are to wait for the break if you show, or observe in a fellow worker, signs of heat illness.~~

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

~~Remember Heat Illness is to be taken seriously at all times~~

~~The Heat Illness Prevention Program will be presented to all employees in the form of a tailgate meeting periodically during the hottest months of the year and also included in the new hire training.~~

Date Adopted: March 17, 2010

# **RSP 500**

## **Heat Illness Prevention**

*CCR, Title 8, § 3395*

<b>500.1</b>	<b><i>Heat Illness Recognition</i></b>	<b>500-2</b>
<b>500.2</b>	<b><i>Risk Reduction Practice for Heat Illness</i></b>	<b>500-2</b>
<b>500.3</b>	<b><i>Emergency Procedures</i></b>	<b>500-3</b>
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<b>500.5</b>	<b><i>Assigned Responsibilities</i></b>	<b>500-5</b>
<b><i>Attachment A – Glossary of Terms</i></b>		<b>500-6</b>
<b><i>Attachment B – UPUD Heat Illness Prevention Procedures</i></b>		<b>500-7</b>
<b><i>Attachment C – UPUD Acclimatization Procedures</i></b>		<b>500-12</b>
<b><i>Attachment D – UPUD Heat Illness Emergency Procedures</i></b>		<b>500-13</b>

*Safety first is our responsibility, each and every one of us*

## **500.1 Heat Illness Recognition**

This Heat Illness Prevention Program applies to the control of risk of occurrence of heat illness, and applies to all outdoor places of employment and other work environments, when the environmental risk factors for heat illness are present, such as places with minimal ventilation. Any employee participating in job tasks when environmental risk factors for heat illness are present will comply with the procedures in this document.

Heat Illness can be a serious health hazard for employees required to work while exposed to the sun or other heat sources. A significant potential for heat illness occurs when temperatures are in excess of 80° Fahrenheit. All employees should look continuously for symptoms and signs of heat illness related disorders in other employees and be particularly alert to the hazards and plan for providing first aid and emergency medical services should they become necessary. Awareness of heat illness symptoms can save your life or the life of a co-worker.

Heat illness occurs due to a combination of environmental and internal heat that cannot be adequately dissipated. The risk of heat illness increases with the amount of exertion, amount of direct sunlight, lack of air movement, and even the amount of protective clothing or equipment worn. Heat illness can lead to heat exhaustion, heat stroke, collapse, convulsions, unconsciousness, and even death. Therefore, access to water, shade, rest periods and acclimatization are important to protect employees from overheating.

The Heat Illness Prevention standard applies in all outdoor places of employment whenever environmental risk factors for heat illness are present. Cal/OSHA considers the following working conditions to be environmental risk factors for heat illness:

- ❖ Air temperature
- ❖ Relative humidity
- ❖ Radiant heat from sun and other sources
- ❖ Conductive heat sources such as the ground
- ❖ Air movement
- ❖ Workload severity and duration
- ❖ Protective clothing and personal protective equipment worn by employees

## **500.2 Risk Reduction Practices for Heat Illness**

1. Weather Monitoring – When the temperature is expected to reach 70° Fahrenheit or higher supervisors, managers, department heads and/or assigned safety personnel will be required to begin monitoring the extended weather forecast in preparation to implement the District's heat illness prevention procedures (see Attachment B). The District designates the National Weather Service, the Weather Channel TV Network, and NIOSH and OSHA Heat Index App as the approved places to check for temperatures.

2. Water Consumption and Availability – **Water is a key preventative measure to minimize the risk of heat related illnesses.** It is very important to pre-hydrate prior to beginning work in a high heat environment. If possible, it is recommended that an employee consume at least two cups (16 ounces) of water before beginning work.

The District will provide access to fresh, pure, and suitably cool potable drinking water, that is located as close as practicable to the areas where the employee(s) is working. If not plumbed or otherwise continuously supplied, enough water shall be provided in sufficient quantity at the beginning of the work shift to provide at least **one quart per employee per hour for the entire shift**. Water is required to be located as close as practicable to where employees are working. **The frequent drinking of water shall be encouraged.**

3. Shade - The District will provide access to a shaded area that is either open to the air or provided with ventilation or cooling. When the outdoor work area exceeds 80° Fahrenheit or higher, shade must be physically up and present throughout the day. The shade shall be located as close as practicable to the areas where employees are working and needs to be large enough to accommodate all employees on the jobsite on cool-down or rest periods without having to be in physical contact with other, and those onsite taking meal periods outside. **Access to the shade will be permitted at all times.**

Cooling measures other than shade (e.g. use of misting machines) may be provided in lieu of shade, if it can be demonstrated that these measures are at least as effective as shade in allowing employees to cool or that it is infeasible or unsafe to have a shade structure. Canopies, umbrellas, and other temporary structures or devices may also be used to provide shade, which is to allow the body to cool.

4. Rest Breaks - Rest breaks allow opportunities for employees to cool down and drink water to prevent overheating. Employees should be encouraged to take cool-down breaks in the shade for at least 5 minutes as necessary to prevent heat illness. Employees should not wait until they feel sick to cool down.

5. Acclimatization – People need time for their bodies to adjust working in heat. This is particularly important for employees returning to work after a prolonged absence, recent illness, or recently moving from a cool to hot climate. Inadequate acclimatization can be hazardous to anyone exposed to conditions of heat and physical stress when the work is significantly more intense than what they are used to.

All employees shall be closely observed by a supervisor or designee during a heat wave.

### **500.3      *Emergency Procedures***

The UPUD Heat Illness Emergency Procedures Guide (see Attachment C) shall be followed for those employees who are experiencing health conditions as a result of a heat related stress illness. In order for the District's employees to effectively respond to others

who may exhibiting heat illness symptoms, the District will train all employees to render first aid as required by California Code of Regulations (CCR) Title 8 Section 3400.

Employees are encouraged to call 911 immediately if an employee displays signs or symptoms of heat illness and does not look OK or does not get better after drinking cool water and resting in the shade. It is important to note that if 911 is called the employee exhibiting symptoms should not be left alone even if resting in the shade.

