



# PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111



Since 1918

## Board of Directors

ROBERT E. ALVARADO  
Division 1

JOE ESTES  
Division 2

MARCO HENRIQUEZ  
Division 3

KATHY MAC LAREN  
Division 4

VINCENT DINO  
Division 5

ALESHIRE & WYNDER LLP  
Attorneys



September 7, 2017

***Agenda for Regular Meeting  
of the Board of Directors of the Palmdale Water District  
to be held at the District's office at 2029 East Avenue Q, Palmdale***

***Wednesday, September 13, 2017***

***7:00 p.m.***

**NOTES:** To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Additionally, an interpreter will be made available to assist the public in making **comments** under Agenda Item No. 4 and any action items where public input is offered during the meeting if requested at least 48 hours before the meeting. Please call Dawn Deans at 661-947-4111 x1003 with your request. (PWD Rules and Regulations Section 4.03.1 (c) )

Adicionalmente, un intérprete estará disponible para ayudar al público a hacer **comentarios** bajo la sección No. 4 en la agenda y cualquier elemento de acción donde se ofrece comentarios al público durante la reunión, siempre y cuando se solicite con 48 horas de anticipación de la junta directiva. Por favor de llamar Dawn Deans al 661-947-4111 x1003 con su solicitud. (PWD reglas y reglamentos sección 4.03.1 (c) )

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

**PUBLIC COMMENT GUIDELINES:** The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Pledge of Allegiance/Moment of Silence.
- 2) Roll Call.
- 3) Adoption of Agenda.
- 4) Public comments for non-agenda items.

- 5) Presentations:
  - 5.1) Summary of expenditures for emergency repairs for 2016 and 2017 to date. (Facilities Manager Moore/Project Manager Thompson Sr./Finance Committee)
- 6) Action Items - Consent Calendar (The public shall have an opportunity to comment on any action item on the Consent Calendar as the Consent Calendar is considered collectively by the Board of Directors prior to action being taken.)
  - 6.1) Approval of minutes of regular meeting held August 23, 2017.
  - 6.2) Payment of bills for September 13, 2017.
- 7) Action Items - Action Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)
  - 7.1) Consideration and possible action on rescheduling or cancelling the second regular Board meeting in November due to the Thanksgiving holiday. (Director Henriquez)
  - 7.2) Consideration and possible action on continuing the District's benefit package through JPIA and adjusting the District contribution cap to provide the lowest cost family benefit package to employees. (Human Resources Director Emery/Personnel Committee)
  - 7.3) Consideration and possible action on not designating annual cost of living adjustment towards employees' portion of CalPERS effective January 1, 2018. (Human Resources Director Emery/Personnel Committee)
  - 7.4) Consideration and possible action on Safety and Training Technician position at salary range 29. (\$22,000.00 for remainder of 2017; position will be included in 2018 Budget - Non-budgeted – Human Resources Director Emery/Personnel Committee)
  - 7.5) Consideration and possible action on Internship Program. (Funded through the Foundation for Community Colleges – Human Resources Director Emery/Personnel Committee)
  - 7.6) Consideration and possible action on co-hosting Leadership Training for Elected Officials. (Chair Estes/Human Resources Director Emery)
  - 7.7) Consideration and possible action on authorization of the following conferences, seminars, and training sessions for Board and staff attendance within budget amounts previously approved in the 2017 Budget:
    - a) 10<sup>th</sup> Annual WaterSmart Innovations Conference and Exposition to be held October 4 – 6, 2017 in Las Vegas, Nevada.
  - 7.8) Adjourn to September 13, 2017 annual meeting of Public Facilities Corporation. (General Manager LaMoreaux)
- 8) Information Items:
  - 8.1) Reports of Directors:
    - a) Meetings/General Report.



- b) Standing Committee/Assignment Reports (Chair):
  - 1) Facilities Committee
  - 8.2) Report of General Manager.
  - 8.3) Report of General Counsel.
- 9) Public comments on closed session agenda matters.
- 10) Break prior to closed session.
- 11) Closed session under:
  - 11.1) Conference with Legal Counsel – Existing Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(1), to confer with legal counsel regarding pending litigation to which the District is a party. The title of such litigation is as follows: *Central Delta Water Agency vs. Department of Water Resources; Sacramento Superior Court Case No. 34-2010-80000561.*
- 12) Public report of any action taken in closed session.
- 13) Board members' requests for future agenda items.
- 14) Adjournment.



---

DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

# CHANGING FOCUS

FROM LEAKS TO APPS

## MAINLINE LEAKS

- IN 2010 PWD REPAIRED 866 LEAKS.
- IN 2016 PWD REPAIRED 243 LEAKS.
- TO DATE IN 2017 PWD HAS REPAIRED 70 LEAKS.





# RE-ALIGNING RESOURCES

- REDUCED LEAKS MEANS MORE RESOURCES TO MAINTAIN OTHER ASSETS.
- STAFF EVALUATED AND REPRIORITIZED MAINTENANCE EFFORTS.



# FLUSHING

- PWD HAS 340 SITES SHOULD BE FLUSHED AT LEAST ANNUALLY.
- THE IMPROVED FLUSHING PROGRAM IMPROVES WATER QUALITY.





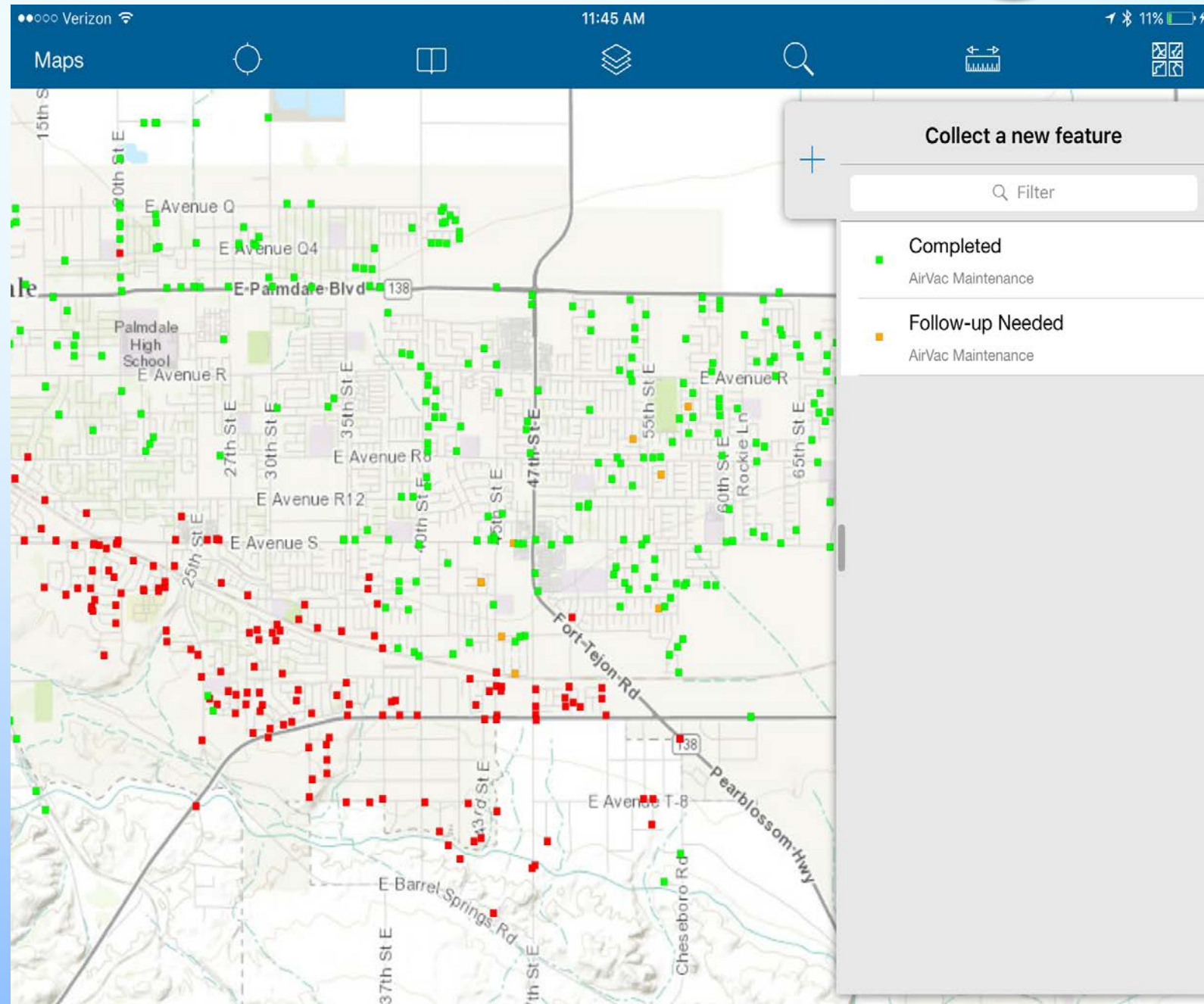
# LARGE METER MAINTENANCE

- PWD HAS 88 LARGE METER VAULTS
- 2017 ASSESSMENTS AND REPAIRS ARE UNDERWAY
- FIRST INSTALLATION OF “OCTAVE METERS”





IN THE PROCESS OF  
REPLACING 567 OLD STEEL  
AIR VACS.



# VALVE TURNING

PWD HAS 9,436 VALVES THAT MUST BE EXERCISED.

IN 2017 STAFF WILL EXERCISE AN ESTIMATED 4,000 VALVES.





# COLLECTOR APP

- PWD STAFF DEVELOPED IN HOUSE APPS FOR EACH OF THESE AREAS OF MAINTENANCE.
- ALLOWS STAFF TO INSTANTLY DOCUMENT AND REPORT MAINTENANCE ACTIVITIES FROM THE FIELD
- IMPROVES EFFICIENCY, PRODUCTIVITY AND ORGANIZATION



# Vehicle Fleet and Heavy Equipment



# List of Vehicles and Equipment

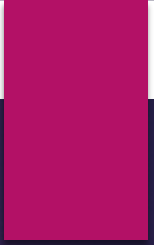
281	YEAR	MAKE	MODEL	DESCRIPTION	LOCATION	ASSIGNED:	DEPARTMENT	
3	2000	CAT	416C	Backhoe	5604 hrs	Crew	Construction	year 2/3
4	1991	FORD	F800	Dumptruck	72,515	Crew	Construction	year 2/3
7	2002	FORD	F150	1/2 T P/U	111,397	Pool	WTP	2018
11			TRI STATE INDUSTRIES, INC	Trailer	Facilities	Crew	Construction	
	1978	MILLER	MILLER	Welder 47	67 hrs	Crew	Construction	
16				Signal	Facilities	Crew	Construction	
17	1995	FORD	F350	Utility	69,215	Maint Worker	Facilities	year 2/3
22	1996	FORD	F150	1/2 T P/U	98,570	Pool	WTP	2018
24	1988	FORD	F8000	Crane	18,023	Facilities	Facilities	year 2/3
25	1992	SOUTHWEST	VAN TRAILER	HAZ MAT TRAILER	WTP	Pool	WTP	
033	2000	CHEV	C30	Utility	131,025	Scott Mahoney	Operations	
035	2002	FORD	F150	1/2 T P/U	107,110	Audel Narez	Lab	year 2/3
038		IR		Air Compressor	Facilities	Crew	Construction	
040	2002	BUICK	LeSabre	Car	87,265	Pool	Facilities	year 2/3
043	1990	GMC	C30	Flatbed	46,119	Pool	Construction	year 2/3
044		SPCNS		Utility Trailer	Facilities	Crew	Construction	
046		SHPBLT	4Axle	Trailer	Facilities	Crew	Construction	
50		Vermeer		Woodchipper	Facilities	Crew	Construction	
057	1993	Trailking	2Axle	Trailer	Facilities	Crew	Construction	
058	1988	HMDE	2Axle	Trailer, Water	Facilities	Crew	Construction	
059	1996	Gregor		Pontoon Boat	WTP	Pool	WTP	
	2000	Honda	BF50A	Outboard Motor-48	WTP	Pool	WTP	
			2Axle	Boat Trailer	WTP	Pool	WTP	
060	1998	GMC	C30	Utility	98,292	Fleet Technicians	Facilities	year 2/3
061	1998	Trailking	2Axle	Trailer	Facilities	Crew	Construction	year 2/3
066	1989	JD	644G	Loader	5068	Pool	WTP	
067	1999	CHEV	C7500	Water truck	51,699	Crew	Construction	year 2/3
068	1999	CHEV	C20	Utility	85,838	Pool	Facilities	year 2/3



# Budget Impact

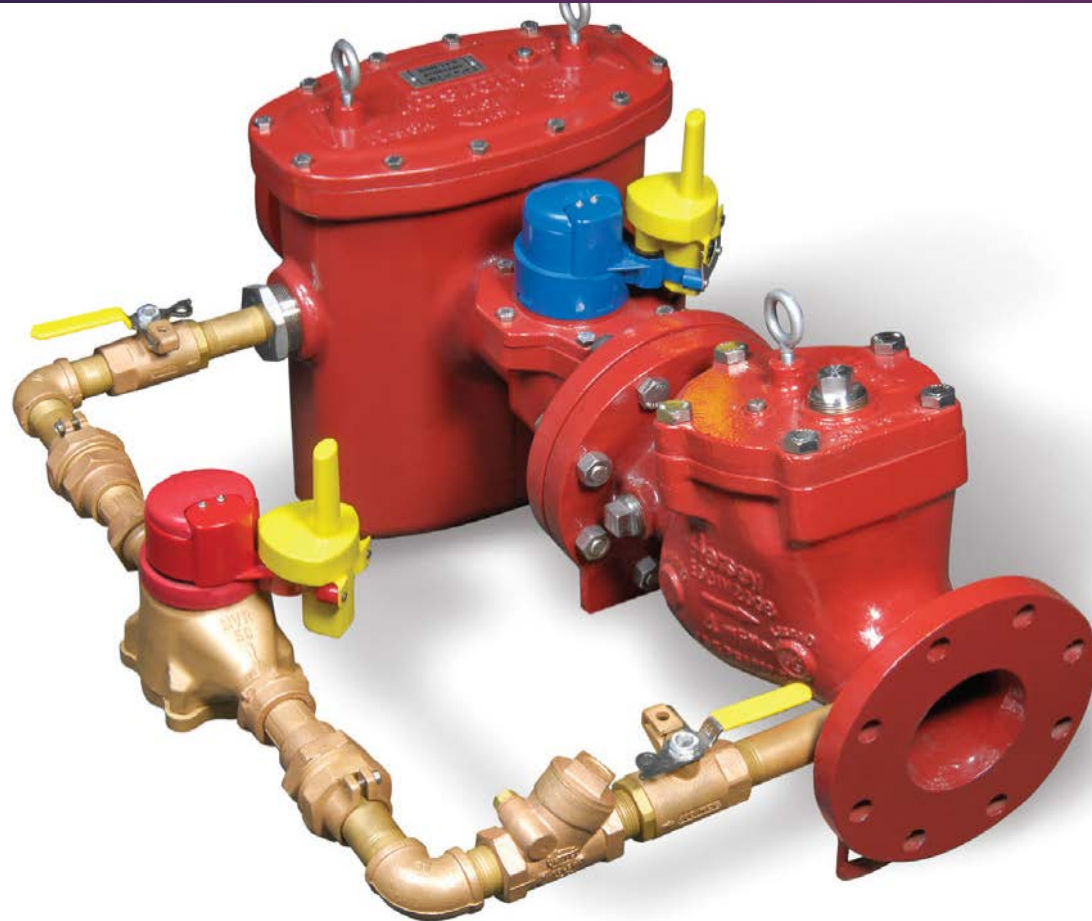
- Total of 81 – Vehicles, Heavy Equipment and small equipment.
- Each year the replacement should include 1 to 2 pieces of heavy equipment. (tractors, loader, dump trucks, large service trucks with cranes)
- Each year the replacement for vehicles and small service trucks should include 4 to 5.
- The Leasing program has been a benefit for our vehicles and small trucks.
- It is not a benefit to lease heavy equipment. The monthly cost for a backhoe =\$ 24,000.00





# Compound Meters

88 TOTAL IN OUR SYSTEM



Compound meters supply high flow rates when necessary, but also measure low flow . Accuracy is essential to account for all water delivered to our customers and prevent water loss in our system

## Testing for Accuracy

- It is vital to test our meters annually. Our meters are tested through an independent contractor. To ensure our meters are recording and measuring water flow for accurate billing.





It is essential to maintain and update our meters through: replacement/ new technology retro fit existing assemblies. maintenance of existing valves and piping



- ▶ All compound meters are below ground level in vaults. The environment is harsh with constant moisture, water runoff, dirt and silt build up. Maintenance is important to rebuild and replace piping to ensure durability and longevity







Corrosion is our biggest culprit that causes leaks and failure



# Budget Impacts

Our existing budget  
for compound meters  
include:

Annual testing  
\$12,500.00

Maintenance and  
Repair \$20,000.00

To upgrade and  
restore compound  
meters these line items  
to be increased by at  
least 75%

Testing to \$20,000

Maintenance to  
\$35,000.00

# Return on Investment

Well maintained Compound Meters will:

- Reduce unaccounted for water sales
- Improve water sale revenue

# Pressure Reducing Valves



- Pressure reducing valves separate all our pressure zones.
- There is a total of (14) pressure regulating stations
- 12 out 14 of our stations are over 23 years of age.
- Aging valves and piping lead to leaks, corrosion and failure that would put customers out of service.



# Pipe Corrosion









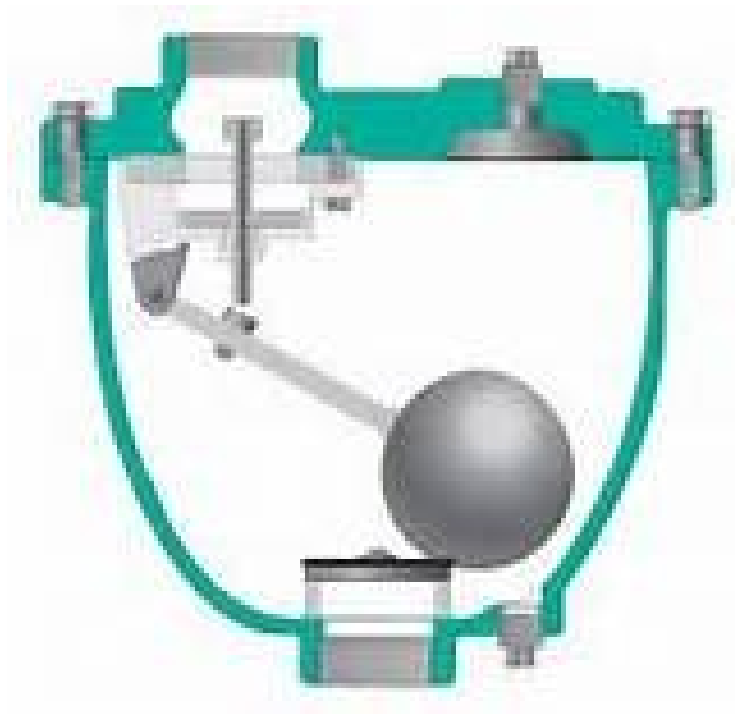
Recently the Construction Crew and Operations Crew installed a complete P.R.V on 47<sup>th</sup> st. E. and Ave. S-10. The cost to replace this assembly = \$27,563.00



# Cycled Maintenance

- A Five year cycle-Pressure Reducing Valve Program would cost approximately \$51,000.00 per year.
- Engineering recently approved using concrete coated and mortar lined pipe in all our PRV assemblies increasing durability and longevity.





# AIR VAC's combination air release / vacuum valves

PRIMARY FUNCTION OF AN AIR VAC IS TO  
EXHAUST AIR FROM PRESSURED PIPE.

IT ALSO ALLOWS AIR TO RE-ENTER WHEN WATER  
LEVELS DROP.



# PRESSURE ZONES

- ▶ There are (7) pressure zones in our system. All at different elevations.
- ▶ 2800 '
- ▶ 2850 '
- ▶ 2950'
- ▶ 3000'
- ▶ 3200'
- ▶ 3250'
- ▶ 3400 +



Air Vac's play a very important role to help keep our infrastructure functioning properly.

# BUDGET IMPACT

There are 566 air vac's throughout the (7) elevation zones in our system.

The cost to replace and repair equals \$86,000.00

That amount would allow us to to replace every air vac in two years or less.

After replacement an annual maintenance cycle would allow us to repair as needed for a cost per year of \$10,000.00



# Return on Investment

- ▶ Well maintained Air Vacs will:
  - ▶ Maintain operation efficiency
  - ▶ Reduce leaks
  - ▶ Extend the life of mainlines



# Palmdale Water District

## INFRASTRUCTURE ASSET MANAGEMENT- PIPELINES





In 2015, the district had reported a total of 409.7 miles of pipeline installed.

Length of Pipe (ft) by Year Constructed																	\$/in-dia 17.00
Source: GIS MainLine feature class data as of Sept 2, 2014 (Year Constructed has been corrected or estimated for 29.4 miles of pipe previously classified as Unknown)																	
Pipe Diameter (in)	1945-1949 (69 - 65)	1950-1954 (64 - 60)	1955-1959 (59 - 55)	1960-1964 (54 - 50)	1965-1969 (49 - 45)	1970-1974 (44 - 40)	1975-1979 (39 - 35)	1980-1984 (34 - 30)	1985-1989 (29 - 25)	1990-1994 (24 - 20)	1995-1999 (19 - 15)	2000-2004 (14 - 10)	2005-2009 (9 - 5)	2010-2014 (5 - Current)	Unknown N/A	Total Length (ft)	Replacement Cost (\$)
4	-	855	2,718	1,851	188	3,291	3,024	5,231	6,277	2,550	1,556	562	7	-	2,662	30,772	\$ 2,092,496
5	-	850	-	-	-	-	-	-	-	-	-	-	-	-	-	850	72,250
6	-	4,249	19,917	3,824	29,769	9,022	18,721	25,448	75,325	82,933	4,479	32,744	26,668	21,452	1,326	355,877	36,299,454
8	-	3,184	480	3,225	13,083	16,078	14,114	70,200	307,809	222,103	40,038	72,315	74,113	25,616	2,413	864,771	117,608,856
10	-	-	-	99	697	3,572	-	20,082	60,276	24,613	20	46	69	-	490	109,964	18,693,880
12	-	151	20,787	25,559	35,955	11,321	2,425	25,504	97,537	90,628	34,268	37,100	35,276	18,694	1,683	436,888	89,125,152
14	-	-	-	425	-	123	-	3,165	11,595	3,395	-	3	-	-	35	18,741	4,460,358
16	-	-	-	33	2,986	4,889	-	33,299	52,166	46,699	7,683	9,767	10,580	2,119	3,012	173,233	47,119,376
18	-	1,234	-	10	10	-	-	5,480	4,331	-	24	241	-	-	873	12,203	3,734,118
20	-	-	-	-	5,257	-	-	-	48,174	35,300	-	-	2,920	3,127	2,199	96,977	32,972,180
24	-	-	-	91	9,883	-	2,659	-	29,235	383	-	-	14,248	-	355	56,854	23,196,432
30	-	-	-	-	-	-	-	-	1,650	-	625	-	304	-	-	2,579	1,315,290
36	-	-	-	-	-	-	-	-	-	-	1,073	-	-	-	-	1,073	656,676
42	-	-	-	-	-	-	-	-	1,452	-	639	-	-	-	115	2,206	1,575,084
48	-	-	-	-	-	-	-	-	-	-	441	-	-	-	-	441	359,856
Totals (LF)	0	10,523	43,902	35,117	97,828	48,296	40,943	188,409	695,827	508,604	90,846	152,778	164,185	71,008	15,163	2,163,429	\$ 379,281,458
Totals (Miles)	0.0	2.0	8.3	6.7	18.5	9.1	7.8	35.7	131.8	96.3	17.2	28.9	31.1	13.4	2.9	409.7	
Cumulative (LF)	0	10,523	54,425	89,542	187,370	235,666	276,609	465,018	1,160,845	1,669,449	1,760,295	1,913,073	2,077,258	2,148,266	2,163,429		
Cumulative (Miles)	0	2	10	17	36	45	52	88	220	316	333	362	393	407	410		
Replacement Cost (\$)	\$ -	\$ 1,405,220	\$ 6,522,186	\$ 6,335,696	\$ 18,916,716	\$ 7,606,446	\$ 5,614,250	\$ 32,602,838	\$ 128,575,794	\$ 87,179,298	\$ 16,890,554	\$ 23,520,248	\$ 29,846,798	\$ 11,125,004	\$ 3,140,410	\$ 379,281,458	
Cumulative Replacement Cost (\$)	\$ -	\$ 1,405,220	\$ 7,927,406	\$ 14,263,102	\$ 33,179,818	\$ 40,786,264	\$ 46,400,514	\$ 79,003,352	\$ 207,579,146	\$ 294,758,444	\$ 311,648,998	\$ 335,169,246	\$ 365,016,044	\$ 376,141,048	\$ 379,281,458		

Note: Totals include +/- 19,400 LF of vintage 1950's steel DDW pipe that was cleaned and lined "in place" with cement mortar lining in 1992 and 1994.

With a total replacement cost of \$379,281,458.00



There are 3 very high priority pipelines, that will need to be address as soon as possible.  
The failures in these areas will have a major impact to these sites.

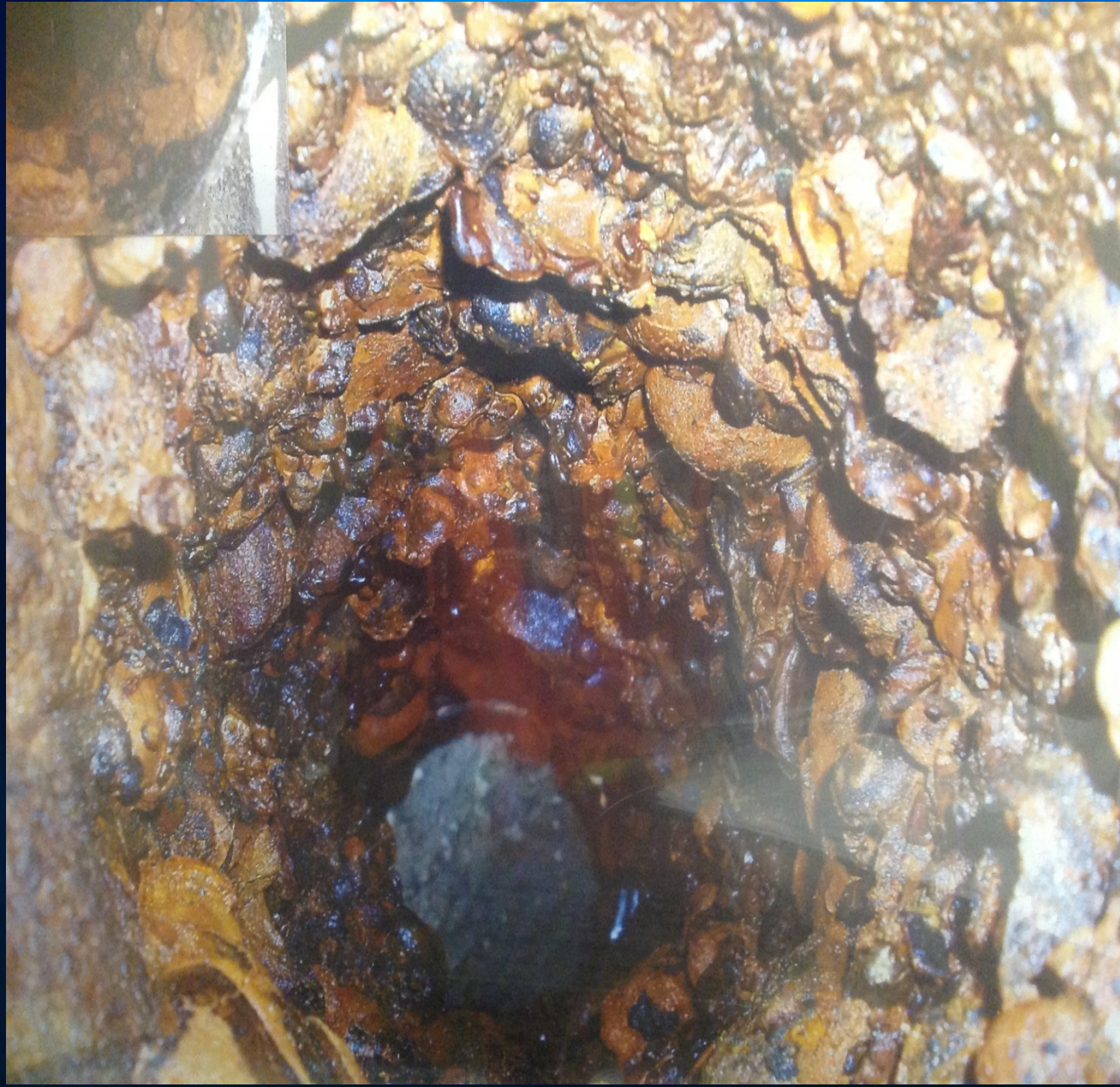




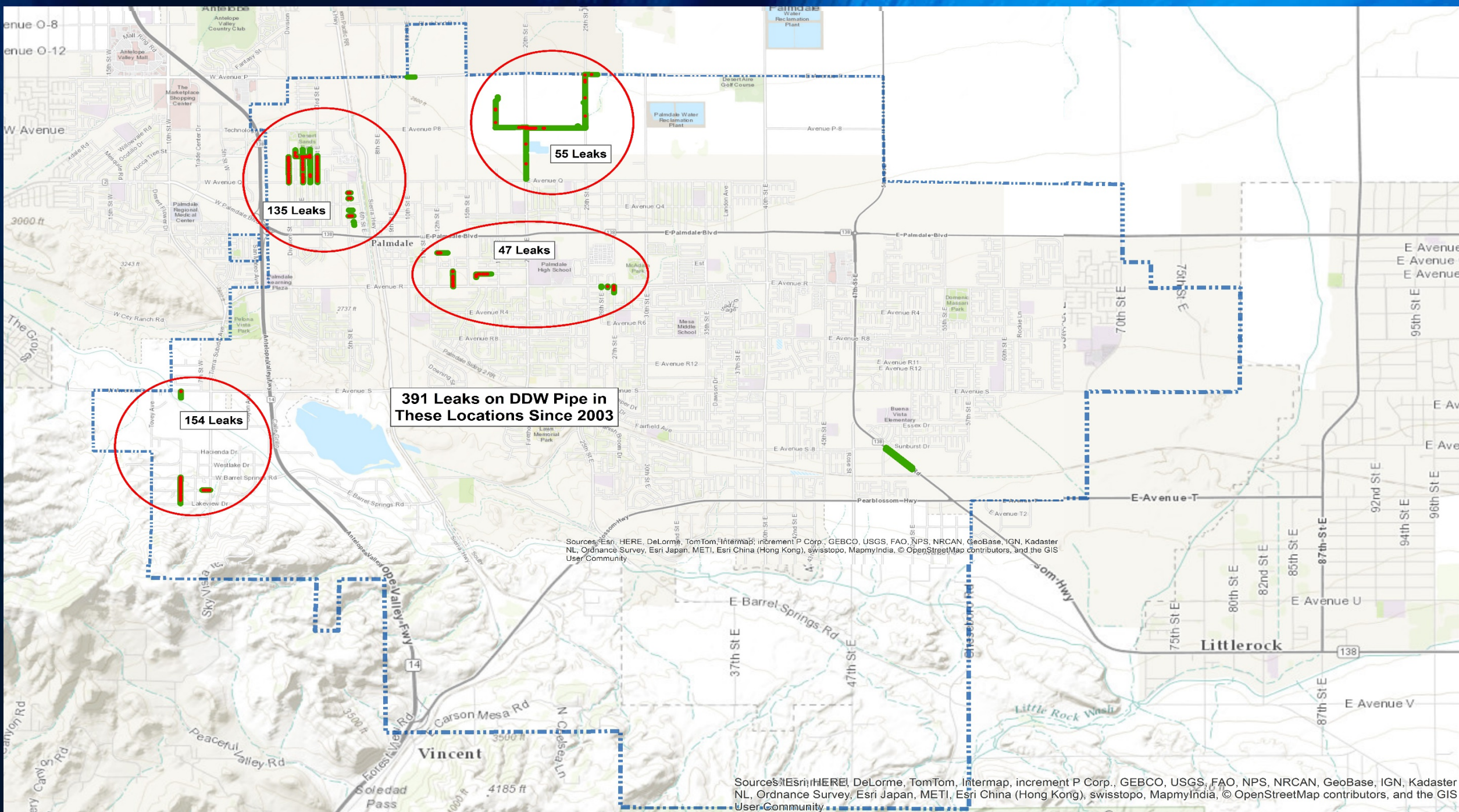
And there's another 14 high priority sites.











**391 Leaks on DDW Pipe in These Locations Since 2003**

Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



The current needs of the district are;

DDW WATER MAINS							
LOCATION	SIZE (IN)	FTG	COST DIA-IN-FT	COST	PRIORITY	BUDGET STATUS	YEAR
DIV TO 3RD Q TO P-12	6	6280	21.25	\$800,700.00	H	DEFERRED	1956-1957
"	12	1330	21.25	\$339,150.00	H	DEFERRED	1956-1957
P-8 @ 20TH	16	1420	18.00	\$408,960.00	H	DEFERRED	1961
Q-1,2,4,5, 5TH PL	4	860	21.25	\$73,100.00	H	DEFERRED	1951
Q-10 @ 12TH	4	470	21.25	\$39,950.00	H	DEFERRED	1955
13TH FR Q-13 TO R	8	1000	21.25	\$170,000.00	H	DEFERRED	1963
Q-14 @15TH	6	880	18.00	\$95,040.00	H	DEFERRED	1950
26TH, RUDALL, 27TH @ R	6	140	21.25	\$17,850.00	H		1964
"	8	350	21.25	\$59,500.00	H		1964
CAMARES FR LAGO LINDO TO LKVV	8	1335	9.00	\$96,120.00	H	DEFERRED	1963
S-14 W/O TIERRA SUBIDA	6	390	9.00	\$21,060.00	H	DEFERRED	1965
V-5 W/O 47TH	6	50	9.00	\$2,700.00	H	DEFERRED	UNKNOWN
"	4	668	9.00	\$24,048.00	H	DEFERRED	UNKNOWN
"	2	958	9.00	\$17,244.00	H	DEFERRED	UNKNOWN
P FR 25TH TO 500' ELY (FAA)	12	500	21.25	\$127,500.00	H*	DEFERRED	1961
P @ 10TH (LOCKHEED)	14	440	21.25	\$130,900.00	H*		1960
"	12	80	21.25	\$20,400.00	H*		1960
25TH FR P TO P-8	12	2750	21.25	\$701,250.00	M	DEFERRED	1961
20TH FR P-8 TO Q	12	2700	21.25	\$688,500.00	L		1961
17TH FR P-4 TO P-8	12	1360	18.00	\$293,760.00	L		1958
WELL 17 YARD PIPING	12	280	18.00	\$60,480.00	L		1958
CAMARES @ S	6	350	21.25	\$44,625.00	L		1957
FT TEJON	6	3130	21.25	\$399,075.00	L		UNKNOWN
		5.25	MILES				
HIGH PRIORITY REPLACEMENT COSTS				\$2,444,222.00			
MED. PRIORITY REPLACEMENT COSTS				\$701,250.00			
LOW PRIORITY REPLACEMENT COSTS				\$1,486,440.00			
TOTAL REPLACEMENT COSTS				\$4,631,912.00			

A decorative background featuring several spheres of varying shades of gray and black, connected by thin black lines. The spheres are arranged in a way that suggests a network or a molecular structure. The lines are thin and black, and the spheres are smooth and reflective. The overall composition is abstract and modern.

# Palmdale Water District

Infrastructure Asset Management

-Life Cycle Cost Analysis-



Asset management is a systematic process of deploying, operating, maintaining, upgrading, and disposing of assets cost-effectively, to maintain the quality of life in society and efficiency in the economy.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Pumping Plant Name	Test Date	Pump Location	CSS Service Acct #	Motor HP	kWh / Year	kWh / Acre Ft.	kW	Annual Acre Ft.	Avg \$ / Acre Ft.	Annual Cost	Test Eff. %	Impr. Eff %	kWh Annual Savings	*kW Savings	Impr. Annual Cost	Est. \$ Annual Savings
T-8 BOOSTER 1	9/20/2016	4228 E AVENUE T8, PALMDALE, CA 93552-6221	1099901	15	12048	225.32	11.7	53	\$41	\$2,169	54%	61%	1,446	1	\$1,906	\$250
T-8 BOOSTER 2	9/20/2016	4228 E AVENUE T8, PALMDALE, CA 93552-6221	1099981	15	9600	264.75	11.7	36	\$48	\$1,728	46%	61%	2,368	3	\$1,302	\$426
PWD BOOSTER 14A	9/6/2016	39401 20TH ST E, PALMDALE, CA 93550-2167	13175353	75	214500	348.24	56.3	616	\$31	\$19,395	66%	72%	19,271	5	\$17,571	\$1,734
PWD WELL 14A	4/26/2017	39401 20TH ST E, PALMDALE, CA 93550-2167	13175353	250	571392	1144.27	193	499	\$114	\$57,139	54%	69%	128,283	43	\$44,311	\$12,828
PWD WELL 8	4/27/2017	2200 E AVENUE P, PALMDALE, CA 93551-2338	1388874	600	919992	1104.41	387.6	833	\$99	\$82,799	70%					
PWD WELL 7	4/25/2017	39395 25TH ST E, PALMDALE, CA 93550	1388875	500	980088	1437.48	272.1	682	\$144	\$98,009	55%	72%	225,038	63	\$75,405	\$22,604
HILLTOP BOOSTER	9/21/2016	35609 CHESEBORO	1388885	10	3336	436.11	10.6	8	\$224	\$1,715	33%	58%	1,423	5	\$983	\$731
PALMDALE HILLS BOOSTER	9/22/2016	4640 BARREL SPRINGS ROAD, PALMDALE, CA 93550	1388887	10	5148	392.53	7.3	13	\$90	\$1,177	35%	58%	2,071	3	\$703	\$473
PWD WELL 18	5/9/2017	4640 BARREL SPRINGS ROAD, PALMDALE, CA 93550	1388887	3	1332	199.76	3.2	7	\$45	\$301	35%	47%	336	1	\$225	\$76
PWD WELL 19	5/9/2017	4640 BARREL SPRINGS ROAD, PALMDALE, CA 93550	1388887	7.5	3444	320.91	6.5	11	\$73	\$778	43%	50%	470	1	\$672	\$106
V-5 BOOSTER	9/22/2016	4640 BARREL SPRINGS ROAD, PALMDALE, CA 93550	1388887	15	7956	682.34	14.7	12	\$156	\$1,819	60%					

SCE Hydraulic / Industrial Services  
Customer: Palmdale Water District

Cost Analysis Summary



\*The kW on-peak activity factor represents how the kW impacts the SCE system during on-peak periods as determined by SCE's agricultural and water pumping customers' average load profiles.

The savings used for incentive calculations is calculated based on pump kW usage during DEER on-peak days. Actual kW savings may vary at time of application validation.

Pumping Plant Name	Test Date	Pump Location	CSS Service Account #	Motor HP	kWh / Year	kWh / Acre Ft.	kW	Annual Acre Ft.	Avg \$ / Acre Ft.	Annual Cost	Test Eff. %	Impr. Eff %	kWh Annual Savings	*kW Savings	Impr. Annual Cost	Est. \$ Annual Savings
PWD WELL 7	4/25/2017	39395 25TH ST E, PALMDALE, CA 93550-2167	1388875	500	980088	1437.485	272.1	682	\$144	\$98,009	55%	72%	226,038	63	\$75,405	\$22,604
PWD WELL 14A	4/26/2017	39401 20TH ST E, PALMDALE, CA 93550-2167	13175353	250	571392	1144.273	193	499	\$114	\$57,139	54%	69%	128,283	43	\$44,311	\$12,828
PWD WELL 2	4/25/2017	39401 20TH ST E, PALMDALE, CA 93550-2167	1683701	400	1102032	1287.596	303	856	\$116	\$99,183	62%	69%	104,803	29	\$89,750	\$9,433
PWD WELL 35	5/8/2017	36549 60TH ST E, PALMDALE, CA 93550-2167	3134242	75	209544	1182.649	76	177	\$154	\$27,241	44%	65%	69,256	25	\$18,237	\$9,003
PWD WELL 3	4/27/2017	2160 E AVENUE P, PALMDALE, CA 93551-2338	4730360	500	853704	1216.719	233	702	\$122	\$85,370	65%	70%	60,254	16	\$79,345	\$6,025
PWD WELL 16	5/8/2017	4125 E AVENUE S4, PALMDALE, CA 93552-6221	3134242	40	78168	1307.249	27.2	60	\$172	\$10,274	36%	61%	32,538	11	\$5,997	\$4,276
PWD WELL 6	4/26/2017	24955 30TH ST E, PALMDALE, CA 93550-2167	1388901	100	236136	1435.169	80.6	165	\$172	\$28,336	56%	65%	30,884	11	\$24,630	\$3,706
PWD WELL 33	5/1/2017	7160 E AVENUE R, PALMDALE, CA 93550-2167	2437025	75	123708	918.2056	82	135	\$147	\$19,793	50%	65%	29,031	19	\$15,148	\$4,645
PWD WELL 39	5/1/2017	7392 E AVENUE R, LITLERCK, CA 93543-0499	1388891	150	141300	735.1896	70.8	192	\$103	\$19,782	58%	67%	18,920	9	\$17,133	\$2,649
PWD WELL 32	4/26/2017	39401 20TH ST E, PALMDALE, CA 93550-2167	7247323	80	101316	788.4958	34.7	128	\$103	\$13,171	56%	65%	13,418	5	\$11,427	\$1,744
PWD WELL 23	4/27/2017	2202 E AVENUE P-8, PALMDALE, CA 93551-2338	18789643	250	667848	1168.121	179.6	572	\$117	\$66,785	69%	70%	12,669	3	\$85,518	\$1,267
PWD WELL 22	5/8/2017	AVE SIXTH ST E, PALMDALE, CA 93550-2167	605987	75	119076	517.6069	36.6	230	\$62	\$14,289	61%	65%	7,852	3	\$13,347	\$942
PWD WELL 29	5/2/2017	39401 20TH ST E, PALMDALE, CA 93550-2167	26881173	40	78024	701.7642	31.4	111	\$98	\$10,923	58%	62%	4,678	2	\$10,269	\$655
UNDERGROUND 40	8/4/2017	39401 20TH ST E, PALMDALE, CA 93550-2167	8470783	40	19596	463.5726	30.9	42	\$83	\$3,527	52%	65%	3,802	6	\$2,843	\$684
PWD WELL 19	5/8/2017	4640 BARREL SPRINGS ROAD, PALMDALE, CA 93550	1388887	7.5	3444	320.9139	6.5	11	\$73	\$778	43%	50%	470	1	\$672	\$106
PWD WELL 18	5/9/2017	4640 BARREL SPRINGS ROAD, PALMDALE, CA 93550	1388887	3	1332	199.7554	3.2	7	\$45	\$301	35%	47%	336	1	\$225	\$76
PWD WELL 8	4/27/2017	2200 E AVENUE P, PALMDALE, CA 93551-2338	1388874	600	919992	1104.406	387.6	833	\$99	\$82,799	70%					
PWD WELL 26	5/1/2017	7392 E AVENUE R, LITLERCK, CA 93543-0499	4995413	50	73488	711.6286	45.6	103	\$107	\$11,023	62%					
PWD WELL 25	5/2/2017	37520 70TH ST E, PALMDALE, CA 93550	14349879	75	114744	683.8848	68	168	\$103	\$17,212	68%					
PWD WELL 21	5/2/2017	36525 N 52NDST, PALMDALE, CA 93550	17430425	30	94860	672.7769	33.2	141	\$79	\$11,098	66%					
Totals:													743,232			\$80,644



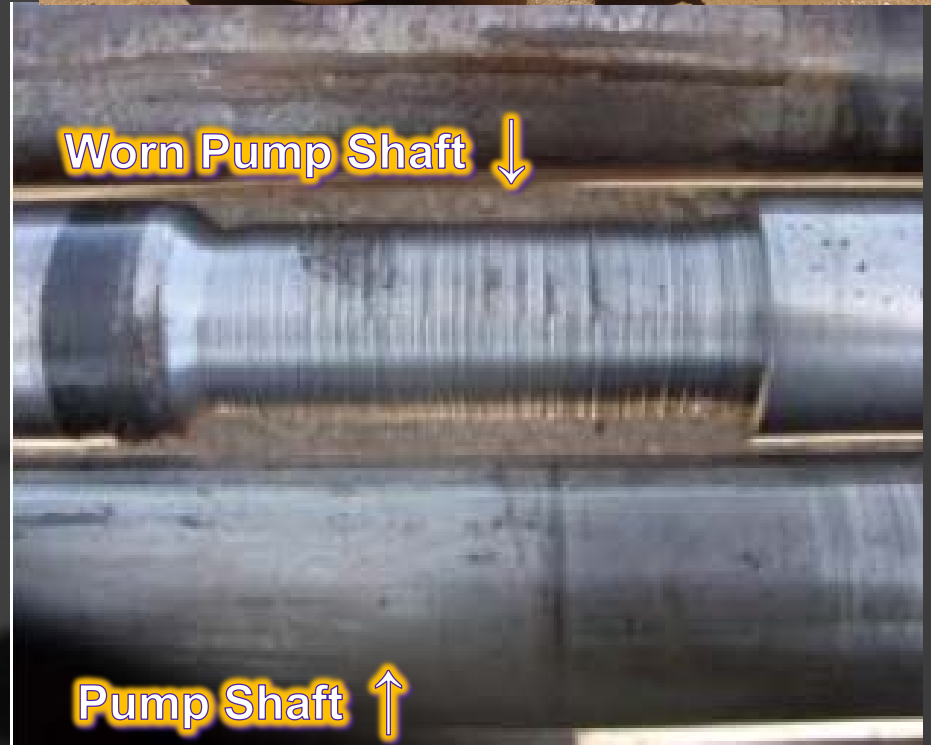
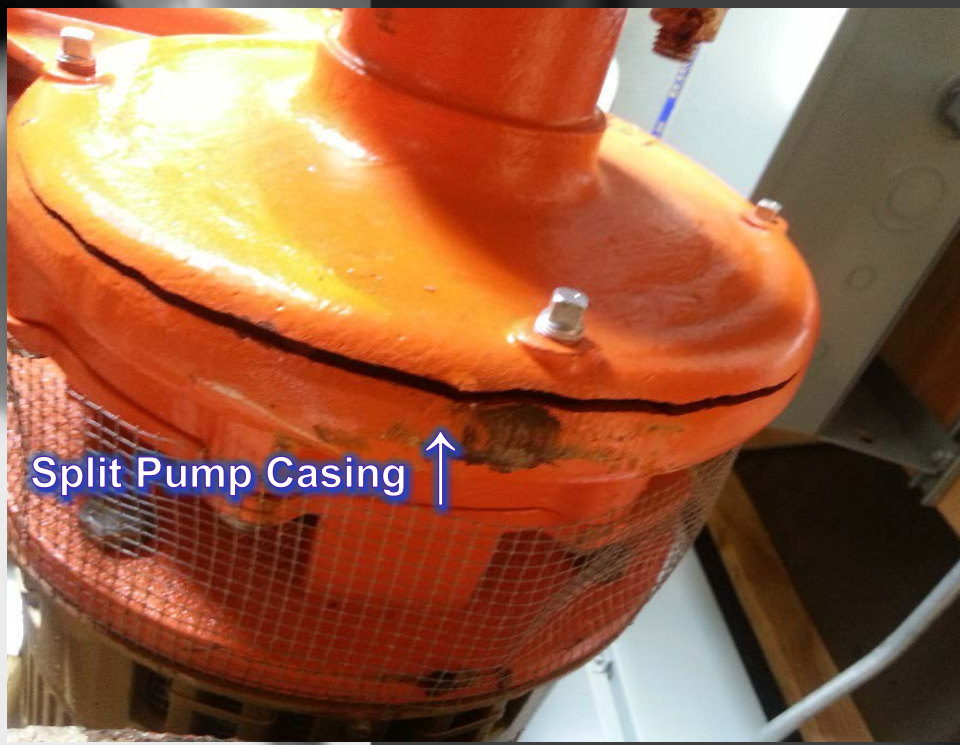
# In Asset Management, Deferred Maintenance is?