#### **500.4      *Training for Heat Illness Prevention***

Training is the most important component of the Union Public Utility District's Heat Illness Prevention Program, and shall be provided to all potentially impacted employees working where environmental risk factors for heat illnesses are present, to help reduce heat illness and to assist with obtaining emergency assistance without delay.

Initial training and refreshers thereafter regarding heat illness prevention shall be provided to all supervisory and non-supervisory employees per Title 8 CCR 3395 (h) (1). This training will ensure familiarity with established work practices and will address the following:

- ❖ Environmental and personal risk factors for heat illness;
- ❖ District procedures for identifying, evaluating, and controlling exposures to environmental and personal risk factors for heat illness;
- ❖ The importance of frequent consumption of small quantities of water for heat illness, up to 4 cups per hour (32 ounces), when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
- ❖ The importance of acclimatization;
- ❖ The different types of heat illness and the common signs of symptoms;
- ❖ The importance to employees of immediately reporting to their supervisor, manager or HR, symptoms or signs of heat illness in themselves or in co-workers;
- ❖ The District's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided if necessary;
- ❖ The District's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider; and
- ❖ The District's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

In addition to the training points listed above, Supervisors and Managers will also be trained on:

- ❖ The procedures to follow in order to implement the provisions of the Districts Heat Illness Prevention Program

- ❖ The procedures to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures.
- ❖ Where to monitor weather reports and how to respond to hot weather advisories.

## **500.5      *Assigned Responsibilities***

### **Managers and Department Heads are responsible for:**

- ❖ Identifying all employees who are required to work outdoors or in other environments where potential heat illness could occur, and identify the Supervisor of the employee.
- ❖ Ensuring all identified employees are trained in the District's heat illness prevention procedures.
- ❖ Ensuring that the requirements in this document are followed.

### **Designated Persons are responsible for:**

- ❖ Assuring that adequate water, shade, and necessary rest breaks are available when the environmental risk factors for heat illness are present.
- ❖ Ensuring that all affected employees are trained on heat illness prevention.
- ❖ Providing a daily brief tailgate like meeting to reinforce heat illness prevention with emergency response procedures.
- ❖ Ensuring that the requirements in this document are followed.
- ❖ Carrying a District provided cell phone and other means of communication, to ensure that emergency medical services can be called and you can communicate with employees. The Supervisor shall ensure the cell phone is working properly prior to each workday.

### **All employees are responsible for:**

- ❖ Complying with the provisions of the District's heat illness prevention procedures, as described in this document and in the training sessions they attend.
- ❖ Ensuring that they have the appropriate amount of drinking water available at all times when the environmental risk factors for heat illness are present.
- ❖ Ensuring they have access to a shaded area
- ❖ Reporting heat related illness symptoms to the supervisor.



## Attachment A Glossary of Terms

**Acclimatization** – Temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. When temperatures rise suddenly, the body needs time to adapt. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

**Environmental Risk Factors for Heat Illness** – Working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

**Designated Person** – This is the person designated by the Supervisor, Manager/Department Head, or safety personnel who is responsible for carrying out a specific task as it relates to the heat illness prevention procedures.

**Heat Illness** – A serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

**Heat Wave** – Any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit **and** at least ten degrees higher than the average high daily temperature in the preceding five days.

**Personal Risk Factors for Heat Illness** – Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

**Preventive Recovery Period** – A period of time to recover from the heat in order to prevent heat illness.

**Shade** - Blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. Once indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a vehicle sitting in the sun does not provide acceptable shade to person inside it, unless the car is running with air conditioning.

**Temperature** – The dry bulb temperature, as indicated by a thermometer, in degrees Fahrenheit obtained by using a thermometer to measure the outdoor temperature in an area where there is no shade.

## Attachment B Heat Illness Prevention Procedures

**A copy of this procedure must be on location while working in the field.**

The District's Heat Illness Prevention Procedures begins when the temperature meets or exceeds 70 degrees Fahrenheit. The requirements increase as the temperature rises.

The following guide has been established to direct you with the required tasks and precautions that need to be taken:

**LEVEL 1** – To be implemented when the temperature reaches or exceeds 70 degrees Fahrenheit:

- Supervisors, Managers/Department head, and assigned safety personnel will begin to monitor the extended weather forecast in preparation to implement the level's 2, 3, or 4 District's heat illness prevention procedures. The District designates the National Weather Service, the Weather Channel TV Network, and the NIOSH and OSHA Heat Index App as the approved places to check for temperatures.
- Shade structures will be available and/or brought to work sites. The structures are not required to be set up. However, they should be opened and set in place upon worker(s) request. **Please Note: The interior of a vehicle may not be used to provide shade, unless the vehicle is air-conditioned and the air conditioner is on.**
- Supervisors will inventory water cooler, containers, disposable cups, ice packs, and shade structure needs. If any supplies are needed the Supervisor shall work with the District's Purchasing Agent to purchase needs items. The water cooler and containers should be cleaned and ready for use.

**LEVEL 2 – To be implemented when temperature meets or exceeds 80 degrees Fahrenheit:**

*In addition to the requirements in Level 1 the following tasks shall also be implemented.*

The Supervisor for the work crew will hold a ‘tailgate’ type meeting at the start of the work day to review the heat illness prevention procedures including:

- Encouraging and reminding employees of the importance of water and to drink plenty of water.
- Informing employees of their right to take a cool-down rest when necessary.
- Reviewing signs and symptoms of heat illness.
- Reminding and encouraging employees to immediately report to their supervisor any signs or symptoms they or fellow employees may be experiencing.
- Reviewing emergency response procedures.
- Informing employees that they are authorized to call for emergency medical services if needed.