- ❖ Reactive maintenance,
  - > Is a Component failure which Leads to Multiple Component failures.





# Other Deferred Maintenance Issues are;





Horizontal Split Case Pump



Split Case Pump Impeller (New)



Split Case Pump Impeller (Run to Fail)



When it's run to fail, the complete Pump needs replacing.

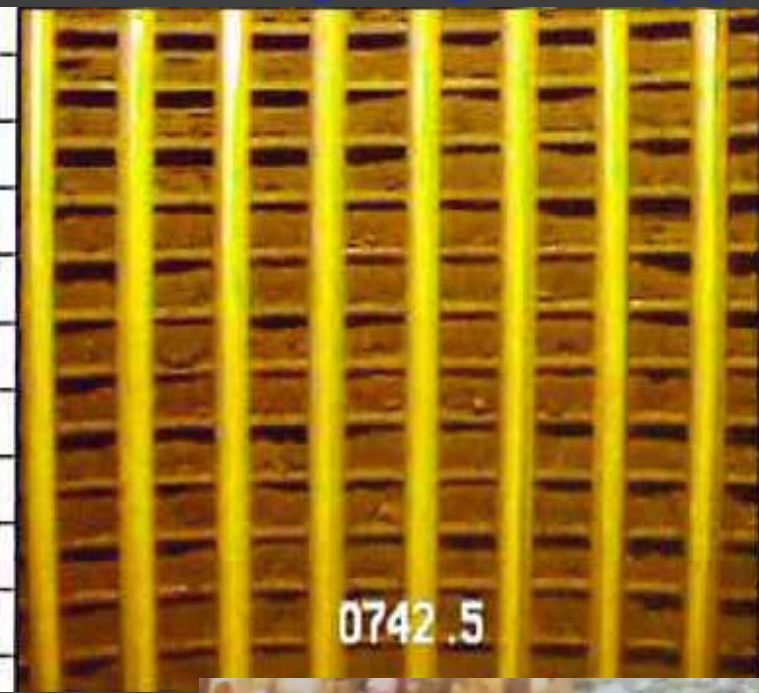




Well Screens,

clean ↓

After a 7 year cycle / dirty ↓



And RUN – TO – FAIL →





Well Pump Head →



System weaknesses exist.

And we have a plan to address them!





# What is Life Cycle Cost Analysis (LCCA)?

- The LCCA is a basic formula for calculating life cycle costs.
- It helps managers and board members prioritize asset investments.
- Prioritizes the needs of the district by using a Cost/Benefit look of its initial costs and the potential benefit to the organization.
- ✓ Such as downtime reduction, maintenance utilization, and proactive maintenance hours versus reactive maintenance hours.



The Life cycle formula is,

$$(I) + (\text{Repl}) - (\text{Res}) + (L) + (\text{O/M \& R}) = \text{LCC}$$

The initial cost of the unit (I) +

The replacement cost of the unit (Repl) –

The resale or residual value of the unit (Res) +

The desired useful life in years (L) +

The operating & maintenance costs or repairs (O/M & R)

= Life Cycle Costs (LCC)

In reality, what matters are the systems in place and the strategies to properly support the systems. If managers do not clearly define these strategies, all technology will do is speed up their mistakes.

-Andrew Gager, CMRP, CPIM, Director of the Marshall Institute.  
Author of the LCCA formula.



# Life Cycle Cost Analysis

- Helps project a 6 year snapshot of the districts assets and of the facility needs for operations and maintenance.
- It also helps make informed investments decisions that drive budget distribution.



The LCCA spreadsheets also has data for Deferred Maintenance (DM).

The deferred maintenance formula is,

$$5(L+M) \times 3(G+O+P) \times C \times D = DM$$

05/30/08

**Department of the Interior**

**Policy on Deferred Maintenance, Current Replacement Value and Facility  
Condition Index in Life-Cycle Cost Management**

Item	DM Project or CRV Costs $\leq$ \$1,000,000	DM Project or CRV Costs $>$ \$1,000,000
General Requirements (G)	15%	10%
Overhead (O)	15%	10%
Profit (P)	10%	10%
Design Fee (D)	15%	10%
Estimating Contingency (C)	20%	15%

CRV Estimate (CRV) Calculated As:

In the below formula, the capital letters correspond to the items in the above table. The percentages shown in the table should be summed and used as decimals. CRV is the sum of the following items:

(Labor + Materials) multiplied by LAF (local adjustment factor)  
+ (Labor + Materials) multiplied by (G+O+P)  
+ {(Labor + Materials) + (Labor + Materials) multiplied by (G+O+P)} multiplied by C  
+ {(Labor + Materials) + (Labor + Materials) multiplied by (G+O+P)} multiplied by D

---

= CRV Estimate Total

Note that the same equation is used to create a DM estimate.

Deferred Maintenance formula is courtesy of The Department of Interior.



The LCCA spreadsheets data is a calculation of,

Asset & Rate Type	Edison Feed / Transformer				Estimated Costs (Replacement)	Deferred Costs	Motor Control Center (MCC)	Motor Starters	Estimated Costs Replacement	Estimated Costs Repairs	Deferred Costs	Automatic Switch Gear	Estimated Costs Replacement	Estimated Costs Repair	Deferred Costs
	Incoming Voltage	Impedence	Outgoing Voltage / Size												
Well No. 2A / TOU-PA-SOP-1-I	12KV	1.4	277 / 480 / 3PH	500KVA PDMNT	\$35,000.00	\$120,575.00	Power Control Inc. (PCI)	Allen Bradley - Soft Start	\$23,000.00	\$13,000.00	\$44,785.00	Murphy Panel	\$8,500.00	\$4,500.00	\$15,502.50
Well No. 2A / GS-1	12KV	1	120 / 240 / 1PH	25KVA PDMNT	\$12,000.00	\$41,340.00	Westinghouse	Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 3A / TOU-PA-SOP-1-I	12KV	1.4	277 / 480 / 3PH	500KVA PDMNT	\$35,000.00	\$120,575.00	Power Control Inc. (PCI)	Westinghouse Soft Start	\$23,000.00	\$13,000.00	\$44,785.00	Asco ATS 800 Amp / 480 V 3 PH	\$12,000.00	\$4,500.00	\$15,502.50
Well No. 4A / TOU-PA-SOP-1-I	12KV	1.1	277 / 480 / 3PH	300KVA PDMNT	\$25,000.00	\$86,125.00	Westinghouse	Soft Start	\$23,000.00	\$13,000.00	\$44,785.00		\$0.00	\$0.00	\$0.00
Well No. 4A / GS1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00	Westinghouse	Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 5 / PA-2	12KV	1.1	277 / 480 / 3PH	3-75KVA OH BANK	\$18,000.00	\$62,010.00	Square D	Across the line starter	\$12,000.00	\$2,500.00	\$8,612.50		\$0.00	\$0.00	\$0.00
Well No. 6A / PA-2	12KV	1.1	277 / 480 / 3PH	3-75KVA OH BANK	\$18,000.00	\$62,010.00	Square D	Soft Start	\$23,000.00	\$13,000.00	\$44,785.00		\$0.00	\$0.00	\$0.00
Well No. 7A / TOU-PA-SOP-1-I	12KV	1.4	277 / 480 / 3PH	500KVA PDMNT	\$35,000.00	\$120,575.00	Square D	Soft Start	\$23,000.00	\$13,000.00	\$44,785.00	Asco ATS 800 Amp / 480 V 3 PH	\$12,000.00	\$4,500.00	\$15,502.50
Well No. 7A / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 8A / TOU-PA-SOP-1-I	12KV	5.5	4160/2.4X12.Y/7.	750KVA PDMNT	\$40,000.00	\$137,800.00	Square D	Toshiba - Soft Start	\$43,000.00	\$21,000.00	\$72,345.00		\$0.00	\$0.00	\$0.00
Well No. 8A / GS-1	12KV	5.5	120 / 240 / 1PH	750KVA PDMNT	\$0.00	\$0.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 10 / TOU-PA-SOP-1-I	12KV	1.1	277 / 480 / 3PH	3-50KVA OH BANK	\$16,000.00	\$55,120.00	Square D	Soft Start	\$12,000.00	\$2,500.00	\$8,612.50		\$0.00	\$0.00	\$0.00
Well No. 11A / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 14A / TOU-PA-SOP-1-I	12KV	1.1	480 / 3PH / 3W	3-100KVA OH BANK	\$19,000.00	\$65,455.00	General Electric	Soft Start	\$23,000.00	\$13,000.00	\$44,785.00	Asco ATS 800 Amp / 480 V 3 PH	\$12,000.00	\$4,500.00	\$15,502.50
Well No. 15 / GS-1	12KV	1	120 / 240 / 1PH	15KVA OH	\$6,600.00	\$22,737.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 16 / TOU-PA-B	12KV	1.1	480 / 3PH / 3W	3-15KVA OH BANK	\$6,600.00	\$22,737.00	Square D	Across the line starter	\$12,000.00	\$2,500.00	\$8,612.50		\$0.00	\$0.00	\$0.00
Well No. 17 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 18 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 19 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 20 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 21 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 22 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 23 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 24 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 25 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 26 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 27 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 28 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 29 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 30 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 31 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 32 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 33 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 34 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 35 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 36 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 37 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 38 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 39 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 40 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 41 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 42 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 43 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 44 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 45 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 46 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 47 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 48 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 49 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 50 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 51 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 52 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 53 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 54 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 55 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 56 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 57 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 58 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 59 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 60 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 61 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 62 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 63 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 64 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 65 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 66 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 67 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 68 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 69 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 70 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00	\$4,478.50		\$0.00	\$0.00	\$0.00
Well No. 71 / GS-1	12KV	1	120 / 240 / 1PH	10KVA OH	\$4,600.00	\$15,847.00		Knife Switch	\$2,300.00	\$1,300.00					

	Scheduled Rehabilitations Per Year								
Current Schedule >	2017 (or before)	2018	2019	2020	2021	2022	2023	2024	2025
(Total Costs) >	\$460,000.00	\$320,000.00	\$0.00	\$330,000.00	\$176,000.00	\$380,000.00	\$0.00	\$216,000.00	\$486,000.00
Wells >	7, 16, 29, 33, 35	2, 6, 22	0	3, 23	19, 21, 32	11, 14	0	25, 26, 30	8, 10, 15, 18
Wells >	2, 7, 29, 35		3, 6, 16, 33	14, 19, 23	11, 21, 32	15, 22, 25	8, 10, 26	7, 29, 30,	2, 18, 35
(Total Costs) >	\$500,000.00		\$395,000.00	\$375,000.00	\$330,000.00	\$330,000.00	\$310,000.00	\$320,000.00	\$295,000.00
New Schedule >	Preliminary Cycle Start		<<	6 to 7 Year Cycle					>>
	(2017 to 2018)		\$330,000.00			\$336,428.57	< Yearly Average		\$360,000.00
			↑ If Well 16 is moved to 2025 after this rehab.						↑ With Well 16 added.

Actual purchase prices of equipment.

Competitive bid pricing (averaged)

## Years of useful service

## Repair costs (averaged)

**P A L M D A L E   W A T E R   D I S T R I C T**  
**B O A R D   M E M O R A N D U M**

**DATE:** September 6, 2017 **September 13, 2017**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION  
ON RESCHEDULING OR CANCELLING THE SECOND REGULAR  
BOARD MEETING IN NOVEMBER DUE TO THE THANKSGIVING  
HOLIDAY. (DIRECTOR HENRIQUEZ)***

---

The second regular Board meeting in November is scheduled for November 22, which is the night before the Thanksgiving holiday. This item is presented for the Board's discussion on rescheduling, cancelling, or conducting the meeting as scheduled.



**P A L M D A L E   W A T E R   D I S T R I C T**  
**B O A R D   M E M O R A N D U M**

**DATE:** September 6, 2017 **September 13, 2017**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION  
ON CONTINUING THE DISTRICT’S BENEFIT PACKAGE THROUGH  
JPIA AND ADJUSTING THE DISTRICT CONTRIBUTION CAP TO  
PROVIDE THE LOWEST COST FAMILY BENEFIT PACKAGE TO  
EMPLOYEES. (HUMAN RESOURCES DIRECTOR  
EMERY/PERSONNEL COMMITTEE)***

---

**Recommendation:**

Staff and members of the Personnel Committee recommend that the District maintain its current menu of benefits through JPIA, American Fidelity, Lincoln, and The Hartford and increase the cap for District paid employee benefits.

**Alternative Options:**

The alternative is to obtain new benefit providers and maintain the current cap of \$1,600.00.

**Background:**

The District has obtained its benefits through JPIA in the past, and they offer the most competitive package we have been able to find. They also offer a significant number of other services which allow us to better serve our ratepayers including training, liability insurance, and workers’ compensation insurance.

In addition, the District has followed a strategy of offering District paid benefits to cover the lowest cost plan available for employees and dependents. A \$200-dollar increase to the cap on costs will allow us to continue with this strategy. The next few years will be challenging for the District in terms of succession planning, and a strong benefits package is one of the areas that will help us entice strong talent to the District.

**Strategic Plan Initiative:**

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence

**Budget:**

This will be included in our 2018 budget.

**Supporting Documents:**

- JPIA 2018 Employee Benefits Program Renewal Package
- Insurance Rates spreadsheet.
- Cost to the Employee spreadsheet.



**2018**

# **Employee Benefits Program Renewal**

MEDICAL | DENTAL | VISION | EAP | LIFE



**AUGUST 3, 2017**





# 2018 Employee Benefits Program Renewal

August 1, 2017

ACWA JPIA Member,

At JPIA, we work diligently to provide our members with a selection of quality, cost-effective benefit plans. In light of changing healthcare regulations and in an effort to lessen the impact of rising healthcare costs while meeting the needs of our members, we do a thorough analysis of all available options each year. Health plan providers, drug formulary list options, plan design elements like deductibles and copays, and more are all evaluated. The Employee Benefits Program Committee, comprised of member agency Directors and staff, carefully weighs participant impact compared to cost savings to find the right balance for our membership before recommending renewal actions to the Executive Committee. There are several important changes to be aware of this year:

- The Classic PPO annual out-of-pocket maximum will increase from \$1,000 to \$2,000 for an individual, with 10% co-insurance required for hospitalization. Even after these changes, the Classic PPO plan is still one of the very best plans currently available on the market. The \$200 individual deductible remains unchanged.
- Kaiser Consumer Driven Health Plan (CDHP) annual out-of-pocket maximum will increase from \$2,600 to \$2,700 for an individual due to Kaiser's application of California Assembly Bill 1305. There is no change to the Anthem CDHP plan design.
- Retiree participation rules were changed to allow more employer flexibility. Surviving spouses of retirees will remain eligible for continued enrollment even if they remarry or enroll in group health coverage. To maintain these common cost control measures, employee handbooks will need to be updated to reflect the limitation.
- Members who receive the 4% Incentive discount on Anthem premiums *and* pay 100% of the cost to cover dependents are no longer required to enroll dependents *age 19 and above*.
- In response to member interest, three new life insurance plan options with higher limits are available to employers with 40 or more employees.

Open Enrollment will run from **October 2 through November 10, 2017**. For ease of administration, members are encouraged to advertise a shorter Open Enrollment period within the above time frame. The most commonly length of Open Enrollment period utilized by member agencies is two weeks.

As a reminder, JPIA offers ten medical plans and many dental, vision, and life plan options. This is a good time to review options to ensure that the plans you offer are the best fit for your agency. To make any changes to plan offerings effective January 1, 2018, please send a letter signed by the General Manager before **September 1, 2017**. This will allow employees to select plans in October.

This packet includes rates that will take effect January 1, 2018. A separate communication will be sent with plan summaries, template communications for employees, required participant notices, and employer responsibilities for distribution of those notices.

If you have any questions or concerns, please don't hesitate to contact us at (800) 736-2292 or [benefits@acwajpia.com](mailto:benefits@acwajpia.com). Thank you for being a part of the JPIA.

Warm regards,

Sandra M. Smith  
Employee Benefits Manager  
CA License # 0172324

# Table of Contents

2018 Pricing and Plan Changes_____	4
2018 Policy Changes_____	5
Employer Participation Requirements: Standard and Incentive_____	6
Retirement Policy Requirements_____	8
Kaiser Consumer Driven Health Plan (CDHP) 2018 Plan Changes Flyer_____	12
Anthem Rate Region Map_____	13
Medical Plan Side-by-Side Comparison_____	14
Medical Plan Rates_____	15
Dental Plan Rates_____	21
Vision Plan Rates_____	28
Employee Assistance Program_____	34
Life Plan Designs_____	36
Life and Disability Rates_____	37
Changes Allowed at Open Enrollment_____	39
Contact List_____	41



# 2018 Pricing & Plan Changes

## ANTHEM BLUE CROSS PPO

Rates will increase by **4.5%** in all regions. The self-funded plan's increase was 9.7% initially. JPIA negotiated to save 2% by obtaining multiple competitive bids for the pharmacy portion of the plan and leveraging potential savings. Plan design changes will save members approximately 2% going forward. Lastly, JPIA continues to strategically draw down excess reserve/rate stabilization funds and projects a subsidy of just over 1% of premiums in 2018. The resulting 4.5% increase was due to a multi-faceted approach to achieve the best possible plans and rates for members.

As a result of extensive discussion and analysis over several years, the Employee Benefits Program Committee recommended that the Executive Committee update the Classic PPO plan design. In light of the fact that the commercial market no longer issues plans with such low out-of-pocket maximums and 100% coverage for hospitalization, the changes will bring the plan more in line with the market while still maintaining one of the most robust benefit plan designs available. The Classic PPO annual out-of-pocket maximum will increase from \$1,000 to \$2,000 for an individual and from \$3,000 to \$4,000 for a family. Hospital facility charges will now require 10% co-insurance. These changes will be reflected on benefit summaries and will also be communicated in the template open enrollment communication distributed to members to share with employees.

## ANTHEM BLUE CROSS HMO

Rates will increase by **8.26%** in all regions. The Affordable Care Act (ACA) Federal Health Insurer Fee took a one year reprieve in 2017, but returned in 2018. ACA fees accounted for 3.38% of the increase in 2018 Anthem HMO premiums. Self-funded plans like JPIA's Anthem PPO are exempt from the Federal Health Insurer Fee, the ACA's most substantial fee imposed on group health plans.

## KAISER CONSUMER DRIVEN HEALTH PLAN (CDHP)

Plans renewed with a **4.64%** increase in Northern California and a **13.05%** increase in Southern California. Kaiser Senior Advantage plans renewed with **3.58%** increase in Northern California and an **8.52%** increase in Southern California. The Federal Health Insurer Fee accounted for 1% of the increase in Kaiser's 2018 premiums.

Kaiser Consumer Driven Health Plan (CDHP) annual out-of-pocket maximum will increase from \$2,600 to \$2,700 for an individual, whether enrolled at the single or family level, and from \$5,200 to \$5,400 for a family. This change is due to Kaiser's application of California Assembly Bill 1305. The deductibles continue to be \$1,500 for an individual enrolled without dependents and \$3,000 for family. The enclosed "ACWA JPIA Kaiser Consumer Driven Health Plan (CDHP) 2018 Plan Changes" document is designed to assist with communicating this change to participants. There is no change to the Anthem CDHP plan design, which is governed by federal law.

## ANCILLARY PLANS

**Delta Dental PPO, DeltaCare HMO, Vision Service Plan, Employee Assistance Program, Life Insurance, Short-Term and Long-Term Disability**

All renewed with no change in rates.

# 2018 Policy Changes

## RETIREE ENROLLMENT POLICY UPDATE

JPIA Retiree participation rules were changed to allow more employer flexibility. Surviving spouses of retirees will remain eligible for continued enrollment even if they remarry or enroll in other group health coverage. To maintain the exclusion, which is a common employer cost control measure, employee handbooks will need to be updated to specify that surviving spouses in either of these circumstances will lose eligibility.

The Retirement Policy Requirements document is included in this renewal packet. Periodic review to ensure employer handbooks communicate policies to employees is recommended.

## INCENTIVE POLICY UPDATE

Members who receive the 4% Incentive discount on Anthem premiums *and* pay 100% of the cost to cover dependents are no longer required to enroll dependents *age 19 and above*. At the time the Incentive policy was set, children were automatically eligible only until reaching age 19. This policy change allows employees to make elections for adult children according to their situation.

The Employer Participation Requirements document is included in this renewal packet. Periodic review of this document is also recommended to ensure employer policies are within JPIA's minimum requirements. Please contact [benefits@acwajpia.com](mailto:benefits@acwajpia.com) to request an application for Incentive Rates if you believe your agency may qualify.

## ADDITIONAL LIFE PLAN DESIGNS AVAILABLE

In response to requests for higher life insurance maximums from member agencies, three new life insurance plan options will be offered. Due to restrictions put in place by the Standard, the plans with higher limits are only available to employers with 40 or more employees.

Plan offerings can be changed by a member agency at open enrollment or mid-year. Mid-year changes to any plan offering *except for life insurance* require employers to hold a special enrollment period.



# Employer Participation Requirements

## Medical

### STANDARD RATES

All employers in the ACWA JPIA pool must follow the following practices.

#### ELIGIBILITY

- Employees must be full-time employees of the district (minimum of 20 hours per week, or in compliance with employer policy as long as it exceeds 20 hours, or as required by the Affordable Care Act).
- Directors **may** be covered in addition to employees, at the district's option. Directors alone may not be covered. If Directors are covered, they are subject to the same participation requirements as Active employees.
- Retirees may be covered if employees are covered. Retirees alone may not be covered.
- Dependents may be covered only if the subscriber is covered (with qualified COBRA participants and qualified retiree surviving spouses being the only exception).
- All employees that are eligible for enrollment in a JPIA medical plan must enroll, with the **exception** that employees with other coverage can waive coverage (district must obtain written documentation of other group coverage). A maximum of **25% of benefits-eligible employees can waive coverage**.
- If any class of individuals is offered coverage, all individuals within that class must be **offered** coverage.
- Waiting period for new hire enrollment in medical plans must be the 1<sup>st</sup> of the month following 60 days or less.

#### PLANS OFFERED

- District may offer a non-JPIA HMO at the same time as a JPIA HMO, but may **not** offer a non-JPIA PPO at the same time as a JPIA PPO. If **any** non-JPIA plan is offered, it must be offered to all the same classes of employees as the JPIA plan(s).

#### EMPLOYER CONTRIBUTION TO PREMIUM

- Contribution shall be no less than the employee-only portion of the premium for the least expensive JPIA medical plan for which the active employee or Director is eligible.
- Contribution for single coverage shall be the same for Directors as it is for employees. If retirees are covered, the employer contribution may be as little as 25% of the retired single retiree rate for the least cost plan for which the retiree is eligible.
- Contribution to coverage for dependents of active employees and dependents of Directors must be identical, but may be less for dependents of retirees.
- District may not be reimbursed for the full cost of coverage by an active or retired participant. This is considered "self-pay," which is prohibited, with COBRA being the only exception.

#### OTHER CRITERIA

- Medicare-eligible **retirees** must enroll in Medicare Parts A **and** B upon eligibility.
- Employer cannot have any personnel policies or union contracts that do not adhere to the plan contract provisions or that create selection against the JPIA plans such as:
  - Deferred retiree coverage
  - Extension of coverage to part-time employees (less than 20 hours/week, except as required by the Affordable Care Act) or contractors
  - Any policy or practice or agreement that creates selection against the JPIA medical plans
- Member district admittance to the pool is subject to underwriting approval by JPIA.

# Employer Participation Requirements

## Medical

### INCENTIVE RATES

Employers implementing these additional policies will receive a 4% discount on all **Anthem** medical plans.<sup>1</sup>

### ELIGIBILITY

- All Employees and Directors<sup>2</sup> who are eligible for enrollment in the JPIA medical plans must enroll.
- District does not offer cash in lieu of benefits.

### PLANS OFFERED

- District offers only JPIA-sponsored medical plans.

### EMPLOYER CONTRIBUTION TO PREMIUM

- Contribution for dependents of employees must be at least 50% of the additional premium.
- If the district pays 100% of the employee *and* dependent premium, all eligible employees and their eligible dependents must be enrolled. *Exception: Children age 19 or older are permitted to waive at the employee's discretion.*

### OTHER CRITERIA

- If retirees are covered, the employer must contribute at least 50% of the retiree only monthly premium for the least cost plan for which the retiree is eligible.
- Early retiree population<sup>3</sup> is less than 20% of total enrollment.

<sup>1</sup> Must apply for and be approved for Incentive Rates using the Incentive Rate Application.

<sup>2</sup> Individual Directors may permanently opt out of the medical plan, in conflict with underwriting requirements for Incentive groups, for ideological reasons without voiding the district's 4% discount. A Director who opts out of the medical plan will be ineligible enrollment in **all plans** for the **duration of his/her term**. The Director will not have Open Enrollment rights and will not have the ability to enroll in the JPIA plans due to loss of other coverage.

<sup>3</sup> Early retirees are age 50-64, and not entitled to Medicare.



# Retirement Policy Requirements

ACWA JPIA permits employers to provide qualifying employees with post-employment health benefits. Employers are required to establish and maintain a Retiree Policy that meets the requirements established by JPIA and the Insurance Carriers. JPIA staff does not retain each employer's retiree policy information, but may do so upon request to ensure plans are administered consistent with employer policies. All retirement policies require member Board approval and must be presented to JPIA at implementation or when changes are enacted.

JPIA has established base requirements for Retirement Policies. Employer policies may be more or less generous, so long as they do not violate the requirements provided here. JPIA has not set a minimum years of service requirement. This is at the discretion of each member agency's Board. Employer policy must be documented and adhered to without exception. The following is a summary of JPIA retiree health plan requirements:

- Employee must be at least age 50 at the time of retirement. Exceptions to the minimum age requirement are not available for early disability retirements.
- Retirees must meet years of service and age requirements in employer's written policies to be eligible for retiree coverage.
- Employer must contribute at least 25% of the retiree only premium for the least cost plan for which the retiree is eligible. (If the employer is on the Incentive rating system, the employer must contribute 50% of the retiree only premium for the least cost plan for which the retiree is eligible.)
- Retirees may not reimburse the employer for the employer share of the premium. This is considered "self-pay" and is prohibited in all JPIA plans, except in the case of COBRA.
- Employer contributions for the retiree's dependents may be at any level.
- Employees must enroll in the plan they wish to retire into during the Open Enrollment period prior to retirement, unless the employer's policy offers Open Enrollment annually to all retirees.
- There can be no lapse in coverage between the date of retirement and the date retiree benefits begin. The employee must transfer from active status directly to retired status. The employee may not go from Active to COBRA to Retiree benefits eligible.
- If at any time a retiree is removed from the policy, he/she will not be eligible for reinstatement.
- Employer may provide a Surviving Spouse Policy. This should be documented clearly in employer policies.

There are many options when constructing a Retirement Policy. It is imperative for an employer, in the process of implementing a *new* policy, to be aware that JPIA will not enroll past retirees who are not currently enrolled in the employer's health plans at the time of transition in JPIA health plans. However, once a policy is in-force the employer should apply

the policy consistently and without discrimination to all employees who meet the established criteria. If a retiree does not meet the criteria set forth in the employer's retirement policy, the retiree may exercise his/her applicable COBRA rights.

## PLAN SELECTION

**Option A:** Employees must enroll in the medical plan they wish to remain on post-employment during the Open Enrollment period prior to retirement. Allowed changes:

1. A retiree may disenroll at any time but may not reenroll at a later date.
2. A retiree may delete a dependent at any time but may not reenroll the dependent at a later date, unless #4 below applies.
3. If a retiree is on an HMO plan and relocates to a non-HMO service area, he/she will be given an opportunity to enroll in the employer's PPO plan. If the retiree moves back into the HMO service area, the retiree may reenroll in the HMO.
4. The retiree may add dependents not previously enrolled only *if* the employer's existing written policy permits the addition *and* there is a HIPAA qualifying event *and* the dependent can show proof of continuous coverage since loss of coverage under JPIA's plan.
5. The retiree may change from the plan with higher monthly retiree premium cost to the plan with lower retiree monthly premium cost *at any time*, but may not switch back.

**Option B:** Employers may choose to offer Open Enrollment rights to retirees. This must be documented in the employer's written policies. The employer is responsible to distribute all required notices, including Summary of Benefits and Coverages (SBCs) for every plan for which the retiree is eligible, during the annual Open Enrollment period. **Open Enrollment does not permit enrollment of new retirees or new dependents that were not previously enrolled.** Open Enrollment simply permits plan changes for enrolled retirees and dependents. **Should the employer elect to offer Open Enrollment to retirees, all of the above changes are still permissible except #5.** If Open Enrollment is available, mid-year changes due solely to premium differences are not permitted.

## SURVIVING SPOUSE / DEPENDENT PROCEDURES

Participating employers may institute a policy to provide coverage for surviving family members of a retiree who dies while covered under this plan. When such coverage is available, the employer will then provide premium contribution at the same level provided for the enrollee. Coverage will then continue for the enrolled family members until one of the following occurs:

1. Subscription charges are not paid for on the members behalf, or
2. The group cancels coverage for the class of subscribers to which the member belongs, or
3. The agreement between the employer and JPIA terminates, or
4. The child no longer meets all of the conditions of coverage.



Although JPIA provides the option to implement a surviving spouse policy that best suits the individual employer's needs, it is recommended that employers limit the extension of surviving spouse benefits to the spouse that was enrolled on the plan at the time the employee retired.

**New for 2018: The following surviving spouse exclusions no longer automatically apply to JPIA plans, but may be applied by documented employer policy. These optional employer policies are commonly used to limit ongoing financial liability.**

- **Employers may choose to limit benefits for surviving spouses so that eligibility ceases upon 1) remarriage or 2) enrollment in another group medical plan.**

### **DIRECTOR RETIREMENT BENEFITS**

Government Code Section 53201 states that any director, who takes office on or after January 1, 1995, will not be eligible for benefits upon retirement, regardless of the number of years served. A director who took office prior to that date and whose local employer was providing benefits for retired directors prior to January 1, 1994, would be eligible for benefits upon completion of 12 years of service. The law does allow for the extension of benefits to retired directors providing public funds are not utilized. However, JPIA plans do not permit "self-pay" by any enrollees.

### **DENTAL AND VISION REQUIREMENTS**

For any retiree that is offered continuation of dental and/or vision benefits, the employer must pay at least 50% of the retiree-only portion. The employer may not pay the premiums to ACWA JPIA and have the retiree reimburse the employer for the full cost of coverage. This is considered "self-pay" which is prohibited.

### **MEDICARE ENTITLED RETIREES**

**Effective January 1, 2015, enrollment in Medicare Part A and Medicare Part B is required upon a retiree's eligibility for the plans.** This must occur when both criteria are met: Medicare eligible *and* retired. This is true for both Anthem and Kaiser retiree plans. This also applies to spouses of retirees.

**Anthem Blue Cross** –The ACWA JPIA sponsored Anthem Blue Cross plans are not Medicare supplement plans. Anthem Blue Cross will coordinate benefits with Medicare. Upon enrollment in Medicare Parts A and B, retirees will also be enrolled in Medicare Part D for prescription coverage as part of the ACWA JPIA retiree with Medicare health plans. No action is required on the part of the retiree, unless the retiree wishes to waive all prescription benefits. Medicare permits enrollment in only one Part D plan, so the retiree may choose to keep existing Part D coverage and waive ACWA JPIA prescription coverage.

The Anthem Blue Cross "Coordination of Benefits" definition is as outlined in the Evidence of Coverage booklet.

**Kaiser** – Retirees choosing Kaiser for post-employment medical coverage will be enrolled in the same plan design as actives. Upon enrollment in Medicare Parts A and B, enrolled retirees should assign Medicare benefits to Kaiser and complete a Kaiser Senior Advantage Application. Should the retiree not assign Medicare benefits and complete the Senior Advantage Application form, the "unassigned" Medicare premium will apply. This premium is typically about three times the premium for an active Kaiser plan. Should "unassigned" rates apply, the employer has the option to cease offering the benefit, continue to offer the benefit and make the retiree responsible for the increased premium or pay the higher "unassigned" rate on behalf of the retiree.



# ACWA JPIA Kaiser Consumer Driven Health Plan (CDHP) 2018 Plan Changes

## Definitions

**Deductible** - You must pay 100% of the cost for medical and prescription expenses until you have met the Deductible amount. The only exception is for Preventive Care, which is provided at no cost.

**Co-pay** - A flat dollar amount for a medical service or prescription. Only applicable in CDHP *after* Deductible has been met.

**Out-of-Pocket Maximum** - This is the most you will pay for covered medical and prescription expenses in a plan year. The Deductible and co-pays paid both apply toward meeting the Out-of-Pocket Maximum.

**Health Savings Account (HSA)** - Triple-tax-advantaged account employers and employees may contribute to, for the purpose of funding medical, dental, and vision expenses. Federal tax free for (1) contributions, (2) investment growth, and (3) withdrawals.

## Kaiser CDHP Single Coverage

	2017	2018
Same	<b>\$1,500</b> Deductible	<b>\$1,500</b> Deductible
Change	\$2,600 Out-of-Pocket Maximum	\$2,700 Out-of-Pocket Maximum
Same	Co-pays: vary by service	Co-pays: vary by service

Must be  
equal per  
CA law

## Kaiser CDHP Two-Party/Family Coverage

	2017	2018
Same	<b>\$3,000</b> Deductible	<b>\$3,000</b> Deductible
Change	\$5,200 family Out-of-Pocket Maximum	\$5,400 family Out-of-Pocket Maximum
Change	\$2,600 is the most any individual can contribute toward the family Deductible or family Out-of-Pocket Maximum.	\$2,700 is the most any individual can contribute toward the family Deductible or family Out-of-Pocket Maximum.
Same	Co-pays: vary by service	Co-pays: vary by service

Federal  
minimum  
family  
deductible

## Background

California Assembly Bill 1305 was passed in 2016 to limit the amount a single individual in a family would pay toward the Out-of-Pocket Maximum, beginning in 2017. The intent of the California law was to provide equal protection to individuals whether enrolled as a single or as part of a family. However, in order to contribute pre-tax money to a Health Savings Account, the IRS (federal) has specific requirements for high deductible plan designs. If enrolled at employee + 1 or more, the family minimum deductible must be met before benefits can be payable to anyone on the plan, regardless of any one individual's expenses. In 2018, the minimum family deductible for HSA eligibility will change from \$2,600 to \$2,700.

## Notes

- ~ Participant typically pays plan expenses using funds in a Health Savings Account.
- ~ Fully insured and HMO plans, such as Kaiser CDHP, are subject to California law. However, JPIA's self-funded Anthem CDHP is subject to Federal oversight only. No changes will apply to Anthem CDHP in 2018.
- ~ Co-pays totaling \$1,200/single or \$2,400/family would be needed to reach the Single or Family Out-of-Pocket Maximum. This is unlikely to occur, given the low co-pay amounts.

Revised 7/31/2017

# Anthem Rate Region Map



Effective 1/1/2018



## ACWA JPIA 2018 Medical Plans

Anthem Blue Cross	Deductible (Indiv./Family)	Dr.	ER	Hospital	X-ray, lab	Prescription	Medical Max Out of Pocket	RX Max Out of Pocket
Classic PPO	\$200/600	\$15	\$50	Ded/10%/20% <sup>1</sup>	20%	\$5/20/50	\$2,000/4,000	\$5,600/10,200
Advantage PPO	\$500/1,000	\$20	\$50	Ded/20%	20%	\$5/20/50	\$3,000/6,000	\$3,600/7,200
CalCare HMO	None	\$10	\$50	\$0	N/A	\$5/20/50	\$500/1,500	\$6,100/11,700
Value HMO	None	\$30	\$150	\$250	N/A	\$10/20/50 <sup>2</sup>	\$2,500/5,000	\$4,100/8,200
Consumer Driven Health Plan <sup>3</sup>	\$1,500/3,000	Deductible, then 20% coinsurance				Ded/\$10/20/40	\$2,500/4,000	
Kaiser								Combined Max OOP
HMO with Chiro	None	\$10	\$50	\$0	N/A	\$5/15	\$1,500/3,000	
HMO with Chiro & Optical	None	\$10	\$50	\$0	N/A	\$5/15	\$1,500/3,000	
Senior Advantage with Chiro	None	\$20	\$50	\$0	N/A	\$10/25	\$1,500/3,000	
Value HMO with Chiro	None	\$30	\$150	\$250	N/A	\$10/20	\$2,500/5,000	
Consumer Driven Health Plan <sup>3</sup>	\$1,500/3,000 <sup>4</sup>	\$20	\$100	\$250	copays	\$10/30	\$2,700/5,400 <sup>4</sup>	

### Important Notes

<sup>1</sup> Facility charge is covered at 90%. Physician charge covered at 80%. Both are subject to deductible.

<sup>2</sup> An annual \$100 drug deductible applies to medications on this plan.

<sup>3</sup> Member is responsible for 100% of medical & prescription costs (excluding Preventive Care) until deductible is met. After deductible is met, copays and/or coinsurance apply.

<sup>4</sup> An *individual* enrolled in *family* coverage will have a maximum liability of \$2,700 toward the family deductible and family maximum out of pocket.

This is a very brief plan comparison of **IN-NETWORK** benefits. Plan summaries are available at [www.acwajpia.com](http://www.acwajpia.com).

The Evidence of Coverage prevails in the event of a discrepancy.

ACWA JPIA, CA License #0172324

Revised 7/31/2017

## ACWA JPIA 2018 Medical Plan Monthly Rates

### LOS ANGELES AREA

Los Angeles, San Bernardino & Ventura Counties

Anthem Blue Cross	Standard Rates			Incentive Rates (-4%)			Rate Change
	Single	Two-Party	Family	Single	Two-Party	Family	
Classic PPO	836.61	1,704.69	2,291.67	803.55	1,636.89	2,200.40	4.50%
Classic PPO, Retired w/Medicare	565.66	1,149.22	1,588.30	543.43	1,103.65	1,525.16	4.50%
Advantage PPO	704.34	1,433.52	1,926.58	676.56	1,376.57	1,849.91	4.50%
Advantage PPO, Retired w/Medicare	476.73	966.93	1,335.75	458.06	928.65	1,282.72	4.50%
CalCare HMO	732.32	1,454.78	1,951.02	703.42	1,396.98	1,873.37	8.26%
CalCare HMO, Retired w/Medicare	554.58	1,099.32	1,563.04	532.79	1,055.75	1,500.92	8.26%
Value HMO	674.53	1,339.18	1,795.72	647.94	1,286.01	1,724.29	8.26%
Value HMO, Retired w/Medicare	511.00	1,012.17	1,438.79	490.96	972.08	1,381.64	8.26%
Consumer Driven Health Plan (CDHP)	671.27	1,365.73	1,835.31	644.81	1,311.49	1,762.29	4.50%
CDHP, Retired w/Medicare	454.50	921.35	1,272.62	436.72	884.90	1,222.11	4.50%
Kaiser South	Single	Two-Party	Family	Incentive applies to Anthem only			Change
HMO with Chiro	607.82	1,204.96	1,700.90				13.05%
HMO with Chiro & Optical	618.70	1,227.52	1,732.83				13.05%
Senior Advantage with Chiro	190.59	371.29	867.23				8.52%
Value HMO with Chiro	554.70	1,099.53	1,551.74				13.08%
Consumer Driven Health Plan	433.60	857.32	1,209.00				13.04%

If you have questions or would like more information please email [benefits@acwajpia.com](mailto:benefits@acwajpia.com).

Revised 8/3/2017



## ACWA JPIA 2018 Medical Plan Monthly Rates

### OTHER SOUTHERN CALIFORNIA

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

Anthem Blue Cross	Standard Rates			Incentive Rates (-4%)			Rate Change
	Single	Two-Party	Family	Single	Two-Party	Family	
Classic PPO	887.44	1,808.87	2,431.94	852.34	1,736.91	2,335.06	4.50%
Classic PPO, Retired w/Medicare	565.66	1,149.22	1,588.30	543.43	1,103.65	1,525.16	4.50%
Advantage PPO	747.03	1,521.03	2,044.41	717.54	1,460.59	1,963.03	4.50%
Advantage PPO, Retired w/Medicare	476.73	966.93	1,335.75	458.06	928.65	1,282.72	4.50%
CalCare HMO	789.88	1,569.85	2,105.63	758.68	1,507.46	2,021.80	8.26%
CalCare HMO, Retired w/Medicare	554.58	1,099.32	1,563.04	532.79	1,055.75	1,500.92	8.26%
Value HMO	727.48	1,445.06	1,937.97	698.78	1,387.65	1,860.85	8.26%
Value HMO, Retired w/Medicare	511.00	1,012.17	1,438.79	490.96	972.08	1,381.64	8.26%
Consumer Driven Health Plan (CDHP)	711.93	1,449.07	1,947.53	683.84	1,391.51	1,870.02	4.50%
CDHP, Retired w/Medicare	454.50	921.35	1,272.62	436.72	884.90	1,222.11	4.50%
Kaiser	Kaiser South			Kaiser North (Fresno area, zip based)			South North
HMO with Chiro	607.82	1,204.96	1,700.90	723.86	1,437.82	2,030.41	13.05% 4.64%
HMO with Chiro & Optical	618.70	1,227.52	1,732.83	736.74	1,463.59	2,066.87	13.05% 4.64%
Senior Advantage with Chiro	190.59	371.29	867.23	298.80	597.59	1,200.87	8.52% 3.58%
Value HMO with Chiro	554.70	1,099.53	1,551.74	668.72	1,327.58	1,874.43	13.08% 4.66%
Consumer Driven Health Plan	433.60	857.32	1,209.00	547.38	1,084.87	1,531.00	13.04% 4.61%

If you have questions or would like more information please email [benefits@acwajpia.com](mailto:benefits@acwajpia.com).

Revised 8/3/2017

## ACWA JPIA 2018 Medical Plan Monthly Rates

### SACRAMENTO

Amador, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Sutter, Yolo & Yuba Counties

Anthem Blue Cross	Standard Rates			Incentive Rates (-4%)			Rate Change
	Single	Two-Party	Family	Single	Two-Party	Family	
Classic PPO	945.02	1,926.92	2,590.87	907.61	1,850.24	2,487.63	4.50%
Classic PPO, Retired w/Medicare	565.66	1,149.22	1,588.30	543.43	1,103.65	1,525.16	4.50%
Advantage PPO	795.40	1,620.19	2,177.91	763.98	1,555.78	2,091.19	4.50%
Advantage PPO, Retired w/Medicare	476.73	966.93	1,335.75	458.06	928.65	1,282.72	4.50%
CalCare HMO	990.42	1,970.96	2,725.99	951.20	1,892.52	2,617.34	8.26%
CalCare HMO, Retired w/Medicare	554.58	1,099.32	1,563.04	532.79	1,055.75	1,500.92	8.26%
Value HMO	911.98	1,814.08	2,508.70	875.90	1,741.91	2,408.75	8.26%
Value HMO, Retired w/Medicare	511.00	1,012.17	1,438.79	490.96	972.08	1,381.64	8.26%
Consumer Driven Health Plan (CDHP)	757.99	1,543.51	2,074.67	728.07	1,482.16	1,992.08	4.50%
CDHP, Retired w/Medicare	454.50	921.35	1,272.62	436.72	884.90	1,222.11	4.50%
Kaiser North	Single	Two-Party	Family	Incentive applies to Anthem only			Change
HMO with Chiro	723.86	1,437.82	2,030.41				4.64%
HMO with Chiro & Optical	736.74	1,463.59	2,066.87				4.64%
Senior Advantage with Chiro	298.80	597.59	1,200.87				3.58%
Value HMO with Chiro	668.72	1,327.58	1,874.43				4.66%
Consumer Driven Health Plan	547.38	1,084.87	1,531.00				4.61%

If you have questions or would like more information please email [benefits@acwajpia.com](mailto:benefits@acwajpia.com).

Revised 8/3/2017



## ACWA JPIA 2018 Medical Plan Monthly Rates

### OTHER NORTHERN CALIFORNIA

Alpine, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Plumas, San Benito, Shasta, Sierra, Siskiyou, Stanislaus, Tehama, Trinity & Tuolumne Counties

Anthem Blue Cross	Standard Rates			Incentive Rates (-4%)			Rate Change
	Single	Two-Party	Family	Single	Two-Party	Family	
Classic PPO	949.51	1,936.12	2,603.25	911.92	1,859.07	2,499.52	4.50%
Classic PPO, Retired w/Medicare	565.66	1,149.22	1,588.30	543.43	1,103.65	1,525.16	4.50%
Advantage PPO	799.17	1,627.92	2,188.31	767.60	1,563.20	2,101.17	4.50%
Advantage PPO, Retired w/Medicare	476.73	966.93	1,335.75	458.06	928.65	1,282.72	4.50%
CalCare HMO	999.10	1,986.90	2,749.95	959.53	1,907.81	2,640.35	8.26%
CalCare HMO, Retired w/Medicare	554.58	1,099.32	1,563.04	532.79	1,055.75	1,500.92	8.26%
Value HMO	919.96	1,828.73	2,530.74	883.56	1,755.98	2,429.91	8.26%
Value HMO, Retired w/Medicare	511.00	1,012.17	1,438.79	490.96	972.08	1,381.64	8.26%
Consumer Driven Health Plan (CDHP)	761.58	1,550.87	2,084.58	731.51	1,489.23	2,001.59	4.50%
CDHP, Retired w/Medicare	454.50	921.35	1,272.62	436.72	884.90	1,222.11	4.50%
Kaiser North	Single	Two-Party	Family	Incentive applies to Anthem only			Change
HMO with Chiro	723.86	1,437.82	2,030.41				4.64%
HMO with Chiro & Optical	736.74	1,463.59	2,066.87				4.64%
Senior Advantage with Chiro	298.80	597.59	1,200.87				3.58%
Value HMO with Chiro	668.72	1,327.58	1,874.43				4.66%
Consumer Driven Health Plan	547.38	1,084.87	1,531.00				4.61%

If you have questions or would like more information please email [benefits@acwajpia.com](mailto:benefits@acwajpia.com).

Revised 8/3/2017

## ACWA JPIA 2018 Medical Plan Monthly Rates

### BAY AREA

Alameda, Amador, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, & Sonoma Counties

Anthem Blue Cross	Standard Rates			Incentive Rates (-4%)			Rate Change
	Single	Two-Party	Family	Single	Two-Party	Family	
Classic PPO	987.92	2,014.85	2,709.26	948.80	1,934.66	2,601.29	4.50%
Classic PPO, Retired w/Medicare	565.66	1,149.22	1,588.30	543.43	1,103.65	1,525.16	4.50%
Advantage PPO	831.43	1,694.06	2,277.36	798.57	1,626.69	2,186.66	4.50%
Advantage PPO, Retired w/Medicare	476.73	966.93	1,335.75	458.06	928.65	1,282.72	4.50%
CalCare HMO	1,047.54	2,085.20	2,884.21	1,006.03	2,002.19	2,769.23	8.26%
CalCare HMO, Retired w/Medicare	554.58	1,099.32	1,563.04	532.79	1,055.75	1,500.92	8.26%
Value HMO	964.53	1,919.18	2,654.26	926.34	1,842.81	2,548.49	8.26%
Value HMO, Retired w/Medicare	511.00	1,012.17	1,438.79	490.96	972.08	1,381.64	8.26%
Consumer Driven Health Plan (CDHP)	792.31	1,613.86	2,169.38	761.01	1,549.70	2,083.00	4.50%
CDHP, Retired w/Medicare	454.50	921.35	1,272.62	436.72	884.90	1,222.11	4.50%
Kaiser North	Single	Two-Party	Family	Incentive applies to Anthem only			Change
HMO with Chiro	723.86	1,437.82	2,030.41				4.64%
HMO with Chiro & Optical	736.74	1,463.59	2,066.87				4.64%
Senior Advantage with Chiro	298.80	597.59	1,200.87				3.58%
Value HMO with Chiro	668.72	1,327.58	1,874.43				4.66%
Consumer Driven Health Plan	547.38	1,084.87	1,531.00				4.61%

If you have questions or would like more information please email [benefits@acwajpia.com](mailto:benefits@acwajpia.com).