**Water Requirements:**

- The *designated person* will bring # of container needed drinking water containers (of 5 to 10 gallons each) to the site, so that at least 2 quarts (64 ounces) of water per employee are available at the start of the shift.
  - The water must be fresh, pure, and suitably cool (cooler than the ambient temperature). Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems as shown on the manufacturer’s label.
  - The *designated person* may begin the shift with smaller quantities of water if there is an effective procedure to replenish the water during the shift as needed.
  - The *designated person* will check the water level of all containers every 60 minutes. When the water level within a container drops below 50%, water containers will be refilled with cool water and/or ice.
  - The *designated person* will pour some water from the container on their skin to ensure that the water is suitably cool but not so cold as to cause discomfort.
- The *designated person* will bring the necessary number of paper cone rims or bags of disposable cups and the necessary cup dispensers to ensure that enough disposable cups are made available for each worker and are kept clean until used.
- The *designated person* 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 field terrain prevents the water from being placed as close as possible to the workers, the *designated person* will bring bottled water or individual containers (in addition to disposable cups and water containers), so that workers can have drinking water readily accessible.
  - The *designated person* will ensure that the water containers are relocated to follow along as the crew moves, so drinking water will be readily accessible.
- The *designated person* will be responsible for cleaning the water containers and ensuring that they are kept in sanitary condition (all necessary cleaning supplies are provided by the company).

**Shade Requirements:**

- Each *designated person* will bring *# of structures needed* shade structures to the work site, to accommodate all employees at the site on recovery or rest periods, and those onsite taking meal periods. In addition, the *designated person* will:
- Ensure that the necessary number of shade structures are opened and placed as close as practical to the workers.
  - Ensure that the shade structures are relocated to follow along with the crew and double-check that they are as close as practical to the employees, so that access to shade is provided at all times.
  - Will point out the daily location of the shade structures to the workers.
  - All employees will be notified and encouraged to take a **5-minute cool-down rest in the shade**, in addition to the time needed to access the shade, when they feel the need to do so to protect themselves from overheating.
- Each *designated person* will bring either chairs, benches, sheets, towels or any other items to allow employees to sit and rest without contacting the bare ground. However, chairs, benches, etc. are not required for acceptable sources of shade such as trees.
- In situations where it is not safe or feasible to provide shade (example: portable shade structures in winds of more than 40 mph), the *designated person* will document how this determination was made, and what steps will be taken to provide shade upon request, or other alternative cooling measures with equivalent protection.
- Employees taking a “preventative cool-down rest” must be monitored by an employee as designated by the *designated person* for symptoms of heat illness, encouraged to remain in the shade and not ordered back to work until symptoms are gone. Employees with symptoms must be provided appropriate first aid or emergency response as written in the District’s Heat Illness Emergency Procedures (see Attachment D).
- You will also need to follow the District’s acclimatization procedures (–see Attachment C) if the average of the previous five days has been at least 10 degrees Fahrenheit lower.

**LEVEL 3 – To be implemented when temperature meets or exceeds 90 degrees Fahrenheit:**

*In addition to the requirements in Level 1 and 2 the following tasks shall also be implemented.*

- Water replenishment procedures by the *designated person* will be increased to every 30 to 45 minutes to check the water level of all containers.
- The *designated person* will carry ice and ice packs in separate containers, so that when necessary, it will be added to the drinking water to keep it cool.
- The *designated person* will point out daily, the location of the water coolers to the workers, and remind them to drink water frequently.

**LEVEL 4 – To be implemented when temperature meets or exceeds 95 degrees Fahrenheit or during a heat wave:**

*In addition to the requirements in Level 1, 2, and 3 the following tasks shall also be implemented.*

- Prior to assigning an employee or crew to a particular worksite, the Supervisor of the employee/crew will:
  - Ensure that a qualified, appropriately trained, and equipped person will be available at the site, to render first aid if necessary.
  - Prior to the start of the shift determine if a language barrier is present at the work site
    - If a language barrier exists assign one person with the responsibility to call emergency medical services (911).
- To ensure that employees can contact a supervisor and/or emergency services, the *designated person* will ensure that effective communication is maintained. This can be done through observation, voice, or electronic device (cell phone, text, truck radio, etc.).
- If an employee is working on their own, regular communication between the sole employee and the *designated person* shall occur via radio or cell phone. If this is not feasible than a buddy system must be used.
- The *designated person* will observe employees for alertness and signs and symptoms of heat illness.
  - If the *designated person* is unable to be near the workers to observe them or communicate with them in person, then an electronic device, such as a cell phone, may be used for this purpose **only if reception in the area is reliable.**
- The *designated person* will ensure employees **increase their cool-down rest period to a minimum 10-minutes in the shade** every two hours and allow more frequent cool-down breaks as necessary for workers to prevent heat illness from occurring.

## Attachment C Acclimatization Procedures

Union Public Utility District Operations Department Management, HR, and/or any other designated personnel with safety responsibilities will monitor the weather and in particular 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, the *designated person* 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 or evening) if the employee is not already acclimated. Steps taken to lessen the intensity of the workload for new employees will be documented.
  - The *designated person* will be extra-vigilant with new employees and stay alert to the presence of heat illness symptoms.
- The *designated person* will assign employees a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
- During high heat (temperatures over 95 degrees Fahrenheit), the *designated person* will observe all employees closely (or maintain frequent communication via phone or radio), and be on the lookout for possible symptoms of heat illness.
- If there is a new employee on the crew The *designated person* will closely supervise that person, or assign a "buddy" for the first 14 days of the employee's employment by UPUD, unless the 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.

**Attachment D**  
**Heat Illness EMERGENCY Procedures**

The most important item to note in the procedure is to call 911 if an employee is exhibiting signs of heat illness and is not getting better after drinking water and resting in a shaded place.

**Signs and Symptoms of Heat Illness**

<b>Heat Illness Symptoms:</b>	<b>Warning Signs:</b>	<b>Early Warning Signs:</b>
Dehydration Dizziness Cramps Exhaustion Stroke Rash	High Body Heat Confusion Irrational Actions No Sweating Lack of Stamina Rapid Breathing Nausea Blurry Vision Muscle Pain Loss of Coordination General Discomfort Irritability Poor Concentration Unconsciousness	Cramps Lack of Stamina Headache General Discomfort Dehydration

**Handling a Sick Employee:**

When an employee displays possible signs or symptoms of heat illness, an employee trained in first aid will take immediate steps to **keep the employee cool** by:

- Placing the worker in the shade;
- Removing excess layers of clothing;
- Placing ice packs in the armpits and groin area;
- Fanning the victim; and
- **Stay with the employee to continuously check the status of the employee**

The employee observing or administering first aid to an employee will determine whether resting in the shade and drinking cool water will suffice, or if emergency service providers should be called.