Revised 8/3/2017



## ACWA JPIA 2018 Medical Plan Monthly **Mixed-Medicare** Rates

APPLIES TO **RETIREE** COUPLES WITH ONLY **ONE** INDIVIDUAL ENROLLED IN MEDICARE A&B

### LOS ANGELES AREA

Anthem Blue Cross	Standard		Incentive	
	Two-Party	Family	Two-Party	Family
Classic PPO, Mixed Medicare	1,392.39	2,020.71	1,337.09	1,940.28
Advantage PPO, Mixed Medicare	1,171.19	1,698.98	1,124.74	1,631.41
CalCare HMO, Mixed Medicare	1,277.02	1,773.27	1,226.33	1,702.74
Value HMO, Mixed Medicare	1,175.65	1,632.20	1,129.02	1,567.31
Consumer Driven Health Plan, Mixed Medicare	1,115.89	1,618.54	1,071.65	1,554.20

### OTHER SOUTHERN CALIFORNIA

Anthem Blue Cross	Standard		Incentive	
	Two-Party	Family	Two-Party	Family
Classic PPO, Mixed Medicare	1,443.21	2,110.16	1,385.88	2,026.15
Advantage PPO, Mixed Medicare	1,213.88	1,774.11	1,165.72	1,703.54
CalCare HMO, Mixed Medicare	1,334.58	1,870.33	1,281.59	1,795.91
Value HMO, Mixed Medicare	1,228.60	1,721.49	1,179.85	1,653.03
Consumer Driven Health Plan, Mixed Medicare	1,156.55	1,690.10	1,110.68	1,622.89

### SACRAMENTO

Anthem Blue Cross	Standard		Incentive	
	Two-Party	Family	Two-Party	Family
Classic PPO, Mixed Medicare	1,500.80	2,211.50	1,441.16	2,123.44
Advantage PPO, Mixed Medicare	1,262.25	1,859.24	1,212.16	1,785.27
CalCare HMO, Mixed Medicare	1,535.12	2,290.14	1,474.11	2,198.93
Value HMO, Mixed Medicare	1,413.10	2,107.72	1,356.97	2,023.81
Consumer Driven Health Plan, Mixed Medicare	1,202.61	1,771.18	1,154.90	1,700.73

### BAY AREA

Anthem Blue Cross	Standard		Incentive	
	Two-Party	Family	Two-Party	Family
Classic PPO, Mixed Medicare	1,543.69	2,287.00	1,482.34	2,195.92
Advantage PPO, Mixed Medicare	1,298.28	1,922.66	1,246.75	1,846.15
CalCare HMO, Mixed Medicare	1,592.24	2,391.24	1,528.94	2,295.99
Value HMO, Mixed Medicare	1,465.65	2,200.73	1,407.42	2,113.10
Consumer Driven Health Plan, Mixed Medicare	1,236.93	1,831.58	1,187.85	1,758.71

### OTHER NORTHERN CALIFORNIA

Anthem Blue Cross	Standard		Incentive	
	Two-Party	Family	Two-Party	Family
Classic PPO, Mixed Medicare	1,505.28	2,219.40	1,445.47	2,131.02
Advantage PPO, Mixed Medicare	1,266.02	1,865.88	1,215.77	1,791.64
CalCare HMO, Mixed Medicare	1,543.80	2,305.43	1,482.44	2,213.61
Value HMO, Mixed Medicare	1,421.08	2,121.78	1,364.63	2,037.31
Consumer Driven Health Plan, Mixed Medicare	1,206.20	1,777.50	1,158.35	1,706.79

Kaiser North		Two-Party	Family	Incentive Rates apply to Anthem plans only.
Senior Advantage, Mixed Medicare		1,022.65	1,615.23	

Kaiser South		Two-Party	Family
Senior Advantage, Mixed Medicare		788.16	1,284.07

Family rates are for one adult with Medicare, one adult and child who do not. Contact us with unique scenarios.  
If you have questions or would like more information please email [benefits@acwajpia.com](mailto:benefits@acwajpia.com).

Revised 8/3/2017

## ACWA JPIA 2018 Delta Dental PPO Rates

No change in 2018 rates

Member Agency	Group	Division	Single	2-Party	Family
ACWA	399	1002	33.72	69.09	122.90
ACWA-JPIA	399	1002	33.72	69.09	122.90
Alameda County Water District	2453	5555	73.92	167.90	167.90
Alpaugh Irrigation District	399	1312	33.72	69.61	115.47
Alta Irrigation District	399	1309	46.23	96.37	160.46
Amador Water Authority	399	1002	33.72	69.09	122.90
American River Flood Control	399	1002	33.72	69.09	122.90
Angiola Water District	399	1012	33.72	65.20	106.12
Antelope Valley-East Kern WA	399	1002	33.72	69.09	122.90
Aromas Water District	399	1009	46.23	90.21	147.39
Banta-Carbona ID	399	1001	31.20	60.16	97.81
Bay Area Water Supply	399	3007	47.86	94.96	169.30
Bella Vista WD	399	1012	33.72	65.20	106.12
Belridge WSD	399	1012	33.72	65.20	106.12
Berrenda Mesa WD	399	1312	33.72	69.61	115.47
Big Bear City CSD	399	3007	47.86	94.96	169.30
Big Bear MWD	399	1012	33.72	65.20	106.12
Bodega Bay PUD	399	3002	35.36	69.99	128.10
Bolinas Community PUD	399	1012	33.72	65.20	106.12
Borrego WD	399	3007	47.86	94.96	169.30
Brookstrail Township CSD	399	1009	46.23	90.21	147.39
Browns Valley ID	399	1012	33.72	65.20	106.12
Buena Vista WSD	399	3003	32.84	64.95	119.78
Byron-Bethany ID	399	1304	31.20	64.21	106.41
Cachuma Oper & Maint Board	399	1012	33.72	65.20	106.12
Calaveras CWD	399	1012	33.72	65.20	106.12
Calaveras PUD	399	1007	46.23	94.11	164.17
Calleguas MWD	399	1002	33.72	69.09	122.90
Camrosa WD	399	1312	33.72	69.61	115.47
Carlsbad MWD	399	1007	46.23	94.11	164.17
Carmichael WD	399	1003	31.20	64.06	114.59
Carpinteria Valley WD	399	1012	33.72	65.20	106.12
Casitas MWD	399	1012	33.72	65.20	106.12
Castaic Lake WA	399	1007	46.23	94.11	164.17
Castroville WD	399	1007	46.23	94.11	164.17
Cawelo WD	399	1012	33.72	65.20	106.12
Centerville CSD	399	1012	33.72	65.20	106.12
Central Basin MWD	399	3007	47.86	94.96	169.30
Central WD	399	1012	33.72	65.20	106.12
Channel Island Beach CSD	399	3002	35.36	69.99	128.10
Chino Basin Desalter Authority	399	1002	33.72	69.09	122.90
Chino Basin WCD	399	1009	46.23	90.21	147.39
Chowchilla WD	399	1002	33.72	69.09	122.90

## ACWA JPIA 2018 Delta Dental PPO Rates

No change in 2018 rates

Member Agency	Group	Division	Single	2-Party	Family
City of Buellton	399	1002	33.72	69.09	122.90
City of San Juan Bautista	399	1312	33.72	69.61	115.47
City of Tehachapi	399	1007	46.23	94.11	164.17
Clearlake Oaks CWD	399	3007	47.86	94.96	169.30
Coastside CWD	399	1002	33.72	69.09	122.90
Consolidated ID	399	1002	33.72	69.09	122.90
Contra Costa WD (Clerical)	399	1007	46.23	94.11	164.17
Contra Costa WD (Mgmt)	399	1015	47.94	95.36	169.90
Corcoran ID	399	1012	33.72	65.20	106.12
Crestline Village WD	399	1007	46.23	94.11	164.17
Crestline-Lake Arrowhead WA	399	3007	47.86	94.96	169.30
Del Paso Manor WD	399	1007	46.23	94.11	164.17
Del Puerto WD	399	3307	47.86	101.16	182.44
Delano-Earlimart ID	399	3002	35.36	69.99	128.10
Delhi County WD	399	3002	35.36	69.99	128.10
Desert WA	399	1312	33.72	69.61	115.47
Diablo Water District	399	1002	33.72	69.09	122.90
East Contra Costa ID	399	1012	33.72	65.20	106.12
East Orange CWD	399	3002	35.36	69.99	128.10
El Toro WD	399	1012	33.72	65.20	106.12
Florin Resource Conservation Dist.	399	3002	35.36	69.99	128.10
Elsinore Valley MWD	399	1002	33.72	69.09	122.90
Elsinore Valley MWD (Union)	399	1007	46.23	94.11	164.17
Exeter Irrigation District	399	1302	33.72	73.50	132.25
Fair Oaks WD	399	3002	35.36	69.99	128.10
Fallbrook PUD	399	1013	33.72	69.09	122.90
Firebaugh Canal WD	399	1007	46.23	94.11	164.17
Foothill MWD	399	1302	33.72	73.50	132.25
Frazier Park PUD	399	1009	46.23	90.21	147.39
Fresno Metro Flood Control Dist.	399	1007	46.23	94.11	164.17
Friant Power Authority	399	1012	33.72	65.20	106.12
Friant Water Authority	399	3007	47.86	94.96	169.30
Glenn Colusa ID	399	1002	33.72	69.09	122.90
Golden Hills CSD	399	1012	33.72	65.20	106.12
Goleta WD	399	3302	35.36	74.40	137.45
Grassland WD	399	3002	35.36	69.99	128.10
Greenfield CWD	399	1009	46.23	90.21	147.39
Helix WD	399	1302	33.72	73.50	132.25
Hidden Valley Lake CSD	399	1002	33.72	69.09	122.90
Hi-Desert WD (Actives)	399	1002	33.72	69.09	122.90
Humboldt Bay MWD (Actives)	399	1012	33.72	65.20	106.12
Humboldt CSD	399	1012	33.72	65.20	106.12
Idyllwild WD	399	1012	33.72	65.20	106.12



## ACWA JPIA 2018 Delta Dental PPO Rates

No change in 2018 rates

Member Agency	Group	Division	Single	2-Party	Family
Indian Wells VWD	399	1007	46.23	94.11	164.17
Irvine Ranch WD	399	3002	35.36	69.99	128.10
Ivanhoe ID	399	1312	33.72	69.61	115.47
James ID	399	1007	46.23	94.11	164.17
Joshua Basin WD	399	1309	46.23	96.37	160.46
Kanawha WD	399	1009	46.23	90.21	147.39
Kaweah Delta WCD	399	1002	33.72	69.09	122.90
Kern CWA	399	1002	33.72	69.09	122.90
Kern Tulare WD	399	1012	33.72	65.20	106.12
Kings County Water District	399	1012	33.72	65.20	106.12
Kings River Conservation District	399	1009	46.23	90.21	147.39
Kinneloa ID	399	1012	33.72	65.20	106.12
Kirkwood Meadows PUD	399	3007	47.86	94.96	169.30
Laguna Beach CWD	399	1012	33.72	65.20	106.12
Lakeside Irrigation WD	399	1312	33.72	69.61	115.47
Lakeside WD	399	1012	33.72	65.20	106.12
Laton Community Services District	399	1309	46.23	96.37	160.46
Le Grand CSD	399	1012	33.72	65.20	106.12
Littlerock Creek ID	399	1012	33.72	65.20	106.12
Los Alamos CSD	399	3007	47.86	94.96	169.30
Lost Hills WD	399	1312	33.72	69.61	115.47
Madera ID	399	1012	33.72	65.20	106.12
Madera WD	399	1009	46.23	90.21	147.39
Madera/Chowchilla WPA	399	1302	33.72	73.50	132.25
Malaga CWD	399	3002	35.36	69.99	128.10
Mammoth CWD	399	1007	46.23	94.11	164.17
Marina Coast WD	399	1312	33.72	69.61	115.47
Mariposa PUD	399	1009	46.23	90.21	147.39
McKinleyville	399	3002	35.36	69.99	128.10
Mid-Peninsula WD	399	1007	46.23	94.11	164.17
Mission Hills CSD	399	1012	33.72	65.20	106.12
Mojave PUD	399	1012	33.72	65.20	106.12
Mojave WA	399	1002	33.72	69.09	122.90
Montara Water & Sanitary District	399	1012	33.72	65.20	106.12
Montecito Sanitary District	399	1012	33.72	65.20	106.12
Montecito Water District	399	1309	46.23	96.37	160.46
Mountain Gate CSD	399	1012	33.72	65.20	106.12
Nevada ID	399	1002	33.72	69.09	122.90
Newhall CWD	399	1007	46.23	94.11	164.17
North Coast CWD	399	1009	46.23	90.21	147.39
North Delta Water Agency	399	1309	46.23	96.37	160.46
North Kern WSD	399	1302	33.72	73.50	132.25
Oakdale ID	399	1002	33.72	69.09	122.90

## ACWA JPIA 2018 Delta Dental PPO Rates

No change in 2018 rates

Member Agency	Group	Division	Single	2-Party	Family
Orange Cove ID	399	1007	46.23	94.11	164.17
Orange CWD	399	1309	46.23	96.37	160.46
Orchard Dale WD	399	3007	47.86	94.96	169.30
Orland-Artois WD	399	1302	33.72	73.50	132.25
Orosi PUD	399	3002	35.36	69.99	128.10
Pajaro Valley WMA	399	1009	46.23	90.21	147.39
Pajaro/Sunny Mesa CSD	399	1012	33.72	65.20	106.12
Palm Ranch ID	399	1009	46.23	90.21	147.39
Palmdale WD	399	1012	33.72	65.20	106.12
Panoche WD	399	1007	46.23	94.11	164.17
Paradise ID	399	1003	31.20	64.06	114.59
Patterson ID	399	1001	31.20	60.16	97.81
Pebble Beach CSD	399	1007	46.23	94.11	164.17
Planada CSD	399	3007	47.86	94.96	169.30
Pleasant Valley County Water District	399	3002	35.36	69.99	128.10
Porterville ID	399	1012	33.72	65.20	106.12
Princeton-Codora-Glenn ID	399	1012	33.72	65.20	106.12
Quartz Hill CWD	399	1003	31.20	64.06	114.59
Rancho California WD	399	1002	33.72	69.09	122.90
Rand Communities WD	399	1009	46.23	90.21	147.39
Reclamation District #1000	399	1007	46.23	94.11	164.17
Reclamation District #1004	399	1009	46.23	90.21	147.39
Reclamation District #108	399	1012	33.72	65.20	106.12
Redwood Valley CWD	399	1307	46.23	100.27	177.24
Rincon Del Diablo MWD	399	1007	46.23	94.11	164.17
Rio Alto Water District	399	1009	46.23	90.21	147.39
Rosamond CSD	399	3007	47.86	94.96	169.30
Rosedale-Rio Bravo WSD	399	3002	35.36	69.99	128.10
Rowland WD	399	1007	46.23	94.11	164.17
San Andreas SD	399	1007	46.23	94.11	164.17
San Benito CWD	399	1302	33.72	73.50	132.25
San Bernardino VMWD	399	1009	46.23	90.21	147.39
San Bernardino VWCD	399	1012	33.72	65.20	106.12
San Francisquito Creek JPA	399	3007	47.86	94.96	169.30
San Geronio Pass WA	399	1009	46.23	90.21	147.39
San Juan Water District	399	3307	47.86	101.16	182.44
San Luis & Delta-Mendota WA	399	1007	46.23	94.11	164.17
Santa Ana Watershed PA	399	1012	33.72	65.20	106.12
Santa Clara VWD	2303	0002	148.38	148.38	148.38
Santa Clara VWD (Retirees)	10685	0001	76.05	131.91	204.59
Santa Margarita WD	444	5555	45.77	104.02	195.98
Santa Ynez River WCD	399	1012	33.72	65.20	106.12
Saucelito ID	399	1012	33.72	65.20	106.12

## ACWA JPIA 2018 Delta Dental PPO Rates

No change in 2018 rates

Member Agency	Group	Division	Single	2-Party	Family
Scotts Valley WD	399	1012	33.72	65.20	106.12
Semitropic WSD	399	1012	33.72	65.20	106.12
Serrano WD	399	1007	46.23	94.11	164.17
Shafter-Wasco ID	399	1002	33.72	69.09	122.90
Solano County WA	399	1009	46.23	90.21	147.39
Soquel Creek WD	399	1002	33.72	69.09	122.90
South Feather Water & Power	399	1012	33.72	65.20	106.12
South Montebello ID	399	3007	47.86	94.96	169.30
South Sutter WD	399	1012	33.72	65.20	106.12
Southern San Joaquin MUD	399	1002	33.72	69.09	122.90
Stockton East WD	399	1002	33.72	69.09	122.90
Stone Corral ID	399	3307	47.86	101.16	182.44
Sutter Extension WD	399	1009	46.23	90.21	147.39
Tehachapi-Cummings CWD	399	1007	46.23	94.11	164.17
Terra Bella ID	399	1002	33.72	69.09	122.90
The West Side ID	399	1012	33.72	65.20	106.12
Thermalito ID	399	3002	35.36	69.99	128.10
Three Valleys MWD	399	1002	33.72	69.09	122.90
Tranquility ID	399	1009	46.23	90.21	147.39
Tri-Dam Project	399	1001	31.20	60.16	97.81
Tulare ID	399	3007	47.86	94.96	169.30
Tulare Lake Basin WSD	399	1312	33.72	69.61	115.47
Tulelake ID	399	1002	33.72	69.09	122.90
Tuolumne Utilities District	399	1002	33.72	69.09	122.90
Twentynine Palms WD	399	1012	33.72	65.20	106.12
United WCD	399	1003	31.20	64.06	114.59
Vallecitos WD	399	1002	33.72	69.09	122.90
Valley CWD	399	1012	33.72	65.20	106.12
Valley of the Moon WD	399	1002	33.72	69.09	122.90
Vandenberg Village CSD	399	1012	33.72	65.20	106.12
Ventura River CWD	399	1012	33.72	65.20	106.12
Vista ID	399	1002	33.72	69.09	122.90
Walnut Valley WD	399	1007	46.23	94.11	164.17
Water Replenshment Dist of So CA	399	1001	31.20	60.16	97.81
Weaverville CSD	399	1012	33.72	65.20	106.12
West Basin MWD	399	3007	47.86	94.96	169.30
West Kern WD	399	3007	47.86	94.96	169.30
West Stanislaus ID	399	1007	46.23	94.11	164.17
West Valley WD	399	3002	35.36	69.99	128.10
Western Canal WD	399	1007	46.23	94.11	164.17
Westborough WD	399	1007	46.23	94.11	164.17
Willow County WD	399	1012	33.72	65.20	106.12
Yorba Linda WD	399	1012	33.72	65.20	106.12



## ACWA JPIA 2018 Delta Dental PPO Rates

No change in 2018 rates

Member Agency	Group	Division	Single	2-Party	Family
Yuima MWD	399	1312	33.72	69.61	115.47

Delta Dental plan summaries are available at [www.acwajpia.com](http://www.acwajpia.com).

Revised 7/21/2017

## ACWA JPIA 2018 DeltaCare USA HMO Rates

No change in 2018 rates

Member Agency	Group	Division	Single	2-Party	Family
ACWA	02017	00030	26.93	43.10	62.46
ACWA JPIA	02017	00032	26.93	43.10	62.46
Berrenda Mesa Water District	02017	00001	26.93	43.10	62.46
Carlsbad Municipal Water Distr	02017	00002	26.93	43.10	62.46
East Contra Costa Irrigation Dis	02017	00036	26.93	43.10	62.46
Helix Water District	02017	00005	26.93	43.10	62.46
Idyllwild Water District	02017	00024	26.93	43.10	62.46
Kern County Water Agency	02017	00027	26.93	43.10	62.46
Laguna Beach County Water D	02017	00007	26.93	43.10	62.46
Orange County Water District	02017	00011	26.93	43.10	62.46
Orland-Artois Water District	02017	00012	26.93	43.10	62.46
Palmdale Water District	02017	00013	26.93	43.10	62.46
Pescadero Reclamation District	02017	00031	26.93	43.10	62.46
Rosamond Community Service	02017	00029	26.93	43.10	62.46
Santa Margarita Water District	02017	00017	26.93	43.10	62.46
Three Valleys Municipal Water	02017	00028	26.93	43.10	62.46
Tulare Irrigation District	02017	00035	26.93	43.10	62.46
Vista Irrigation District	02017	00034	26.93	43.10	62.46
Walnut Valley Water District	02017	00021	26.93	43.10	62.46
West Valley Water District	02017	00020	26.93	43.10	62.46
Yorba Linda Water District	02017	00023	26.93	43.10	62.46

DeltaCare plan summary available at [www.acwajpia.com](http://www.acwajpia.com).