When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, call 911.

While the ambulance is in route, employees should initiate and/or continue first aid.



Where work is being conducted at remote locations such as rural or undeveloped areas, the supervisor or lead person on the job will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall wear their reflective vest or use a flashlight, in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.

**In no case should an employee be ordered to go back to work until signs or symptoms of heat illness have abated.**

# POLICY AND PROCEDURE

## UNION PUBLIC UTILITY DISTRICT

### HAZARD COMMUNICATION

Our district intends to provide information about chemical hazards and other hazardous substances and the control of hazards utilizing the following:

The program administrator is responsible for hazard communication procedures.

An inventory of hazardous substances is located at the Treatment Plant and the Corp Yard. Material Safety Data Sheets (MSDS) for all hazardous substances are located at the Treatment Plant and the Corp Yard.

Employees may review MSDSs and the standard by verbal request. MSDSs not on hand which are requested by employees will be requested of suppliers within 7 days by letter.

The MSDS file is updated with new information and new hazards identified by the program administrator.

Containers of hazardous materials entering the premises will be checked by the program administrator to assure they are properly labeled with the chemical name of the contents, the appropriate hazard warning and the name and address of the supplier/manufacturer.

Containers of hazardous materials on the premises will be labeled with the chemical name and hazard warning. The program administrator must approve exceptions.

The following exceptions have been approved: N/A

Non-routine tasks involving hazardous materials are: N/A. Procedures for complying with the standard for these jobs are: N/A

Employee training is provided initially to all employees and for all new employees who are exposed to hazardous materials. This training covers the following areas:

- The basic requirements of the Hazard Communication Standard and their right to information on chemical hazards.
  - Our company's program to comply with the standard and procedures to follow to see the standard, company program and MSDSs.
  - How to interpret and use the labels on containers of hazardous materials.
  - The potential physical hazards and health effects of the hazardous substances and how to use MSDSs for more information.
  - How to handle the hazardous substances safely and other protective measures in place.
  - What to do in an emergency (emergency evacuation, spills, etc.).
  - How the presence of hazardous chemicals can be detected in the work area.
  - This training is documented in the following manner: On Employee Training Record.
  - Training concerning new hazards (new chemicals or new information on MSDSs) will be provided within 30 days and documented.
  - Periodic refresher training will be provided and documented.
- Outside employees (contractors and visitors) will be advised of chemical hazards in the following manner: Verbal instruction from the program administrator.

# POLICY AND PROCEDURE

## UNION PUBLIC UTILITY DISTRICT

Our company relies on the information contained in MSDSs as permitted by the OSHA Hazard Communication Standard and does not perform independent hazard determinations.

### FIRST AID PROCEDURES

#### EMERGENCY PHONE NUMBERS

Safety Coordinator: **Joe Darby Designated Employee**

Poison Control: 911

First Aid: 911

Fire Department: 911

Ambulance 911

Police: 911

Medical Clinic: Angels Camp Medical Clinic 209/736-0813, SaveMart Shopping Center, Angels Camp

Nearest Provider: **Dr. Ryan Thompson 209/728-2021, Main Street, Murphys Angels Camp Medical Clinic 209/736-0813**

#### Minor First Aid Treatment (In All District Vehicles and District Office)

First aid kits are stored in the district office, corporation yard and treatment plant. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

#### Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

#### Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.

Date Adopted: March 17, 2010

# **POLICY AND PROCEDURE**

## **UNION PUBLIC UTILITY DISTRICT**

- Provide details for the completion of the accident investigation report.

### First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

### **FIRST AID INSTRUCTIONS**

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

#### WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or clothing.
- Keep pressure on the wound until medical help arrives.

#### BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

#### BURNS:

- Thermal (Heat)
- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.
- Chemical
- Flush the exposed area with cool water immediately for 15 to 20 minutes.

#### EYE INJURY:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.

Date Adopted: March 17, 2010

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- Cover both eyes with bandage.

## Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

## NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

## HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

## **ACCIDENT REPORTING AND PROCEDURES FOR MANAGERS AND SUPERVISORS**

1. Take appropriate action including first aid when necessary.
2. If the injury is of an immediate and serious nature, the decision should be made to call the Paramedics using the **911** emergency service number.  
A person with a serious injury or a spine injury should not be moved or transported in any way except by qualified medical personnel.
3. If injury is not an emergency situation, the employee should be escorted to the medical facility indicated on the Medical Treatment Order. Remember to call the facility to let them know you will be arriving.
4. Fill out the Medical Treatment Order. Send with injured employee.
5. Provide injured employee form DWC-1 "Employee's Claim For Workers' Compensation Benefits. The form is to be completed by employee and returned to the office.
6. Whenever possible, eliminate the hazard if it is safe to do so.
7. Notify the ~~Office Manager~~ **District Office** immediately of the injury at 209/728-3651.
8. Complete the Accident Investigation form and give to the ~~Office Manager~~ **General Manager**

## **Remember Use the First Aid Option**

Please inform the medical center of our plan.

**POLICY AND PROCEDURE**  
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This procedure for job related injuries were written to assist you when you have incident. If you follow the step-by-step instructions, it will make managing the incident easier and it will insure that all of the important steps are followed.

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**SAFETY RULE VIOLATION**

You have been observed behaving in an unsafe manner contrary to district safety rules. We consider the safety of our employees to be very important. In order to prevent accidents, it is our policy to enforce district safety rules strictly.

**Type of Violation:**


**Result of Violation:**


**Disciplinary Action:**


I, \_\_\_\_\_, have read/been read and understand the safety rules of the Union Public Utility District. I agree to act in accordance with the safety rules at all times while working, and understand that the violation of any rule is cause for stern disciplinary action which could include termination of employment.

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

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

.File original in employee's personnel file, with a duplicate given to employee.

**POLICY AND PROCEDURE  
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**Safety Meeting Report**

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

Location: \_\_\_\_\_

Topics discussed:

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Specific safety rules generated or emphasized:

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---

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Materials provided:

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Suggestions made:

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Attendance (signatures required):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



**POLICY AND PROCEDURE  
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**SUPERVISOR'S REPORT OF ACCIDENT  
(Internal Record)**

Employee's name:			
Social Security Number:			
Job position/title			
Supervisor's name:			
Date and time of accident:			
Location:			
Task being performed when accident occurred:			
Date and time accident reported to you:			
Name(s) of witnesses			
Accident resulted in:	Injury	Fatality	Property Damage
First aid given:	Medical treatment required?	Workdays lost	
Describe how the accident occurred:			
What actions, events or conditions contributed most directly to this accident:			
Prior to this accident, were any incidents or near hits reported:			
Could anything be done to prevent accidents of this type?		If so, what:	

Signature of Supervisor \_\_\_\_\_

**POLICY AND PROCEDURE**  
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**NEW / EMPLOYEE ORIENTATION**  
**SAFETY CHECKLIST**

Employee Name \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Supervisor: \_\_\_\_\_

The supervisor and the new employee are to review the following safety concerns, check and discuss those that apply:

	District safety policies and programs:
	Safety rules, both general and specific to job assignment:
	Safety rule enforcement procedures:
	Safe use of tools and equipment:
	Proper guarding of equipment:
	Proper work shoes and other personal protective equipment (safety glasses, gloves, etc.) as needed:
	How, when and where to report injuries:
	Special hazards of job:
	When and where to report unsafe conditions:
	Emergency procedures and First Aid locations:
	Hazardous Communication program and location of MSDS file.
	Fire safety:
	Safe operation of following vehicle(s):
	Designated Medical Provider policy:
	Supervisor will adequately and frequently review performance of new employee, superior behavior will be reinforced and substandard behavior will be corrected.
	Employee agrees to cooperate fully with the safety efforts of the employer, follow all safety rules and use good judgment concerning safe work behavior.
	Additional comments and notes:

I hereby acknowledge that I have received instruction in and agree to abide by the rules and procedures that pertain to my job assignment. I understand that I will be subject to disciplinary action for failure to follow these or operate any tool or equipment with the guards or safety devices removed, disconnected or otherwise made inoperable including those designated as "Out of Service".

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor
Employee

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

**CODE OF SAFE PRACTICES**

Compliance with this district Code of Safe Practices is mandatory. Personnel in violation of any or all of these codes are subject to the company progressive disciplinary policies.

1. All persons shall follow these safe practices, render every possible aid to safe operations and report all unsafe conditions or practices to the foreman or supervisor.
2. Supervisory personnel shall insist on employees observing and obeying every rules, regulation, and order as is necessary to the safe conduct of the work and shall take such actions as necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. These shall be given at least once per month.
4. Anyone known to be under the influence of drugs or intoxicating substances shall not be allowed on the job while in that condition and is subject to immediate termination.
5. Horseplay, scuffling and other acts that tend to have an adverse influence on the safety or well being of others shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and working together with equipment.
7. No one shall knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose them or others to injury.
8. Employees shall be instructed to ensure that all guards and other protective devises are in proper places and adjusted and to report all deficiencies promptly to the foreman or supervisor. At no times will guards be removed or tampered with.
9. All injuries will be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
10. Lifting and carrying injuries are among the most serious of all work related injuries and most frequent. To minimize this potential, do the following:

\*Whenever possible, eliminate manual lifting by using mechanical lifting aids.

\*Follow this procedure before you start to lift:

Size up the load estimating the weight, size and shape. If the load is too much, get help.  
Inspect for silvers, jagged edges, burrs, rough or slippery surfaces, protruding nails.  
Hands should be clean and free of oil and grease.  
Before handling any object, wipe it clean if it is wet, greasy, slippery or dirty.

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### **UNION PUBLIC UTILITY DISTRICT**

Wear appropriate protective clothing such as slip resistant safety shoes and gloves.  
Keep fingers away from pinch points.  
Get a firm grip on the object being lifted or carried.  
Keep your feet parted one alongside, one behind the object.  
Keep your back straight, but not necessarily vertical.  
Tuck your chin in.  
Grip the object with the whole hand.  
Tuck your elbows and arms in.  
Keep your body weight directly over your feet.  
Stand close to the object, keeping your feet 8-12 inches apart for good balance.  
Bend the knees to a comfortable position and get a good handhold.  
Using both the leg and back muscles, lift the load straight up. Move smoothly and easily pushing with the legs and keep the load close to the body.  
Lift the object to the carrying. Avoid twisting and turning until the lift is completed.

To turn the body, change foot positions and check to see the path of travel is clear before moving.  
To set the load down, bend the knees using the leg and back muscles. When the load is securely positioned, release it.

11. Appropriate footwear shall be worn at all times.
12. Do not block aisles, traffic lanes or fire exits.
13. All exits and exit ways shall be free of obstructions and other objects that may impede personnel when exiting.
14. Electrical panels must be accessible at all times.
15. Obey all "No Smoking" signs.
16. Fire extinguishers will be available and accessible at all times.
17. Personal protective equipment like glasses will be worn when there is a potential for flying objects.
18. Power equipment, tools and machinery shall be operated only by trained and authorized personnel.
19. All tools and equipment shall be maintained in good condition.
20. Damaged or defective tools shall be promptly removed from service and tagged "Defective".
21. Portable electric tools shall either be double insulated or equipped with a ground plug to minimize the potential for shock.
22. Electric cords shall not be exposed to damage and shall be adequately covered to prevent tripping hazards.

# Agenda Item

**DATE:** August 28, 2024

**TO:** Jessica Self, General Manager

**FROM:** Jenna Mayo, Executive Admin Coordinator/Board Clerk

**SUBJECT:** Discussion/Action Electing to Cease Employee Participation in CalPERS Health Benefits

---

## **RECOMMENDED ACTION:**

Motion: \_\_\_\_\_ / \_\_\_\_\_ adopting Resolution No. 2024-018 Electing Cease To Be Subject To The Public Employees' Medical And Hospital Care Act

## **SUMMARY:**

The Union Public Utility District (UPUD) seeks to end its participation in the Public Employees' Medical and Hospital Care Act (PEMHCA) to join the ACWA JPIA Health Benefits program. Under Government Code Section 22938, a contracting agency may withdraw from PEMHCA through a formal resolution.