Revised 7/21/2017

## ACWA JPIA 2018 VSP Vision Rates

No change in 2018 rates

Member Agency	Group	Division	Composite Rate (for EE + all Deps) -or-		
			Single	2-Party	Family
ACWA	022	3051		17.21	
Alameda County Water District	022	4011		23.26	
Alpaugh Irrigation District	022	3029	11.70	18.40	35.54
Alta Irrigation District	022	3043		18.56	
Amador Water Authority	022	3009		23.66	
American River Flood Control	022	3041		24.40	
Angiola Water District	022	3009		23.66	
Antelope Valley-East Kern WA	022	3009		23.66	
Aromas Water District	022	3009		23.66	
Banta-Carbona ID	022	3009		23.66	
Bay Area Water Supply &	022	4011		23.26	
Belridge WSD	022	4029		21.18	
Berrenda Mesa WD	022	4029		21.18	
Big Bear City CSD	022	3043		18.56	
Big Bear City CSD (Safety)	022	4029		21.18	
Bodega Bay PUD	022	3009		23.66	
Borrego WD	022	4005		28.65	
Browns Valley ID	022	3043		18.56	
Buena Vista WSD	022	3043		18.56	
Byron-Bethany ID	022	3043		18.56	
Cachuma Oper & Maint Board	022	3043		18.56	
Calaveras CWD	022	3043		18.56	
Calaveras PUD	022	3043		18.56	
Calleguas MWD	022	4029		21.18	
Camrosa WD	022	3051		17.21	
Carlsbad MWD	022	4005		28.65	
Carmichael WD	022	4005		28.65	
Carpinteria Valley WD	022	3043		18.56	
Casitas MWD	022	3043		18.56	
Castaic Lake WA	022	3043		18.56	
Castroville WD	022	4005		28.65	
Centerville CSD	022	3051		17.21	
Central Basin MWD	022	4029		21.18	
Central California ID	022	3043		18.56	
Central WD	022	3051		17.21	
Channel Island Beach CSD	022	3043		18.56	



## ACWA JPIA 2018 VSP Vision Rates

No change in 2018 rates

Member Agency	Group	Division	Composite Rate (for EE + all Deps) -or-		
			Single	2-Party	Family
Chino Basin Desalter Authority	022	3043		18.56	
Chino Basin WCD	022	4029		21.18	
Chowchilla WD	022	3043		18.56	
City of Buellton	022	3043		18.56	
City of San Juan Bautista	022	3029	11.70	18.40	35.54
City of Tehachapi	022	4029		21.18	
Clearlake Oaks CWD	022	4029		21.18	
Coastside CWD	022	3019		21.32	
Consolidated ID	022	3043		18.56	
Contra Costa WD	022	3051		17.21	
Crestline-Lake Arrowhead WA	022	4005		28.65	
Del Paso Manor WD	022	3009		23.66	
Del Puerto WD	022	3051		17.21	
Delano-Earlimart ID	022	3009		23.66	
Delhi County WD	022	3043		18.56	
Desert WA (Hired before 5/1/2007)	022	3043		18.56	
Desert WA (Hired after 5/1/2007)	022	3029	11.70	18.40	35.54
East Contra Costa ID	022	3043		18.56	
East Orange CWD	022	4011		23.26	
El Toro WD	022	3051		17.21	
Elk Grove Water District	022	4011		23.26	
Elsinore Valley MWD	022	4011		23.26	
Exeter Irrigation District	022	3051		17.21	
Fair Oaks WD	022	4035		24.25	
Fallbrook PUD	022	3051		17.21	
Firebaugh Canal WD	022	4005		28.65	
Foothill MWD	022	3043		18.56	
Forestville WD	022	4033		26.85	
Frazier Park PUD	022	4011		23.26	
Fresno Metro Flood Control Dist.	022	3043		18.56	
Friant Power Authority	022	3055		15.63	
Friant Water Authority	022	3043		18.56	
Golden Hills CSD	022	3051		17.21	
Goleta WD	022	3009		23.66	
Grassland WD	022	3043		18.56	
Helix WD	022	3043		18.56	

## ACWA JPIA 2018 VSP Vision Rates

No change in 2018 rates

Member Agency	Group	Division	Composite Rate (for EE + all Deps) -or-		
			Single	2-Party	Family
Hi-Desert WD	022	3051		17.21	
Hi-Desert WD (Retirees)	022	3047	10.91	21.35	37.14
Humboldt Bay MWD	022	3043		18.56	
Humboldt CSD	022	3055		15.63	
Idyllwild WD	022	3009		23.66	
Indian Wells VWD	022	3009		23.66	
Ivanhoe ID	022	3043		18.56	
James ID	022	3051		17.21	
Joshua Basin WD	022	4017	13.27	21.01	40.77
Kanawha WD	022	3043		18.56	
Kaweah Delta WCD	022	3043		18.56	
Kern CWA	022	3019		21.32	
Kings River Conservation District	022	3055		15.63	
Kinneloa ID	022	3043		18.56	
Kirkwood Meadows PUD	022	3043		18.56	
La Habra Heights CWD	022	3043		18.56	
La Puente Valley CWD	022	3009		23.66	
Laguna Beach CWD	022	3051		17.21	
Laguna ID	022	3051		17.21	
Lakeside Irrigation WD	022	3051		17.21	
Laton Community Services District	022	4017	13.27	21.01	40.77
Le Grand CSD	022	3051		17.21	
Littlerock Creek ID	022	3009		23.66	
Los Alamos CSD	022	4029		21.18	
Lost Hills WD	022	4029		21.18	
Madera ID	022	3019		21.32	
Madera/Chowchilla WPA	022	3019		21.32	
Malaga CWD	022	3043		18.56	
Marina Coast WD	022	3051		17.21	
Mid-Peninsula WD	022	3019		21.32	
Mission Springs WD	022	3043		18.56	
Mojave PUD	022	3043		18.56	
Mojave WA	022	3009		23.66	
Montara Water & Sanitary District	022	4005		28.65	
Montecito WD	022	3029	11.70	18.40	35.54
Mountain Gate CSD	022	3009		23.66	

## ACWA JPIA 2018 VSP Vision Rates

No change in 2018 rates

Member Agency	Group	Division	Composite Rate (for EE + all Deps) -or-		
			Single	2-Party	Family
MWD of Orange County	022	3003		14.76	
Nevada ID	022	3055		15.63	
Newhall CWD	022	3055		15.63	
North Coast CWD	022	3043		18.56	
North Delta Water Agency	022	3029		11.70	
North Kern WSD	022	3001		14.76	
Oakdale ID	022	3019		21.32	
Olivenhain MWD	022	3051		17.21	
Orange Cove ID	022	3009		23.66	
Orange CWD	022	3043		18.56	
Orchard Dale WD	022	4029		21.18	
Orland-Artois WD	022	3051		17.21	
Orosi PUD	022	3043	18.56	1.43	1.43
Pajaro Valley WMA	022	3043		18.56	
Pajaro/Sunny Mesa CSD	022	3009		23.66	
Palm Ranch ID	022	3051		17.21	
Palmdale WD	022	4033		26.85	
Panoche WD	022	3043		18.56	
Paradise ID	022	3023		20.21	
Patterson ID	022	3043		18.56	
Pebble Beach CSD	022	3009		23.66	
Pico WD	022	4011		23.26	
Planada CSD	022	3009		23.66	
Pleasant Valley County Water District	022	3043		18.56	
Porterville ID	022	3009		23.66	
Quartz Hill CWD	022	4029		21.18	
Rainbow MWD	022	3043	18.56	1.43	1.43
Ramona Municipal WD	022	3009		23.66	
Rancho California WD	022	3019		21.32	
Reclamation District #1000	022	3043		18.56	
Reclamation District #1004	022	4029		21.18	
Reclamation District #108	022	3009		23.66	
Redwood Valley CWD	022	3055		15.63	
Rincon Del Diablo MWD	022	3051		17.21	
Rio Alto Water District	022	3051		17.21	
Rosamond CSD	022	3051		17.21	



## ACWA JPIA 2018 VSP Vision Rates

No change in 2018 rates

Member Agency	Group	Division	Composite Rate (for EE + all Deps) -or-		
			Single	2-Party	Family
Rowland WD	022	4029		21.18	
San Andreas SD	022	4029		21.18	
San Bernardino VWCD	022	4033		26.85	
San Francisquito Creek JPA	022	3009		23.66	
San Gabriel CWD	022	3009	23.66	1.43	1.43
San Juan Water District	022	3043		18.56	
San Luis & Delta-Mendota WA	022	3009		23.66	
Santa Ana Watershed PA	022	3009		23.66	
Santa Clara VWD	022	3009		23.66	
Santa Clara VWD (Retirees)	022	3015		12.77	
Santa Margarita WD	022	3043		18.56	
Santa Ynez River WCD	022	3051		17.21	
Saucelito ID	022	3009		23.66	
Scotts Valley WD	022	3043		18.56	
Semitropic WSD	022	3043		18.56	
Serrano WD	022	3055		15.63	
Shafter-Wasco ID	022	3043		18.56	
Soquel Creek WD	022	3043		18.56	
South Feather Water & Power	022	3009	23.66	1.43	1.43
South Montebello ID	022	3009		23.66	
South San Joaquin ID	022	3009		23.66	
South Tahoe PUD	022	3009		23.66	
Stockton East WD	022	4011		23.26	
Sutter Extension WD	022	3043		18.56	
Tehachapi-Cummings CWD	022	3009		23.66	
Terra Bella ID	022	3051		17.21	
Three Valleys MWD	022	3051		17.21	
Tranquility ID	022	3043		18.56	
Tri-Dam Project	022	4005		28.65	
Tulare ID	022	3043		18.56	
Tulelake ID	022	4029		21.18	
Tuolumne Utilities District	022	3051		17.21	
Twentynine Palms WD	022	3051	17.21	1.43	1.43
United WCD	022	3043		18.56	
Vallecitos WD	022	3051		17.21	
Valley CWD	022	4011		23.26	

## ACWA JPIA 2018 VSP Vision Rates

No change in 2018 rates

Member Agency	Group	Division	Composite Rate (for EE + all Deps) -or-		
			Single	2-Party	Family
Valley of the Moon WD	022	3043		18.56	
Vandenberg Village CSD	022	3051		17.21	
Ventura River CWD	022	3051		17.21	
Walnut Valley WD	022	3041		24.40	
West Stanislaus ID	022	4029		21.18	
West Valley WD	022	3051		17.21	
Westborough WD	022	3043		18.56	
Western Canal WD	022	4033		26.85	
Wheeler Ridge-Maricopa WSD	022	3051		17.21	
Willow County WD	022	3009		23.66	
Yolo County FC & WCD	022	3043	18.56	1.43	1.43
Yuima MWD	022	3009		23.66	

VSP plan summaries are available at [www.acwajpia.com](http://www.acwajpia.com).

## ACWA JPIA 2018 Employee Assistance Program

No change in 2018 rates

### Rate

Per Employee Per Month

\$2.35

### Participating Agencies

ACWA	Mojave Water Agency
ACWA Joint Powers Insurance Authority	Montecito Sanitary District
Amador Water Agency	Montecito Water District
American River Flood Control District	Monterey Peninsula Water Management District
Antelope Valley East Kern Water Agency	Newhall County Water District
Aromas Water District	North Coast County Water District
Bay Area Water Supply & Conservation District	Orchard Dale Water District
Belridge Water Storage District	Pajaro Valley Water Management Agency
Bolinas Community Public Utility District	Palmdale Water District
Browns Valley Irrigation District	Paradise Irrigation District
Byron Bethany Irrigation District	Pebble Beach Community Services District
Cachuma Operation and Maint. Board	Planada Community Services District
Calaveras County Water District	Quartz Hill Water District
Calleguas Municipal Water District	Redwood Valley County Water District
Carmichael Water District	Rio Linda/Elverta Community Water District
Carpinteria Valley Water District	Rowland Water District
Casitas Municipal Water District	Sacramento Suburban Water District
Castaic Lake Water Agency	San Andreas Sanitary District
Castroville Community Services District	San Benito County Water District
City of Buellton	San Bernardino Valley Municipal Water Dist.
City of San Juan Bautista	San Bernardino Valley Water Conservation Dist
Clearlake Oaks County Water District	San Francisquito Creek Joint Powers Authority
Coastside County Water District	San Juan Water District
Del Paso Manor Water District	San Luis and Delta Mendota Water Authority
Del Puerto Water District	Santa Ana Watershed Project Authority
Elsinore Valley Municipal Water District	Santa Margarita Water District
Fair Oaks Water District	Scotts Valley Water District
Florin Resource Conservation District	Semitropic Water Service District
Foothill Municipal Water District	Serrano Water District
Georgetown Divide Public Utility District	Solano Irrigation District
Golden Hills Community Services District	Soquel Creek Water District
Hi-Desert Water District	South San Joaquin Irrigation District
Humboldt Bay Municipal Water District	Stockton East Water District
Indian Wells Valley Water District	Tahoe City Public Utility District
Joshua Basin Water District	Tehachapi-Cummings County Water District
Kaweah Delta Water Conservation District	Three Valleys Municipal Water District
Kern County Water Agency	Tulare Irrigation District
Kings River Conservation District	Tuolumne Utilities District
Kirkwood Meadows Public Utility District	United Water Conservation District
Le Grand Community Service District	Valley County Water District



## ACWA JPIA 2018 Employee Assistance Program

No change in 2018 rates

### Participating Agencies

Los Alamos Community Services District	Vandenberg Village Community Services Dist
Main San Gabriel Basin Watermaster	Walnut Valley Water District
Mammoth Community Water District	Water Replenishment District of Southern CA
Marina Coast Water District	West Basin Municipal Water District
McKinleyville Community Services District	West Valley Water District
Mesa Water District	Western Canal Water District
Mission Hills Community Services District	Western Municipal Water District
Mission Springs Water District	Yolo County Flood Control and WCD

## ACWA JPIA 2018 Basic and Supplemental Life and AD&D Plan Designs

Three additional plans available in 2018

Basic Life, AD&D	New	Minimum of 40 employees
2 x annual salary*, maximum of \$400,000	X	X
2 x annual salary*, maximum of \$300,000		X
2 x annual salary*, maximum of \$200,000		
2 x annual salary*, maximum of \$150,000		
2 x annual salary*, maximum of \$100,000		
1.5 x annual salary*, maximum of \$150,000		
1.5 x annual salary*, maximum of \$100,000		
1.5 x annual salary*, maximum of \$50,000		
1 x annual salary*, maximum of \$350,000	X	X
1 x annual salary*, maximum of \$300,000	X	X
1 x annual salary*, maximum of \$150,000		
1 x annual salary*, maximum of \$50,000		
Flat \$50,000		
Flat \$20,000		
Flat \$10,000		
Flat \$10,000 of Basic Life only, for Directors (Directors may <u>not</u> be covered under employee plan designs)		

\*earnings exclusive of overtime and bonus, rounded up to the next \$1,000

Basic Life is guarantee issue, and not subject to medical underwriting. Supplemental Life is subject to medical underwriting approval by the Standard. If a member agency selects a plan design with benefits that are higher than any in-force, approved Supplemental Life coverage, the amount in excess of what was previously approved will be subject to medical underwriting. To increase Supplemental Life coverage, the employee must complete a Medical History Statement and submit it to the Standard, via JPIA Employee Benefits Department.

Note: To accommodate privacy concerns, the Employee Benefits Department can facilitate direct submission to the Standard at the employee's request.

Contact [benefits@acwajpia.com](mailto:benefits@acwajpia.com) for policy information.

Revised 7/31/2017

## ACWA JPIA 2018 Basic and Supplemental Life and AD&D

No change in 2018 rates

Basic Life, AD&D	Employee Age	Monthly	Per
<ul style="list-style-type: none"> <li>- Plan design chosen by agency</li> <li>- Benefit is multiple of salary with cap</li> <li>- Multiply age-based monthly rates by \$1,000 of coverage</li> <li>- Guarantee issue (no underwriting)</li> <li>- 100% employer paid</li> </ul>	Under 30	\$0.07	\$1,000 of Benefit
	30 - 34	\$0.08	\$1,000 of Benefit
	35 - 39	\$0.09	\$1,000 of Benefit
	40 - 44	\$0.14	\$1,000 of Benefit
	45 - 49	\$0.18	\$1,000 of Benefit
	50 - 54	\$0.26	\$1,000 of Benefit
	55 - 59	\$0.39	\$1,000 of Benefit
	60 - 64	\$0.57	\$1,000 of Benefit
	65 - 69	\$0.84	\$1,000 of Benefit
	70 - 74	\$1.24	\$1,000 of Benefit
	75 +	\$1.84	\$1,000 of Benefit

Supplemental Emp. Life, AD&D	Employee Age	Monthly	Per
<ul style="list-style-type: none"> <li>- Benefit amount mirrors Basic Life and AD&amp;D</li> <li>- Subject to medical underwriting by Standard</li> <li>- 100% employee paid</li> </ul>	Under 30	\$0.06	\$1,000 of Benefit
	30 - 34	\$0.07	\$1,000 of Benefit
	35 - 39	\$0.08	\$1,000 of Benefit
	40 - 44	\$0.12	\$1,000 of Benefit
	45 - 49	\$0.16	\$1,000 of Benefit
	50 - 54	\$0.23	\$1,000 of Benefit
	55 - 59	\$0.33	\$1,000 of Benefit
	60 - 64	\$0.48	\$1,000 of Benefit
	65 - 69	\$0.71	\$1,000 of Benefit
	70 - 74	\$1.04	\$1,000 of Benefit
	75 +	\$1.54	\$1,000 of Benefit

Dependent Life		Monthly	Per
<ul style="list-style-type: none"> <li>- Benefit is \$1,500 spouse, \$1,000 child</li> <li>- Guarantee issue (no underwriting)</li> </ul>	Flat rate per employee regardless of # of dep's	\$0.33	Employee; All eligible must enroll, 100% Employer Paid

Supplemental Spouse Life, AD&D	Employee Age	Monthly	Per
<ul style="list-style-type: none"> <li>- Benefit amount is 50% of Voluntary Employee Life</li> <li>- Employee must be enrolled in Voluntary Employee Life</li> <li>- Subject to medical underwriting by Standard</li> <li>- 100% employee paid</li> </ul>	Under 30	\$0.06	\$1,000 of Benefit
	30 - 34	\$0.07	\$1,000 of Benefit
	35 - 39	\$0.08	\$1,000 of Benefit
	40 - 44	\$0.12	\$1,000 of Benefit
	45 - 49	\$0.16	\$1,000 of Benefit
	50 - 54	\$0.23	\$1,000 of Benefit
	55 - 59	\$0.33	\$1,000 of Benefit
	60 - 64	\$0.48	\$1,000 of Benefit
	65 - 69	\$0.71	\$1,000 of Benefit
	70 - 74	\$1.04	\$1,000 of Benefit
	75 +	\$1.54	\$1,000 of Benefit



## ACWA JPIA 2018 Basic and Supplemental Life and AD&D

No change in 2018 rates

Supplemental Child Life, AD&D		Monthly	Per
- Benefit amount is \$5,000	Flat rate per employee regardless of # of dep's	\$0.50	Employee; Voluntary Election by Employee, 100% Employee Paid
- Employee must be enrolled in Voluntary Employee Life			
- Subject to medical underwriting by Standard			

Basic Life, AD&D Rates for <u>agency-specific plans</u>			
Agency	Plan	Monthly	Per
Amador Water Agency	Basic Life, AD&D	\$0.24	\$1,000 of Benefit
Berrenda Mesa WD	Basic Life, AD&D	\$0.34	\$1,000 of Benefit
Casitas MWD	Basic Life, AD&D	\$0.35	\$1,000 of Benefit
La Canada ID	Basic Life, AD&D	\$0.53	\$1,000 of Benefit
Mid-Peninsula WD	Basic Life, AD&D	\$0.24	\$1,000 of Benefit
Montecito SD	Basic Life, AD&D	\$0.53	\$1,000 of Benefit

After calculating rate, add \$1.00 to the total for the Administrative Fee. This fee covers enrollment in all life plans.

## ACWA JPIA 2018 Short & Long Term Disability

The Standard, Policy # 649299

Short Term Disability and Long Term Disability policies are individually underwritten by the Standard, and therefore have rates unique to each employer. However, members of the JPIA pool receive a substantial volume discount.

STD and LTD rates remained the same for the 2018 plan year.

There is no administrative fee for these plans, which are billed directly to the agencies by the Standard.

Contact [benefits@acwajpia.com](mailto:benefits@acwajpia.com) for policy information.

Revised 7/31/2017

## Changes Allowed at Open Enrollment: ACWA JPIA Medical

Active Plan	Rate Option	Employee Coverage Paid by:	Dependent Coverage Paid by:	Open Enrollment Changes Allowed
Medical	Incentive	100% Employer	100% Employer	Employees may switch medical plans. All employees and dependents should already be enrolled.
			50%+ Employer	Employees may add or delete dependents and/or switch medical plans. All employees should already be enrolled.
Medical	Standard	100% Employer	Varies	Employees may switch medical plans, add or delete dependents, opt out of coverage (with proof of other coverage, as long as employer maintains 75%+ enrollment), or enroll themselves and their dependents for the first time.
Medical (COBRA Enrollees)	ALL	100% Employee	100% Employee	COBRA enrollees may change plans. It is the employer's responsibility to notify COBRA participants of their Open Enrollment rights and responsibilities.
Retiree Plan	Rate Option	Retiree Coverage Paid by:	Dependent Coverage Paid by:	Open Enrollment Changes Allowed
Medical, Dental & Vision, for Retirees at agencies <u>not</u> offering Retiree Open Enrollment (default option)	Incentive	50%+ Employer	Varies	Retirees have <u>no</u> Open Enrollment Rights. They cannot switch plans or add dependents. There are 4 changes that retirees can make at <u>any time</u> : 1) A retiree can disenroll in coverage, but cannot ever re-enroll. 2) A retiree can drop dependents, but those dependents may not re-enroll (except upon loss of coverage, <u>if</u> employer written policy allows). 3) A retiree can switch from a higher cost plan to a lower cost plan, but cannot ever switch back. 4) If a retiree moves out of an area serviceable by an HMO, he/she may switch to a PPO medical plan. Retiree may switch back upon moving back into the HMO service area.
	Standard	25%+ Employer		
Medical, Dental & Vision, for Retirees at agencies electing to offer Retiree Open Enrollment	Incentive	50%+ Employer	Varies	Retirees may switch medical plans. Retirees may not add dependents or enroll if coverage was previously waived. #1, 2 and 4 above are changes allowable at any time. However, #3 above is forfeited if an agency chooses to allow Retiree Open Enrollment.
	Standard	25%+ Employer		

Percent is of the lowest cost medical plan for which the employee/director or retiree is eligible. Newly enrolled dependents must provide proof of relationship. Acceptable documents include marriage certificate, birth certificate, California filed declaration of domestic partnership, adoption or court paperwork. Updated 9/14/2016

## Changes Allowed at Open Enrollment: ACWA JPIA Dental

Active Plans	Employer Pays	Who is covered?	Rate Option	Open Enrollment Changes Allowed
Dental HMO & Dental PPO	100% Employer Paid for Employee and Dependents	All Employees, All Dependents	Non-voluntary (Refers to dependents. All employees must enroll.)	Employee & family can change plans
1 Dental Plan				Open Enrollment does not apply
Dental HMO & Dental PPO	100% Employer Paid for Employee; <u>Employee Contributes</u> for Dependent Coverage	All Employees, Some Dependents	Voluntary (Refers to dependents. All employees must enroll.)	Employee & family can change plans, and/or add/delete dependents
1 Dental Plan				Employee can add/delete dependents
Dental HMO & Dental PPO	100% Employer Paid	All Employees, <u>No</u> Dependents	Employee Only Plan	Employee can change plans
1 Dental Plan				Open Enrollment does not apply

## Changes Allowed at Open Enrollment: ACWA JPIA Vision

Active Plan	Employer Pays	Who is covered?	Rate Option	Open Enrollment Changes Allowed
Vision	100% Employer Paid	All Employees, All Dependents	Composite Rate (Same cost per employee regardless of # of dependents enrolled)	Open Enrollment does not apply
Vision	100% Employer Paid for Employee; <u>Employee Contributes</u> for Dependent Coverage	All Employees, Some Dependents	Tiered Rate (3 rates based on # enrolled)	Employee can add/delete dependents
Vision	100% Employer Paid	All Employees, <u>No</u> Dependents	Employee Only Plan	Open Enrollment does not apply

Percent applies to all plans when more than one is available. Newly enrolled dependents must provide proof of relationship. Acceptable documents include marriage certificate, birth certificate, California filed declaration of domestic partnership, adoption or court paperwork. Updated 9/14/2016.





# Contact List

The ACWA JPIA Employee Benefits Team is here to help. Call us with any questions or concerns.

## ACWA JPIA Employee Benefits Team

(800) 736-2292 Toll free

(916) 774-7055 Local

(916) 786-0906 Fax

[benefits@acwajpia.com](mailto:benefits@acwajpia.com)

[bswifthelp@acwajpia.com](mailto:bswifthelp@acwajpia.com)

Sandra Smith, Employee Benefits Manager

Ben Hayden, Lead Benefits Analyst

Sonya Baker, Benefit Systems Analyst

Susan Offerman, Benefits Analyst II

Allison Hartill, Benefits Analyst I

Veronica Cobian, Benefits Administrator II

Michelle Stites, Benefits Administrator I

Carrier	Phone Number	Website
Anthem Blue Cross	HMO: 800-227-3641 PPO: 800-284-2466	<a href="http://www.anthem.com/ca">www.anthem.com/ca</a>
Express Scripts (Anthem prescriptions)	866-876-0333	use <a href="http://www.anthem.com/ca">www.anthem.com/ca</a>
Anthem Prescription Customer Service for Retirees with Medicare	866-470-6265	N/A
Anthem 24/7 Nurse Line	800-700-0197	N/A
Kaiser Permanente	800-464-4000	<a href="http://www.kp.org">www.kp.org</a>
Delta Dental PPO	888-335-8227	<a href="http://www.deltadentalins.com">www.deltadentalins.com</a>
DeltaCare HMO	800-422-4234	<a href="http://www.deltadentalins.com">www.deltadentalins.com</a>
Vision Service Plan (Signature)	800-877-7195	<a href="http://www.vsp.com">www.vsp.com</a>
MHN Employee Assistance Program	800-535-4985	<a href="http://mhn.advantageengagement.com">mhn.advantageengagement.com</a>
Standard Life & Disability	800-368-2859 800-628-8600	<a href="http://www.standard.com">www.standard.com</a>

7/11/2016

Monthly Costs

**Medical**

	2018	2017	2016	2015	2014	2013 HSA
<b>Blue Cross Classic PPO</b>						
Employee	836.61	801.01	716.25	695.68	674.78	622.13
Employee +1	1704.69	1631.7	1457.94	1415.76	1437.99	1467.13
Employee +2 or more	2291.67	2193.41	1959.46	1902.68	1845.07	1699.74
<b>Blue Cross Advantage PPO</b>						
Employee	704.34	674.43	603.23	585.95	545.41	503.00
Employee +1	1433.52	1372.21	1226.25	1190.82	1284.45	1183.52
Employee +2 or more	1926.58	1844.04	1647.53	1599.83	1487.93	1370.88
<b>California Care HMO</b>						
Employee	732.32	677.2	605.7	657.52	611.99	611.99
Employee +1	1454.78	1344.54	1201.54	1305.16	1214.11	1214.11
Employee +2 or more	1951.02	1802.92	1610.81	1750.22	1627.69	1677.73
<b>Anthem Account Based</b>						
Employee	671.27	642.79	574.98	572.23		208.33
Employee +1	1365.73	1307.34	1168.33	1162.7		333.33
Employee +2 or more	1835.31	1756.7	1569.54	1561.97		333.33
<b>Kaiser</b>						
Employee	607.82	538.43	526.05	515.29	524.11	542.86
Employee +1	1204.96	1066.97	1042.22	1020.70	1038.33	1075.83
Employee +2 or more	1700.9	1505.65	1470.64	1440.19	1465.14	1518.19
<b>Kaiser Account Based</b>						
Employee	433.6	384.72	418.87	407.64		225
Employee +1	857.32	759.57	827.86	805.41		450
Employee +2 or more	1209	1070.68	1167.32	1135.55		450

## Dental

### Delta Dental

Employee	33.72	33.72	34.33	36.02	36.02
Employee +1	65.2	65.2	67.73	71.18	71.18
Employee +2 or more	106.12	106.12	114.15	120.04	120.04

### Delta Care

Employee	26.93	26.93	26.93	26.93	22.82
Employee +1	43.1	43.1	43.10	43.10	37.76
Employee +2 or more	62.46	62.46	62.46	62.46	55.65

## Vision

### VSP

Flat Rate	26.85	26.85	26.85	17.21	16.32
-----------	-------	-------	-------	-------	-------



## Employee Insurance Costs 2018

	EE	EE+1	EE+Fam
Classic	836.61	1704.69	2291.67
Delta Dental	33.72	65.2	106.12
VSP	26.85	26.85	26.85
	897.18	1796.74	2424.64
District	1800	1800	1800
Employee	0	0	624.64

	EE	EE+1	EE+Fam
Classic	836.61	1704.69	2291.67
Delta Care	26.93	43.1	62.46
VSP	26.85	26.85	26.85
	890.39	1774.64	2380.98
District	1800	1800	1800
Employee	0	0	580.98

	EE	EE+1	EE+Fam
Advantage	704.34	1433.52	1926.58
Delta Dental	33.72	65.2	106.12
VSP	26.85	26.85	26.85
	764.91	1525.57	2059.55
District	1800	1800	1800
Employee	0	0	259.55

	EE	EE+1	EE+Fam
Advantage	704.34	1433.52	1926.58
Delta Care	26.93	43.1	62.46
VSP	26.85	26.85	26.85
	758.12	1503.47	2015.89
District	1800	1800	1800
Employee	0	0	215.89

	EE	EE+1	EE+Fam
Cal Care	732.32	1454.78	1951.02
Delta Dental	33.72	65.2	106.12
VSP	26.85	26.85	26.85
	792.89	1546.83	2083.99
District	1800	1800	1800
Employee	0	0	283.99

	EE	EE+1	EE+Fam
Cal Care	732.32	1454.78	1951.02
Delta Care	26.93	43.1	62.46
VSP	26.85	26.85	26.85
	786.1	1524.73	2040.33
District	1800	1800	1800
Employee	0	0	240.33

	EE	EE+1	EE+Fam
Anthem Health Sav	671.27	1365.73	1835.31
Delta Dental	33.72	65.2	106.12
VSP	26.85	26.85	26.85
Health Sav	208.33	333.33	333.33
	940.17	1791.11	2301.61
District	1800	1800	1800
Employee	0	0	501.61

	EE	EE+1	EE+Fam
Anthem He	671.27	1365.73	1835.31
Delta Care	26.93	43.1	62.46
VSP	26.85	26.85	26.85
Health Sav	208.33	333.33	333.33
	933.38	1769.01	2257.95
District	1800	1800	1800
Employee	0	0	457.95

	EE	EE+1	EE+Fam
Kaiser	607.82	1204.96	1700.9
Delta Dental	33.72	65.2	106.12
VSP	26.85	26.85	26.85
	668.39	1297.01	1833.87

	EE	EE+1	EE+Fam
Kaiser	607.82	1204.96	1700.9
Delta Care	26.93	43.1	62.46
VSP	26.85	26.85	26.85
	661.6	1274.91	1790.21

District	1800	1800	1800
Employee	0	0	33.87

District	1800	1800	1800
Employee	0	0	0

	EE	EE+1	EE+Fam
Kaiser Health Sav	433.6	857.32	1209
Delta Dental	33.72	65.2	106.12
VSP	26.85	26.85	26.85
Health Sav	225	450	450
	719.17	1399.37	1791.97
District	1800	1800	1800
Employee	0	0	0

	EE	EE+1	EE+Fam
Kaiser Hea	433.6	857.32	1209
Delta Care	26.93	43.1	62.46
VSP	26.85	26.85	26.85
Health Sav	225	450	450
	712.38	1377.27	1748.31
District	1800	1800	1800
Employee	0	0	0

**P A L M D A L E   W A T E R   D I S T R I C T**  
**B O A R D   M E M O R A N D U M**

**DATE:** September 6, 2017 **September 13, 2017**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.3 – CONSIDERATION AND POSSIBLE ACTION  
ON NOT DESIGNATING ANNUAL COST OF LIVING ADJUSTMENT  
TOWARDS EMPLOYEES’ PORTION OF CALPERS EFFECTIVE  
JANUARY 1, 2018.***

---

**Recommendation:**

Staff and members of the Personnel Committee recommend that the District grant a cost of living increase for January 1, 2018, which will be based on the annual CPI, and that this increase is not applied to the employee portion of CalPERS.

**Alternative Options:**

The alternative is to either not grant a cost of living increase or to grant the increase but apply it to the Employee portion of CalPERS.

**Background:**

The District has received an attorney opinion that PEPRAs do not require Classic members to pay the employee portion of CalPERS contributions. However, since 2014 the District has chosen to have employees begin to contribute to the employee portion of CalPERS. Currently, the employees contribute 4.33%, and the District contributes 2.67%. All employees hired after January 1, 2013 are PEPRAs. Currently, the District has 65 Classic Members and 16 PEPRAs. The District’s employees also contribute to Social Security. The District’s Classic members have a 2% at 55 program, and the PEPRAs have a 2% at 62 program. Many organizations in the Antelope Valley chose a more robust retirement program, however, the District chose to stay with the more fiscally conservative approach.

**Strategic Plan Initiative:**

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence

**Budget:**

This will be included in our 2018 budget.

**Supporting Documents:**

N/A



**P A L M D A L E   W A T E R   D I S T R I C T**  
**B O A R D   M E M O R A N D U M**

**DATE:** September 6, 2017 **September 13, 2017**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.4 – CONSIDERATION AND POSSIBLE ACTION ON SAFETY AND TRAINING TECHNICIAN POSITION AT SALARY RANGE 29. (\$22,000.00 FOR REMAINDER OF 2017; POSITION WILL BE INCLUDED IN 2018 BUDGET – NON-BUDGETED – HUMAN RESOURCES DIRECTOR EMERY/PERSONNEL COMMITTEE)***

---

**Recommendation:**

Staff and members of the Personnel Committee recommend that the District fill a Safety and Training Technician position.

**Alternative Options:**

The alternative is to continue without a Safety and Training Technician.

**Background:**

The District has assessed its safety requirements in the past and determined a need for a safety position. This position was eliminated many years ago due to fiscal constraints. The District has many positions which are at risk for safety hazards. Much of our field work is construction. According to the United States Department of Labor website, one in five worker deaths last year were in construction. In order to protect our workers and make sure that we are providing the safest work environment possible, we will need to have an employee who can spend at least fifty percent of their time in the field with our staff to observe and encourage compliance with all safety standards.

**Strategic Plan Initiative:**

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence

**Budget:**

This will be included in our 2018 budget. The effect on budget for the current year is \$22,000.

**Supporting Documents:**

- Salary Survey
- Position Tracking

Palmdale Water District  
Cucamonga Valley Water District  
Las Virgenes Municipal Water District  
Yorba Linda Water District  
Olivenhain Municipal Water District  
Western Municipal Water District  
Castaic Lake Water Agency  
Desert Water Agency  
Eastern Municipal Water District  
Mesa Consolidated Water District  
Rancho California Water District  
Walnut Valley Water District  
Padre Dam Municipal Water District



Safety and Training Technician

21	22	23	24	25	26	27	28	29	30	31	32
5051	5303	5568	5847	6139	6446	6768	7107	7462	7835	8227	8638.47
New Position											
			Safety Analyst \$5777 - \$7511								7511
No Equivalent Position											
			Safety and Training Technician \$5200 - \$6656								6656
				Safety and Risk Compliance Administrator \$6625.47 - \$9933.24							9933.24
					Safety Officer \$6963.58 - \$9575.25						9575.25
					Safety Officer \$6819 - \$8289						8289
No Equivalent Position											
			Safety & Claims Technician \$5057.87 - \$6293.73								6293.73
No Equivalent Position											
						Safety/Risk Officer \$7113.08 - \$9530.04					9530.04
			No Equivalent Position								
				Safety & Risk Manager \$6120 - \$9525							9525
											67313.3
											8414.1575

The position we would be creating would not be a management position but would need more independent thinking that a low level position therefore we are recommending Salary Range 29.



RANGE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
1	\$1,566.07	\$1,605.22	\$1,644.37	\$1,685.48	\$1,726.59	\$1,769.76	\$1,812.92	\$1,858.25	\$1,903.57
2	\$1,644.37	\$1,685.48	\$1,726.59	\$1,769.76	\$1,812.92	\$1,858.25	\$1,903.57	\$1,951.16	\$1,998.75
3	\$1,726.59	\$1,769.76	\$1,812.92	\$1,858.25	\$1,903.57	\$1,951.16	\$1,998.75	\$2,048.72	\$2,098.68
4	\$1,812.92	\$1,858.25	\$1,903.57	\$1,951.16	\$1,998.75	\$2,048.72	\$2,098.68	\$2,151.15	\$2,203.62
5	\$1,903.57	\$1,951.16	\$1,998.75	\$2,048.72	\$2,098.68	\$2,151.15	\$2,203.62	\$2,258.71	\$2,313.80
6	\$1,998.75	\$2,048.72	\$2,098.68	\$2,151.15	\$2,203.62	\$2,258.71	\$2,313.80	\$2,371.64	\$2,429.49
7	\$2,098.68	\$2,151.15	\$2,203.62	\$2,258.71	\$2,313.80	\$2,371.64	\$2,429.49	\$2,490.23	\$2,550.96
8	\$2,203.62	\$2,258.71	\$2,313.80	\$2,371.64	\$2,429.49	\$2,490.23	\$2,550.96	\$2,614.74	\$2,678.51
9	\$2,313.80	\$2,371.64	\$2,429.49	\$2,490.23	\$2,550.96	\$2,614.74	\$2,678.51	\$2,745.47	\$2,812.44
10	\$2,429.49	\$2,490.23	\$2,550.96	\$2,614.74	\$2,678.51	\$2,745.47	\$2,812.44	\$2,882.75	\$2,953.06
11	\$2,550.96	\$2,614.74	\$2,678.51	\$2,745.47	\$2,812.44	\$2,882.75	\$2,953.06	\$3,026.89	\$3,100.71
12	\$2,678.51	\$2,745.47	\$2,812.44	\$2,882.75	\$2,953.06	\$3,026.89	\$3,100.71	\$3,178.23	\$3,255.75
13	\$2,812.44	\$2,882.75	\$2,953.06	\$3,026.89	\$3,100.71	\$3,178.23	\$3,255.75	\$3,337.14	\$3,418.54
14	\$2,953.06	\$3,026.89	\$3,100.71	\$3,178.23	\$3,255.75	\$3,337.14	\$3,418.54	\$3,504.00	\$3,589.46
15	\$3,100.71	\$3,178.23	\$3,255.75	\$3,337.14	\$3,418.54	\$3,504.00	\$3,589.46	\$3,679.20	\$3,768.94
16	\$3,255.75	\$3,337.14	\$3,418.54	\$3,504.00	\$3,589.46	\$3,679.20	\$3,768.94	\$3,863.16	\$3,957.38
17	\$3,418.54	\$3,504.00	\$3,589.46	\$3,679.20	\$3,768.94	\$3,863.16	\$3,957.38	\$4,056.32	\$4,155.25
18	\$3,589.46	\$3,679.20	\$3,768.94	\$3,863.16	\$3,957.38	\$4,056.32	\$4,155.25	\$4,259.13	\$4,363.01
19	\$3,768.94	\$3,863.16	\$3,957.38	\$4,056.32	\$4,155.25	\$4,259.13	\$4,363.01	\$4,472.09	\$4,581.16
20	\$3,957.38	\$4,056.32	\$4,155.25	\$4,259.13	\$4,363.01	\$4,472.09	\$4,581.16	\$4,695.69	\$4,810.22
21	\$4,155.25	\$4,259.13	\$4,363.01	\$4,472.09	\$4,581.16	\$4,695.69	\$4,810.22	\$4,930.48	\$5,050.73
22	\$4,363.01	\$4,472.09	\$4,581.16	\$4,695.69	\$4,810.22	\$4,930.48	\$5,050.73	\$5,177.00	\$5,303.27
23	\$4,581.16	\$4,695.69	\$4,810.22	\$4,930.48	\$5,050.73	\$5,177.00	\$5,303.27	\$5,435.85	\$5,568.43
24	\$4,810.22	\$4,930.48	\$5,050.73	\$5,177.00	\$5,303.27	\$5,435.85	\$5,568.43	\$5,707.65	\$5,846.86
25	\$5,050.73	\$5,177.00	\$5,303.27	\$5,435.85	\$5,568.43	\$5,707.65	\$5,846.86	\$5,993.03	\$6,139.20
26	\$5,303.27	\$5,435.85	\$5,568.43	\$5,707.65	\$5,846.86	\$5,993.03	\$6,139.20	\$6,292.68	\$6,446.16
27	\$5,568.43	\$5,707.65	\$5,846.86	\$5,993.03	\$6,139.20	\$6,292.68	\$6,446.16	\$6,607.31	\$6,768.47
28	\$5,846.86	\$5,993.03	\$6,139.20	\$6,292.68	\$6,446.16	\$6,607.31	\$6,768.47	\$6,937.68	\$7,106.89
29	\$6,139.20	\$6,292.68	\$6,446.16	\$6,607.31	\$6,768.47	\$6,937.68	\$7,106.89	\$7,284.56	\$7,462.23
30	\$6,446.16	\$6,607.31	\$6,768.47	\$6,937.68	\$7,106.89	\$7,284.56	\$7,462.23	\$7,648.79	\$7,835.35
31	\$6,768.47	\$6,937.68	\$7,106.89	\$7,284.56	\$7,462.23	\$7,648.79	\$7,835.35	\$8,031.23	\$8,227.11
32	\$7,106.89	\$7,284.56	\$7,462.23	\$7,648.79	\$7,835.35	\$8,031.23	\$8,227.11	\$8,432.79	\$8,638.47
33	\$7,462.23	\$7,648.79	\$7,835.35	\$8,031.23	\$8,227.11	\$8,432.79	\$8,638.47	\$8,854.43	\$9,070.39
34	\$7,835.35	\$8,031.23	\$8,227.11	\$8,432.79	\$8,638.47	\$8,854.43	\$9,070.39	\$9,297.15	\$9,523.91
35	\$8,227.11	\$8,432.79	\$8,638.47	\$8,854.43	\$9,070.39	\$9,297.15	\$9,523.91	\$9,762.01	\$10,000.11
36	\$8,638.47	\$8,854.43	\$9,070.39	\$9,297.15	\$9,523.91	\$9,762.01	\$10,000.11	\$10,250.11	\$10,500.11
37	\$9,070.39	\$9,297.15	\$9,523.91	\$9,762.01	\$10,000.11	\$10,250.11	\$10,500.11	\$10,762.62	\$11,025.12
38	\$9,523.91	\$9,762.01	\$10,000.11	\$10,250.11	\$10,500.11	\$10,762.62	\$11,025.12	\$11,300.75	\$11,576.38
39	\$10,000.11	\$10,250.11	\$10,500.11	\$10,762.62	\$11,025.12	\$11,300.75	\$11,576.38	\$11,865.78	\$12,155.19
40	\$10,500.11	\$10,762.62	\$11,025.12	\$11,300.75	\$11,576.38	\$11,865.78	\$12,155.19	\$12,459.07	\$12,762.95
41	\$11,025.12	\$11,300.75	\$11,576.38	\$11,865.78	\$12,155.19	\$12,459.07	\$12,762.95	\$13,082.03	\$13,401.10
42	\$11,576.38	\$11,865.78	\$12,155.19	\$12,459.07	\$12,762.95	\$13,082.03	\$13,401.10	\$13,736.13	\$14,071.16
43	\$12,155.19	\$12,459.07	\$12,762.95	\$13,082.03	\$13,401.10	\$13,736.13	\$14,071.16	\$14,422.94	\$14,774.71
44	\$12,762.95	\$13,082.03	\$13,401.10	\$13,736.13	\$14,071.16	\$14,422.94	\$14,774.71	\$15,144.08	\$15,513.45
45	\$13,401.10	\$13,736.13	\$14,071.16	\$14,422.94	\$14,774.71	\$15,144.08	\$15,513.45	\$15,901.29	\$16,289.12
46	\$14,071.16	\$14,422.94	\$14,774.71	\$15,144.08	\$15,513.45	\$15,901.29	\$16,289.12	\$16,696.35	\$17,103.58
47	\$14,774.71	\$15,144.08	\$15,513.45	\$15,901.29	\$16,289.12	\$16,696.35	\$17,103.58	\$17,531.17	\$17,958.76
48	\$15,513.45	\$15,901.29	\$16,289.12	\$16,696.35	\$17,103.58	\$17,531.17	\$17,958.76	\$18,407.73	\$18,856.70
49	\$16,289.12	\$16,696.35	\$17,103.58	\$17,531.17	\$17,958.76	\$18,407.73	\$18,856.70	\$19,328.11	\$19,799.53
50	\$17,103.58	\$17,531.17	\$17,958.76	\$18,407.73	\$18,856.70	\$19,328.11	\$19,799.53	\$20,294.52	\$20,789.51
51	\$17,958.76	\$18,407.73	\$18,856.70	\$19,328.11	\$19,799.53	\$20,294.52	\$20,789.51	\$21,309.24	\$21,828.98
52	\$18,856.70	\$19,328.11	\$19,799.53	\$20,294.52	\$20,789.51	\$21,309.24	\$21,828.98	\$22,374.71	\$22,920.43
53	\$19,799.53	\$20,294.52	\$20,789.51	\$21,309.24	\$21,828.98	\$22,374.71	\$22,920.43	\$23,493.44	\$24,066.45
54	\$20,789.51	\$21,309.24	\$21,828.98	\$22,374.71	\$22,920.43	\$23,493.44	\$24,066.45	\$24,668.11	\$25,269.78
55	\$21,828.98	\$22,374.71	\$22,920.43	\$23,493.44	\$24,066.45	\$24,668.11	\$25,269.78	\$25,901.52	\$26,533.26

= 5% Base Steps





## COMPENSATION SCHEDULE

*Approved by the Board of Directors on June 14, 2016 per Resolution No. 2016-6-2*

*Effective July 1, 2016*

TITLE	Range #	MONTHLY	
		LOW	HIGH
ACCOUNT CLERK I	21	\$3,254	\$4,228
ACCOUNT CLERK II	29	\$3,812	\$4,955
ACCOUNTANT	44	\$5,130	\$6,669
ACCOUNTING SUPERVISOR	59	\$6,904	\$8,975
ADMINISTRATIVE AIDE	7	\$2,466	\$3,205
ADMINISTRATIVE ASSISTANT I	25	\$3,522	\$4,577
ADMINISTRATIVE ASSISTANT II	33	\$4,126	\$5,363
AGM/CHIEF FINANCIAL OFFICER	93	\$13,537	\$17,599
AGM/CHIEF OPERATING OFFICER	93	\$13,537	\$17,599
ASSISTANT ENGINEER	50	\$5,777	\$7,511
ASSISTANT GENERAL MANAGER	93	\$13,537	\$17,599
ASSOCIATE ENGINEER	59	\$6,904	\$8,975
CADD ANALYST	49	\$5,664	\$7,362
CAPITAL PROJECTS COORDINATOR	52	\$6,010	\$7,814
COMMUNICATION & OUTREACH MANAGER	65	\$7,774	\$10,107
COMMUNITY & OUTREACH REP I	35	\$4,293	\$5,581
COMMUNITY & OUTREACH REP II	43	\$5,029	\$6,537
CONSTRUCTION & MAINTENANCE MANAGER	69	\$8,416	\$10,941
CONTROLS ANALYST	53	\$6,131	\$7,970
CROSS-CONNECTION COORDINATOR	53	\$6,131	\$7,970
CUSTOMER SERVICE MANAGER	69	\$8,416	\$10,941
CUSTOMER SERVICE REPRESENTATIVE I	21	\$3,254	\$4,228
CUSTOMER SERVICE REPRESENTATIVE II	29	\$3,812	\$4,955
CUSTOMER SERVICE SUPERVISOR	54	\$6,253	\$8,130
DESIGN & CONSTRUCTION MANAGER	72	\$8,931	\$11,611
ENGINEERING ANALYST	53	\$6,131	\$7,970
ENGINEERING INSPECTOR I	37	\$4,466	\$5,806
ENGINEERING INSPECTOR II	45	\$5,233	\$6,814
ENGINEERING TECHNICIAN I	33	\$4,126	\$5,363
ENGINEERING TECHNICIAN II	41	\$4,834	\$6,285
EXECUTIVE ASSISTANT	56	\$6,507	\$8,458

CUCAMONGA VALLEY WATER DISTRICT  
COMPENSATION SCHEDULE (continued)

TITLE	Range #	MONTHLY	
		LOW	HIGH
FACILITIES MAINT SPECIALIST I	26	\$3,592	\$4,669
FACILITIES MAINT SPECIALIST II	34	\$4,209	\$5,470
FACILITIES MAINTENANCE WORKER	8	\$2,515	\$3,269
FACILITIES SUPERVISOR	47	\$5,445	\$7,077
FIELD SERVICE REPRESENTATIVE I	27	\$3,664	\$4,763
FIELD SERVICE REPRESENTATIVE II	32	\$4,045	\$5,258
FIELD SERVICE SUPERVISOR	54	\$6,253	\$8,130
FIELD SERVICE TECHNICIAN I	27	\$3,664	\$4,763
FIELD SERVICE TECHNICIAN II	35	\$4,293	\$5,581
FINANCE MANAGER	72	\$8,931	\$11,611
FLEET & EQUIPMENT MECHANIC I	30	\$3,888	\$5,054
FLEET & EQUIPMENT MECHANIC II	38	\$4,556	\$5,923
GENERAL MANAGER/CEO			\$22,882
GIS ANALYST	49	\$5,664	\$7,362
GIS TECHNICIAN I	33	\$4,126	\$5,363
GIS TECHNICIAN II	41	\$4,834	\$6,285
HUMAN RESOURCES ANALYST	50	\$5,777	\$7,511
HUMAN RESOURCES MANAGER	72	\$8,900	\$11,611
INFORMATION HELPDESK SPECIALIST	33	\$4,126	\$5,363
INFORMATION TECH SPECIALIST I	42	\$4,931	\$6,410
INFORMATION TECH SPECIALIST II	50	\$5,777	\$7,511
INFORMATION TECHNOLOGY MANAGER	72	\$8,900	\$11,611
INSTRUMENTATION/ELECTRICAL TECHNICIAN I	35	\$4,466	\$5,806
INSTRUMENTATION/ELECTRICAL TECHNICIAN II	43	\$5,233	\$6,814
INTERN		\$990	\$1,313
LEAD COMMUNITY OUTREACH REP	51	\$5,893	\$7,661
LEAD CUSTOMER SERVICE REPRESENTATIVE	36	\$4,379	\$5,692
LEAD ENGINEERING INSPECTOR	53	\$6,131	\$7,970
LEAD ENGINEERING TECHNICIAN	49	\$5,664	\$7,362
LEAD FACILITIES MAINTENANCE SPECIALIST	42	\$4,931	\$6,410
LEAD FIELD SERVICE TECHNICIAN	43	\$5,029	\$6,537
LEAD FLEET & EQUIP MECHANIC	45	\$5,233	\$6,814
LEAD INSTRUMENTATION/ELECTRICAL TECHNICIAN	51	\$6,131	\$7,970
LEAD USA REPRESENTATIVE	46	\$5,337	\$6,938
LEAD WASTEWATER UTILITY WORKER	43	\$5,029	\$6,537
LEAD WATER SYSTEM OPERATOR	47	\$5,445	\$7,077
LEAD WATER TREATMENT OPERATOR	52	\$6,010	\$7,814
LEAD WATER UTILITY WORKER	43	\$5,029	\$6,537