This resolution declares UPUD's intent to cease coverage under PEMHCA effective December 31, 2024. The transition to ACWA JPIA Health Benefits is aimed at providing enhanced health benefits to employees and aligns with the district's strategic benefits management. The Board of Directors' approval of this resolution will facilitate a smooth transition to the new health benefits program.

## **FINANCIAL CONSIDERATIONS:**

None at this time. All proposed updates have been budgeted for during this current fiscal year (FY25).

## *Attachments:*

- *Resolution No. 2024-018 Electing Cease To Be Subject To The Public Employees' Medical And Hospital Care Act*

**RESOLUTION NO. 2024-018  
UNION PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS**

**ELECTING CEASE TO BE SUBJECT TO THE PUBLIC  
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

**WHEREAS**, Government Code Section 22938 provides that a contracting agency which has elected to be subject to the Public Employees' Medical and Hospital Care Act (the "Act") may cease to be so subject by proper application by the contracting agency; and

**WHEREAS**, Union Public Utility District is a contracting agency under Government Code Section 22920 and subject to the Act;

**NOW, THEREFORE BE IT RESOLVED** Union Public Utility District elects to cease to be subject to the Act; and be it further.

**RESOLVED** That coverage under the Act ceases on December 31, 2024.

**PASSED, APPROVED, AND ADOPTED** this 28<sup>th</sup> day of August 2024.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Eric Bottomley, President  
Union Public Utility District

I hereby certify that the within and foregoing is a full, true, and correct copy of the Resolution which was duly passed and adopted at a regular meeting of the Board of Directors of the Union Public Utility District on the 28<sup>th</sup> day of August 2024.

---

Jenna Mayo  
Clerk to the Board

# Agenda Item

**DATE:** August 28, 2024

**TO:** UPUD Board of Directors

**FROM:** Jessica Self, General Manager

**SUBJECT:** Overview of Capital Improvement Financing. Presentation given by Jeffery Land, Oppenheimer LLC, Public Financing and Banking

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## **RECOMMENDED ACTION:**

Discussion/ Direction regarding financing high priority Capital Improvement Projects.

## **BACKGROUND INFORMATION:**

Union Public Utility District is currently facing significant Capital Improvement Projects that require immediate attention. Specifically, the electric panel powering the treatment plant must be replaced, and additional upgrades are necessary to meet regulatory standards ensuring safe and reliable drinking water for our community.

These high-priority projects are estimated to cost approximately \$1,500,000. To finance them, the District must either utilize reserve funds or secure a loan.

## **SUMMARY:**

Staff have explored securing a loan to cover the costs of emergency capital improvement projects. Oppenheimer, a publicly listed middle-market investment bank and full-service financial firm, specializes in providing advice and financial services to both public and private entities, as well as institutional and high-net-worth investors. Earlier this month, Jeffrey Land from Oppenheimer presented various financing options to Union PUD's Finance Committee. He will deliver a presentation to the full board at the August 2024 Board Meeting.

Oppenheimer and District staff are seeking board input, particularly on the preferred finance term. The options under consideration are 10, 12, or 15 years. Securing debt issuance through a reputable financial institution offers several benefits:

- **Lower Interest Rates:** Accessing debt capital can often provide lower interest rates compared to alternative financing methods, reducing overall project costs.
- **Flexible Repayment Terms:** Options for 10, 12, or 15-year terms allow the District to align repayment schedules with projected revenue streams, ensuring manageable financial obligations.
- **Immediate Access to Funds:** Proceeds from the debt issuance can be promptly deployed towards critical infrastructure projects, addressing urgent maintenance needs without delay.



- **Maintaining Liquidity:** By leveraging debt, Union PUD preserves existing cash reserves for operational needs and contingencies, enhancing financial flexibility.
- **Enhanced Project Scope:** Securing adequate funding supports comprehensive capital improvement initiatives, ensuring the longevity and reliability of essential utility services.

The Board's input on the preferred finance term will guide our next steps in securing financing that best aligns with Union PUD's financial strategy and operational objectives.

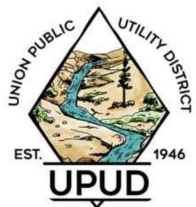
**FINANCIAL CONSIDERATIONS:**

The term length of the loan - whether 10, 12, or 15 years, will determine the District's minimum annual repayment obligation.



# Union Public Utility District

## Capital Improvement Financing Overview



August 28, 2024

The Power of  **OPPENHEIMER** Thinking  
Wealth Management | Capital Markets | Investment Banking

# California Public Finance Presence

## Capabilities

- Our California presence dates back over 40 years
- 5 offices, 149 employees including 46 financial advisors covering over 30,000 accounts
- Underwrote/Placed 173 transactions in California since 2021
- Oppenheimer is a member of the California Society of Municipal Finance Officers
- Oppenheimer has a strong connection to Calaveras County, having served on 7 different transactions throughout the region over the last few years



## Local Area Clients

- Amador County
- Calaveras County
- Calaveras County Water District
- Murphys Sanitary District
- Tuolumne County
- Twain Harte Community Services District

## Notable 2024 Transactions

Issuer	County	Financing	Par	Status
City of Selma	Fresno	Lease Revenue Bonds	\$24,745,000	Closed
City of Stockton, CFD No. 2018-2	San Joaquin	Special Tax Bonds	\$14,020,000	Closed
Marin Emergency Radio Authority	Marin	Special Parcel Tax Bonds	\$5,800,000	Closed
City of Laguna Beach	Orange	Limited Obligation Bonds	\$8,820,000	Closed
Perris Joint Powers Authority	Riverside	Local Agency Revenue Bonds	\$9,595,000	Closed
City of St. Helena	Napa	Water Revenue Bonds	\$21,500,000	Closed
St. Ignatius College Preparatory School	San Francisco	Revenue Bonds	\$126,940,000	Closed
Town of Windsor	Sonoma	Wastewater Installment Sale Agreement	\$7,500,000	In Process

# CSDA Finance Corporation (CSDAFC) Overview

- Affiliate organization to the California Special Districts Association (CSDA) since 1988
- Designed to facilitate financings for special districts of all types and sizes
- Provides financing solutions for capital improvements, equipment and land purchases, refinancing of prior debt
- Responsive, full-service team of experts which includes
  - Placement Agent = Oppenheimer
  - Bond Counsel = Kutak Rock
- Competitive interest rates, low cost transaction fees
- Prompt delivery of funds
- CSDAFC has engaged Oppenheimer & Co. Inc. as a broker-dealer to provide financing options for specific projects within the program

# Financing Structure / Method of Sale

## Net Revenue Pledge

- Net revenue pledge financing provides public agencies with the ability to finance capital improvements to their enterprise systems through installment payments.
- Installment payments are established as a net revenue pledge after O&M of the enterprise system.
- Net revenue pledge financing allows public agencies to avoid depleting reserves for large capital projects.
- Installment Sale or Loan Agreement are used as the structure for the financing documents
- Security:
  - Typically the market will require a debt service coverage covenant (“DSC”) of 1.15 X 1
  - An additional bonds test (“ABT”) of 1.15 X 1
  - 1.25 X 1 DSC and ABT is better for credit rating



## Private Placement

- Placement Agent places the financing directly with an accredited investor via RFP process.
- Rating is not needed, and preliminary official statement is not produced nor distributed; responsibility of due diligence resides with the purchaser.
- One fixed tax-exempt interest rate.
- Low costs of issuance and fast process.
- Limited continuing disclosure requirements.
- Typical maximum term of 20 years.
- Economics ideal for smaller issue size.



# Private Placement Model: 10-Year Term

*An overview of the financing for a 10-year term private placement*

Estimated Project Fund	<b>\$1,500,000</b>
Estimated Cost of Issuance*	<b>\$80,000</b>
Estimated Par Value	<b>\$1,580,000</b>
Total Debt Service	<b>\$2,022,897</b>
Average Annual Debt Service	<b>\$199,395</b>
Final Maturity	<b>September 1, 2034</b>
Interest Rate	<b>4.85%</b>
Arbitrage Yield	<b>4.85%</b>
All-In TIC	<b>5.93%</b>

\*Includes placement agent, bond counsel, and bank counsel fees, and CDIAC/contingency

# Private Placement Model: 12-Year Term

*An overview of the financing for a 12-year term private placement*

Estimated Project Fund	<b>\$1,500,000</b>
Estimated Cost of Issuance*	<b>\$80,000</b>
Estimated Par Value	<b>\$1,580,000</b>
Total Debt Service	<b>\$2,117,868</b>
Average Annual Debt Service	<b>\$174,052</b>
Final Maturity	<b>September 1, 2036</b>
Interest Rate	<b>4.90%</b>
Arbitrage Yield	<b>4.90%</b>
All-In TIC	<b>5.83%</b>

\*Includes placement agent, bond counsel, and bank counsel fees, and CDIAC/contingency

# Private Placement Model: 15-Year Term

*An overview of the financing for a 15-year term private placement*

Estimated Project Fund	<b>\$1,500,000</b>
Estimated Cost of Issuance*	<b>\$80,000</b>
Estimated Par Value	<b>\$1,580,000</b>
Total Debt Service	<b>\$2,268,639</b>
Average Annual Debt Service	<b>\$149,273</b>
Final Maturity	<b>September 1, 2036</b>
Interest Rate	<b>4.95%</b>
Arbitrage Yield	<b>4.95%</b>
All-In TIC	<b>5.72%</b>

\*Includes placement agent, bond counsel, and bank counsel fees, and CDIAC/contingency



# Disclaimer

## **Disclosures About Oppenheimer's Role as Underwriter, Not as Municipal or Financial Advisor**

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## **Additional Disclosures**

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# Agenda Item

**DATE:** August 28, 2024  
**TO:** UPUD Board of Directors  
**FROM:** Jessica Self, General Manager  
**SUBJECT:** Approval to adopt a Reimbursement Resolution

---

## **RECOMMENDED ACTION:**

Motion: \_\_\_\_\_ / \_\_\_\_\_ adopting Resolution No. 2024-019 for a Reimbursement Resolution Related to Acquisition and Installation of Electric Panel or other emergency projects.

## **SUMMARY:**

The District may elect to finance the acquisition and installation of an electric panel and other capital improvements from tax-exempt obligations. In the event that the electric panel fails and must be replaced before the District issues tax-exempt obligations, federal tax law allows the District to reimburse itself from the proceeds of tax-exempt obligations for capital costs the District pays prior to the issuance of such tax-exempt obligations. In order to reimburse itself, the Board of Directors must adopt a resolution stating its intent to reimburse itself should tax-exempt obligations be issued.

Kutak Rock LLP, the District's bond counsel, has worked with staff to prepare a resolution permitting reimbursement of not-to-exceed \$1,500,000 for costs related to the current capital improvement program which are incurred before tax-exempt obligations, if any, are incurred. Costs that are eligible for reimbursement must have been paid no more than six months before the adoption of the resolution, and the reimbursement must occur within three years after the eligible costs are paid. The foregoing limitations do not apply to "soft" costs such as preliminary studies and reports.

Adoption of the reimbursement resolution will allow for reimbursement of costs associated with the acquisition and installation of an electric panel or other unforeseen emergency projects, which will replenish District funds available for other approved capital projects.

## **FINANCIAL CONSIDERATIONS:**

None. Adoption of the resolution does not commit the District to issue tax-exempt obligations.

### *Attachments:*

*Resolution 2024-019 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE UNION PUBLIC UTILITY DISTRICT, CALIFORNIA REGARDING INTENTION TO ISSUE TAX-EXEMPT OBLIGATIONS*

**RESOLUTION NO. 2024-019**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE UNION  
PUBLIC UTILITY DISTRICT, CALIFORNIA REGARDING INTENTION  
TO ISSUE TAX-EXEMPT OBLIGATIONS**

**WHEREAS**, the Union Public Utility District (the “District”) is a local government agency that is formed and operating in accordance with Section 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is authorized to acquire, construct and install property which is necessary for its operation; and

**WHEREAS**, the District desires to finance the costs of acquiring, constructing and installing certain capital improvements, as provided in Exhibit A attached hereto and incorporated herein (the “Project”); and

**WHEREAS**, the District intends to finance the acquisition, construction and installation of the Project or portions of the Project with the proceeds of the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the “Obligations”); and

**WHEREAS**, the District desires to pay certain costs with respect to the Project prior to the issuance of the Obligations from available moneys of the District and to reimburse itself for such costs from a portion of the proceeds of the sale of the Obligations.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE UNION PUBLIC UTILITY DISTRICT, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:**

**SECTION 1. Recitals.** The foregoing recitals are true and correct.

**SECTION 2. Intention to Reimburse.** The District reasonably expects, and hereby states its intention, to reimburse itself for Project costs incurred prior to the issuance of the Obligations with proceeds of the Obligations. Exhibit A describes either the general character, type, purpose, and function of the Project or the fund or account from which Project costs are to be paid and the general functional purpose of the fund or account.

**SECTION 3. Reimbursement Amount.** The reasonably expected maximum principal amount of the Obligations that is anticipated to be used for such reimbursement is \$1,500,000.

**SECTION 4. Timing of Adoption of Resolution.** Except as described in Section 8 below, this resolution is being adopted not later than 60 days after the payment of the original expenditures (the “Expenditures Date or Dates”).

**SECTION 5. Timing of Issuance of Obligations.** Except as described in Section 8 below, the expected date of issue of the Obligations will be within 18 months of the later of: (a) the

Expenditure Date or Dates; or (b) the date that the Project is placed in service; provided that the reimbursement may not be made more than three years after the Expenditure Date or Dates.

**SECTION 6. No Expectation to Pay Debt Service.** Proceeds of the Obligations to be used to reimburse the District for Project costs are not expected to be used, within one year of reimbursement, directly or indirectly to pay debt service with respect to any obligation (other than to pay current debt service coming due within the next succeeding one year period on any tax-exempt obligation of the District (other than the Obligations)) or to be held as a reasonably required reserve or replacement fund with respect to an obligation of the District or any entity related in any manner to the District, or to reimburse any expenditure that was originally paid with the proceeds of any obligation, or to replace funds that are or will be used in such manner.

**SECTION 7. No Other Moneys.** This resolution is consistent with the budgetary and financial circumstances of the District as of the date hereof. No moneys from sources other than the Obligations are, or are reasonably expected to be, reserved, allocated on a long-term basis or otherwise set aside by the District (or any related party) pursuant to their budget or financial policies with respect to the Project costs. To the best of our knowledge, this Board of Directors is not aware of the previous adoption of official intents by the District that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

**SECTION 8. Exceptions.** The limitations described in Sections 4 and 5 above do not apply to: (a) costs of issuance of the Obligations; (b) an amount not in excess of the lesser of \$100,000 or five percent (5%) of the proceeds of the Obligations; or (c) any preliminary expenditures, such as architectural, engineering, surveying, soil testing, and similar costs other than land acquisition, site preparation, and similar costs incident to commencement of construction, not in excess of twenty percent (20%) of the aggregate issue price of the Obligations that finances the Project for which the preliminary expenditures were incurred.

**SECTION 9. Official Action.** This resolution is adopted as official action of the District in order to comply with Treasury Regulation § 1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of District expenditures incurred prior to the date of issue of the Obligations, is part of the District's official proceedings, and will be available for inspection by the general public at the main administrative office of the District.

**SECTION 10. Effectiveness.** This resolution shall take effect immediately.

**APPROVED** and **ADOPTED** by the Board of Directors and signed by the President and attested by the District Clerk this 28th day of August 2024.

---

Eric Bottomley, Board President  
Union Public Utility District

Attest:

---

Jenna Mayo, Clerk to the Board

Approved as to Form:

---

Frank Splendorio, District Legal Counsel

**EXHIBIT A**

**DESCRIPTION OF PROJECT**

Acquisition and installation of electric panel

# Agenda Item

**DATE:** August 28, 2024

**TO:** UPUD Board of Directors

**FROM:** Jessica Self, General Manager

**SUBJECT:** Overview of Draft Financial Analysis for Proposition 218 Rate Study

---

## **RECOMMENDED ACTION:**

Discussion/ Direction regarding input on the Draft Financial Analysis for the Proposition 218 Rate study and proposed rate structure scenarios.

## **SUMMARY:**

Jeremy Tamargo from NBS will be presenting the draft financial analysis for the Proposition 218 rate study. This presentation is a crucial step in our ongoing efforts to ensure that our water rates are equitable, sustainable, and compliant with legal requirements. The analysis will provide insights into our current financial status, future projections, and the potential impact of proposed rate adjustments.

## **Key Points of a Financial Analysis:**

1. **Purpose of the Rate Study:**
  - To evaluate the current water rates and determine if adjustments are necessary to meet the financial needs of the District.
  - To ensure compliance with Proposition 218, which requires that rates are based on the cost of providing service.
2. **Financial Analysis Highlights:**
  - Review of current revenues and expenses.
  - Assessment of future capital improvement needs and operating expenses.
  - Projected financial outcomes with various rate adjustment scenarios.
3. **Rate Adjustment Scenarios:**
  - Presentation of different rate structure options and their potential impact on customers.
  - Analysis of how each scenario aligns with the District's financial goals and legal obligations.

## **Next Steps:**

Following the presentation, the Board will need to consider the findings and provide feedback on the proposed rate structures. The input gathered will be vital as we move forward with the Proposition 218 process, including public outreach and the formal rate-setting procedure.

**FINANCIAL CONSIDERATIONS:**

The draft financial analysis is a critical component of our rate study and will provide the foundation for making sound financial decisions moving forward.