CUCAMONGA VALLEY WATER DISTRICT  
COMPENSATION SCHEDULE (continued)

TITLE	Range #	MONTHLY	
		LOW	HIGH
NETWORK ADMINISTRATOR	58	\$6,769	\$8,800
PLANNING & DEVELOPMENT MANAGER	72	\$8,900	\$11,611
PLANT MECHANIC	44	\$5,130	\$6,669
PRINCIPAL MANAGEMENT ANALYST	65	\$7,774	\$10,107
PURCHASING & WAREHOUSE SPECIALIST I	24	\$3,453	\$4,488
PURCHASING & WAREHOUSE SPECIALIST II	32	\$4,045	\$5,258
RECEPTIONIST	7	\$2,466	\$3,205
RECYCLED WATER COORDINATOR	53	\$6,131	\$7,970
RISK MANAGEMENT ANALYST	50	\$5,777	\$7,511
SAFETY ANALYST	50	\$5,777	\$7,511
SENIOR ACCOUNTANT	49	\$5,664	\$7,362
UTILITY SERVICE REPRESENTATIVE I	30	\$3,888	\$5,054
UTILITY SERVICE REPRESENTATIVE II	38	\$4,556	\$5,923
WAREHOUSE & SUPPLY COORDINATOR	44	\$5,130	\$6,669
WASTEWATER UTILITY SUPERVISOR	54	\$6,253	\$8,130
WASTEWATER UTILITY WORKER I	27	\$3,664	\$4,763
WASTEWATER UTILITY WORKER II	35	\$4,293	\$5,581
WATER PRODUCTION & CONTROLS SUPERVISOR	59	\$6,904	\$8,975
WATER PRODUCTION MANAGER	69	\$8,416	\$10,941
WATER QUALITY COORDINATOR	49	\$5,664	\$7,362
WATER SYSTEM OPERATOR I	31	\$3,966	\$5,155
WATER SYSTEM OPERATOR II	39	\$4,646	\$6,040
WATER TREATMENT PLANT MANAGER	72	\$8,900	\$11,611
WATER TREATMENT PLANT OPERATOR I	36	\$4,379	\$5,692
WATER TREATMENT PLANT OPERATOR II	44	\$5,130	\$6,669
WATER TREATMENT PLANT SUPERVISOR	59	\$6,904	\$8,975
WATER UTILITY SUPERVISOR	54	\$6,253	\$8,130
WATER UTILITY WORKER I	27	\$3,664	\$4,763
WATER UTILITY WORKER II	35	\$4,293	\$5,581

# CUCAMONGA VALLEY WATER DISTRICT

## SAFETY ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, performs a variety of duties in the implementation and coordination of the District's safety and safety training programs in compliance with federal, state and local safety, health and environmental laws and regulations; performs field inspections of all District facilities, equipment, and job sites to ensure compliance with regulations' coordinates loss prevention duties including identifying, evaluating, controlling, and minimizing potential hazards and injuries to District employees and property; administers and coordinates the District's Injury and Illness Prevention Program (IIPP); assists with the District's Emergency Response Programs; maintains and coordinates on-going programs to provide training for employees on safety procedures.

### **DISTINGUISHING CHARACTERISTICS**

The Safety Analyst acts independently and plays an integral role in providing education, ensuring compliance with laws and regulations, and functions as a safety consultant. The incumbent is well-versed in report writing, safety programming, policy and procedure development, and is focused on departmental outreach and engagement.

### **SUPERVISION RECEIVED AND EXERCISED**

Direct supervision is received from the Human Resources Manager and/or Assistant General Manager.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Plans, organizes, and participates in developing and implementing a comprehensive employee health and safety program, including industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials and environmental hazard abatement, to ensure compliance with the District's safety policy and all federal and state laws and regulations for employee occupational health and safety.
2. Develops, recommends and implements policies, procedures and programs to comply with regulatory requirements and to reduce incidents of employee accidents and injuries; advises District management on design and implementation of safety program and ensures compliance through review of accident reports, field visits, and safety committee reports and suggestions.
3. Develops and delivers safety training programs to managers, supervisors, and employees; coordinates and conducts safety meetings with departments and the Safety Committee.
4. Conducts special and periodic inspections of District facilities and operations to identify safety hazards; issues reports of hazards and required abatements; responds to the scene of employee personal injury accidents; prepares required reports on employee accidents and accident trends.
5. Participates in incident investigation for hazardous materials release.

**CUCAMONGA VALLEY WATER DISTRICT**  
**Safety Analyst (Continued)**  
**January 2016**

6. Evaluates employee accident and injury reports, recommends remedial action and follow-ups to ensure action is taken; responds to employee and manager questions regarding safe work practices and environmental hazards.
7. Evaluates operating procedures of high-risk areas; identifies areas and makes recommendations for improvements; implements recommendations and monitors effectiveness; identifies gaps in programs, audit/inspections, and agency performance reviews (e.g., bi-annual risk assessment).
8. Conducts fit testing of respiratory masks for all employees required to wear tight fitting air purifying and air supplying respirators.
9. Prepares or advises on the development of specifications for the purchase of safety equipment; periodically checks the operation or use of safety equipment to ensure conformation with District expectations.
10. Provides technical consultations on safety requirements such as regulations, safety analyses, and recommended actions.

**Marginal Functions:**

1. Serves as a liaison with safety officials of other governmental agencies and committees.
2. Assists in the development of security procedures, as it relates to employee safety and health.
3. Participates in disaster preparedness planning and coordination.
4. Reviews safety programs of the District's contractors.
5. Performs related duties and responsibilities as required.

**KNOWLEDGE & ABILITIES**

**Knowledge of:**

Principles, policies, practices and methods for developing and administering a comprehensive safety program;

Federal, State, and local occupational safety regulations (OSHA, CalOSHA, and other safety related standards);

Workers compensation and general liability issues related to safety;

Methods and practices for conducting accident and work place safety audits and investigations;

District safety policy, rules, and procedures;

District operations and associated safety and chemical/hazardous materials issues;

Standard safety equipment used in public works occupations;

Practices and methods for designing employee training programs and materials;

Principles and practices of sound business communications.

**Ability to:**

Operate a computer and standard word-processing and spreadsheet software;



**CUCAMONGA VALLEY WATER DISTRICT**  
**Safety Analyst (Continued)**  
**January 2016**

Understand, explain, interpret and apply complex federal, state, and District requirements regulating work place health and safety and the use, storage and disposal of chemical and hazardous substances;  
Evaluate work place safety and security programs and practices and make sound recommendations for improvement;  
Conduct accident and workplace safety investigations;  
Conduct effective employee training programs;  
Exercise sound independent judgment within policy guidelines;  
Communicate effectively, orally and in writing; prepare clear, concise and comprehensive investigative reports and other materials;  
Establish effective working relationships with District managers, supervisors, employees, and others encountered in the course of work.  
Must maintain confidentiality and must be approachable.

**EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience/Training:**

Four (4) years of progressively responsible administrative experience with safety programs and/or safety training, safety inspection, CalOSHA regulations and field training experience.

Experience in construction and water industry operation and safety is required.

Equivalent to an Associate's degree from an accredited college or university with major course work in business administration, public administration, occupational safety, industrial hygiene, environmental science or related field is desired.

**License/Certificate:**

Possession of a valid Class C California driver's license and a satisfactory driving record.

Possession of Certified Safety Professional (CSP), Certification as an Associate Safety Professional (ASP), or Occupational Health & Safety Technologist (OHST), or Certified Occupational Safety Specialist (COSS) or ability to obtain within two (2) years.

Certifications issued by AWWA and other recognized industrial safety organizations on topics relevant to conducting specific safety training courses, responding to incidents, or hazardous materials are desirable.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, talk to hear, both in person and by telephone; use hands to finger, handle or feel standard office equipment; and reach with hands and arms. While performing the duties of this class, the employee is regularly required to sit, stand and walk.; talk to hear, in person and by telephone; uses hands to finger; handle, feel or operate standard

**CUCAMONGA VALLEY WATER DISTRICT**  
**Safety Analyst (Continued)**  
**January 2016**

office equipment or tools; and reach with hands and arms. An employee is occasional required to kneel, stoop, or crouch and lift up to 50 pounds when conducting field investigations and safety audits. The employee is frequently required to stand and walk; and occasionally lift up to 50 pounds.

**Mental Demands:**

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations and people; use math and mathematical reasoning; perform work on multiple, concurrent tasks; work with frequent interruptions; and interact with District officials, executives, managers, employees, insurance carriers, vendors, the public and upset, dissatisfied or abusive individuals affected by injury or loss, and representatives o federal or state regulatory agencies on sensitive matters of high District impact.

**Work Environment:**

The employee works under typical office conditions, and the noise level is usually quiet.

The employee is subject to being called out to the scene of an accident or injury on an around-the-clock basis.

**When called out to the site of an employee or vehicle accident, or when conducting safety and security inspections, the employee will be required to work near moving equipment and traffic, walk on uneven or slippery surfaces, lift up to one hundred (100) pounds with assistance and be exposed to outdoor weather conditions involving extreme heat or cold.**

**Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

**Hearing:**

Hear in normal audio range with or without correction

**JOB STATUS:** Non-Exempt  
**DATE ADOPTED:** September 2002  
**DATE MODIFIED:** January 2016



# Yorba Linda Water District

## Safety and Training Technician

Class Code:  
SAFTTRAINTECH

Bargaining Unit:  
Professional and  
Confidential

YORBA LINDA WATER DISTRICT  
Revision Date: Jan 8, 2015

### SALARY RANGE

\$30.00 - \$38.40 Hourly  
\$2,400.00 - \$3,072.00 Biweekly  
\$5,200.00 - \$6,656.00 Monthly  
\$62,400.00 - \$79,872.00 Annually

### DESCRIPTION:

Under general supervision, performs a variety of duties in the implementation and coordination of the District's safety and safety training programs in compliance with federal, state and local safety, health and environmental laws and regulations; performs field inspections of all District facilities, equipment, and job sites and ensures compliance with regulations; coordinates loss prevention duties including identifying, evaluating, controlling, and minimizing potential hazards and injuries to District employees and property; administers and coordinates the District's Injury and Illness Prevention Program (IIPP), Globally Harmonized System (GHS) and assists with the District's Emergency Response Programs; maintains and coordinates on-going programs to provide training for employees on safety procedures; performs related work as assigned.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

This is the entry level class of the safety and training series that is responsible for the District's safety and training programs, including confined space entry, protective equipment, as well as facilities inspection and security activities. The incumbent is responsible for administering comprehensive safety programs in compliance with federal and state laws.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Human Resources/Risk Manager. Exercises no supervision of staff. May provide technical and functional direction to assigned administrative staff.

### QUALIFICATIONS:

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of this classification. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Implements and enforces the District's safety policies/procedures in accordance with federal and state safety laws, rules and regulations.
- Coordinates District-wide safety, accident prevention, accident investigation and analysis, operations analysis, and training needs assessment activities to maximize workplace health and safety, and ensures compliance with relevant regulations.
- Performs safety audits, investigates work-related accidents and injuries, and recommends measures to prevent occurrences.
- Develops, implements and maintains a variety of safety and training programs including the District's IIPP.



- Conducts a variety of field safety inspections, including hazard assessments, facility, equipment, and job site inspections, personal protective equipment (PPE) inventory and inspection, Safety Data Sheet (SDS) maintenance and inventory, etc.; ensures compliance with all safety policies and procedures; prepares reports on each inspection conducted and recommends necessary corrections; follows up on actionable items to ensure correction.
- Interprets and explains regulatory guidelines; coordinates the communication of related information to all District staff.
- Recommends the implementation of and coordinates a variety of workplace safety, industrial hygiene, and safety training programs to prevent injury and occupational illness and control-related costs and to provide technical support to District staff.
- Keeps accurate records of employee training, informs employees of training opportunities, and evaluates employee training needs.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains a library of reference materials and training records and coordinates the acquisition of training materials, including manuals, technical resources, videos, recordings, and self-instruction workbooks.
- Performs related duties as assigned.

**SUPPLEMENTAL INFORMATION:**

The level and scope of the knowledge and skills listed below are related to experience, proficiency and complexity of work activities as specified under Class Characteristics.

**KNOWLEDGE OF:**

- Principles, practices and procedures related to employee health and safety.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines related to assigned duties, including Orange County Fire Authority, JPIA, and Cal/OSHA regulations governing workplace health and safety.
- Modern principles and practices, technical and legal issues, and research methods related to safe work practices of a public agency and related training and educational materials.
- Occupational hazards, safety and security devices used in water distribution and wastewater collection facilities.
- Safe work practices, programs, procedures and policies.
- Basic principles and techniques of employee training.
- Basic arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

**ABILITY TO:**

- Interpret, apply, and explain complex laws, codes, regulations and ordinances.
- Access and inspect all worksite areas where safety concerns may exist.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate arithmetic calculations.
- Effectively represent the department and the District in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Maintain both manual and automated logs, records, reports and charts.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**OTHER REQUIREMENTS:**

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS:**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

**CLASS SPEC TITLE 6:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to the completion of the twelfth (12th) grade and two (2) years of increasingly responsible administrative experience with safety programs and/or safety training, safety inspection, or a related field. An Associate's degree with major coursework in Occupational Safety, Industrial Hygiene, Environmental Science or a closely related field is desired.

**CLASS SPEC TITLE 7:****LICENSES AND CERTIFICATIONS:**

- Possession of a valid California Class C driver's license and satisfactory driving record.
- Certified Occupational Safety Specialist (COSS).



<b>Olivenhain Municipal Water District</b>  <b>ADMINISTRATIVE AND ETHICS CODE</b>	Article No. 4	Page 3 of 14
	Title : <b>CLASSIFIED POSITIONS</b>	
	Latest Revision Date June 21, 2017	ORDINANCE NO. 450

*Sec. 4.4. revised via Ordinance No. 411 / December 11, 2013*

*Sec. 4.4. revised via Ordinance No. 409 / July 24, 2013*

*Sec. 4.4. revised via Ordinance No. 408 / June 12, 2013*

*Sec. 4.4. revised via Ordinance No. 404 / January 16, 2013*

#### Sec. 4.4. Salary Schedule and Job Classification

OLIVENHAIN MUNICIPAL WATER DISTRICT  
RANGES FROM 6/24/2017 THROUGH 6/22/2018  
(revised 6/21/2017)

NO.	JOB CLASSIFICATION	GRADE	RANGE	
<u>EXEMPT CLASSIFICATION</u>			<u>BI-WEEKLY SALARY</u>	
1	GENERAL MANAGER	N/A	actual	9,083.19
1	ASSISTANT GENERAL MANAGER	19	5,884.61	8,238.46
1	ENGINEERING MANAGER	18	4,529.23	7,224.08
1	FINANCE MANAGER	18	4,529.23	7,224.08
1	OPERATIONS MANAGER	18	4,529.23	7,224.08
1	HUMAN RESOURCES MANAGER	17	4,203.18	6,719.31
1	CUSTOMER SERVICES MANAGER	17	4,203.18	6,719.31
0	NO INCUMBENT	16	3,911.20	6,247.95
0	NO INCUMBENT	15	3,534.42	5,297.00
1	WATER TREATMENT FACILITIES SUPERVISOR	14	3,289.21	4,928.96
1	INFORMATION TECHNOLOGY SUPERVISOR	14	3,289.21	4,928.96
1	CUSTOMER SERVICE AND PUBLIC AFFAIRS SUPERVISOR	13	3,057.91	4,584.57
1	SAFETY/RISK COMPLIANCE ADMINISTRATOR	13	3,057.91	4,584.57
1	ACCOUNTING SUPERVISOR	12	2,841.53	4,264.32
1	ENGINEERING SERVICES SUPERVISOR	12	2,841.53	4,264.32
2	OPERATIONS SUPERVISOR	12	2,841.53	4,264.32
1	FIELD SERVICES SUPERVISOR	12	2,841.53	4,264.32
1	ENGINEERING PROJECT ADMINISTRATOR	12	2,841.53	4,264.32
1	WATER RECLAMATION FACILITIES SUPERVISOR	12	2,841.53	4,264.32
1	SENIOR SYSTEMS ADMINISTRATOR	12	2,841.53	4,264.32
1	SYSTEMS ADMINISTRATOR	11	2,643.62	3,963.13
1	PARK SUPERVISOR	11	2,643.62	3,963.13
21	EXEMPT (current approved headcount)			

<u>NON-EXEMPT CLASSIFICATION</u>			<u>HOURLY WAGE</u>	
1	WATER TREATMENT PLANT OPERATOR LEVEL IV	6	33.53	46.95
2	INSTRUMENT CONTROL TECHNICIAN II	6	33.53	46.95
1	WATER RECLAMATION OPERATOR LEVEL IV	6	33.53	46.95
2	PUMP/MOTOR TECHNICIAN II	6	33.53	46.95
1	HUMAN RESOURCES ANALYST	6	33.53	46.95
1	EXECUTIVE SECRETARY	6	33.53	46.95
1	FACILITIES COORDINATOR	6	33.53	46.95

<b>Olivenhain Municipal Water District</b>  <b>ADMINISTRATIVE AND ETHICS</b> <b>CODE</b>	Article No. 4	Page 4 of 14
	Title : <b>CLASSIFIED POSITIONS</b>	
	Latest Revision Date June 21, 2017	ORDINANCE NO. 450

1 or 0	FINANCIAL ANALYST**	5	28.91	40.48
2	INSPECTOR	5	28.91	40.48
1 or 0	PROJECT ACCOUNTANT II**	5	28.91	40.48
1	STAFF ANALYST	5	28.91	40.48
3	SYSTEMS OPERATOR II	5	28.91	40.48
4	WATER TREATMENT PLANT OPERATOR LEVEL III	5	28.91	40.48
3	WATER RECLAMATION OPERATOR LEVEL III	5	28.91	40.48
0	BACKFLOW AND CROSS CONNECTION COORDINATOR II	5	28.91	40.48
1	EDUCATION AND CONSERVATION COORDINATOR	5	28.91	40.48
1	INFORMATION TECHNOLOGY COORDINATOR	5	28.91	40.48
1 or 0	GENERAL LEDGER ACCOUNTANT II**	5	28.91	40.48
0	PUMP/MOTOR TECHNICIAN I	4	25.14	35.18
1	CATHODIC PROTECTION TECHNICIAN	4	25.14	35.18
1	ENGINEERING AND RIGHT OF WAY COORDINATOR	4	25.14	35.18
2	FIELD SERVICES TECHNICIAN III	4	25.14	35.18
2	INSTRUMENT CONTROL TECHNICIAN I	4	25.14	35.18
1	LINE LOCATOR/INSPECTOR	4	25.14	35.18
1	OPERATIONS COORDINATOR	4	25.14	35.18
1	RECORDS AND CONTRACTS COORDINATOR	4	25.14	35.18
1	SYSTEMS OPERATOR I	4	25.14	35.18
3	UTILITY III	4	25.14	35.18
1	EQUIPMENT TECHNICIAN	4	25.14	35.18
0	WATER TREATMENT PLANT OPERATOR LEVEL II	4	25.14	35.18
1	WATER RECLAMATION OPERATOR LEVEL II	4	25.14	35.18
0	VALVE MAINTENANCE TECHNICIAN LEVEL II	4	25.14	35.18
2	BACKFLOW AND CROSS CONNECTION COORDINATOR I	4	25.14	35.18
3	ACCOUNTANT I**	4	25.14	35.18
0	DEPARTMENT ASSISTANT II	3	22.06	30.88
1	CUSTOMER SERVICE REPRESENTATIVE II	3	22.06	30.88
1	FIELD SERVICES TECHNICIAN II	3	22.06	30.88
1	PARK RANGER II	3	22.06	30.88
1	PURCHASING/WAREHOUSE CLERK	3	22.06	30.88
2	VALVE MAINTENANCE TECHNICIAN LEVEL I	3	22.06	30.88
4	UTILITY II	3	22.06	30.88
0	WATER TREATMENT PLANT OPERATOR LEVEL I	3	22.06	30.88
0	WATER RECLAMATION OPERATOR LEVEL I	3	22.06	30.88
2	DEPARTMENT ASSISTANT I	2	19.53	27.32
2	CUSTOMER SERVICE REPRESENTATIVE I	2	19.53	27.32
4	FIELD SERVICES TECHNICIAN I	2	19.53	27.32
1	PARK RANGER I	2	19.53	27.32
4	UTILITY I	2	19.53	27.32
0	UTILITY I - Limited term	2	19.53	27.32
0	NO INCUMBENT	1	17.42	24.38
69	NON-EXEMPT (current approved headcount)			
90	TOTAL EXEMPT AND NON-EXEMPT (current approved headcount)			
90	TOTAL APPROVED POSITIONS			

\*\*Elimination of one of the following positions will result once the Accounting Supervisor position is filled; Financial Analyst, Project Accountant, General Ledger Accountant II. With approval of the General Manager, classifications may be flexibly staffed according to the "Grow Your Own" (GYO) program and department need. GYO does not add to the employee total headcount; it is an in-house promotional opportunity.



## POSITION DESCRIPTION

---

**TITLE: SAFETY/RISK COMPLIANCE ADMINISTRATOR**

**REPORTS TO:** Human Resources Manager

**GRADE:** 13

**FLSA:** Exempt

**CONFIDENTIAL:** Yes

---

### SUPERVISORY RESPONSIBILITIES

**DIRECT:** None

**INDIRECT:** None

---

### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

**EDUCATION:** Associate's degree with an emphasis in environmental health, occupational safety, loss reduction and control or related field, or high school diploma or equivalent and four years experience in administering safety compliance programs. Valid California driver's license and proof of insurability are required. Standard First Aid and CPR certifications are required.

**EXPERIENCE:** Two years of increasingly responsible experience administering an occupational safety or related program. A State of California Water Distribution Operator D1 is preferred. Experience in water treatment or wastewater treatment preferred. Ability to effectively utilize a personal computer and peripherals, along with related word processing, database and spreadsheet programs. Knowledge of safety principles, practices and terminology. Knowledge of current applicable local, California and Federal safety codes and regulations.

---

### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive general work assignments, review results and address administrative and safety issues; District employees to discuss and resolve safety issues; all other District personnel as required.

**EXTERNAL:** Interaction with regulatory agencies, vendors and emergency service personnel.

---

### PHYSICAL REQUIREMENTS

Ability to walk extended distances; climb steep hills and ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate repeated bending and stooping; ability to tolerate exposure to a computer screen; good hearing, eyesight and speech. Ability to effectively utilize a personal computer, keyboard and peripherals. Excellent verbal and written communication skills are required.

---

### ENVIRONMENTAL CONDITIONS



Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise. Appropriate personal safety equipment is provided.

---

#### **DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS**

This at will position responsibilities include planning, developing, and coordinating the implementation and maintenance of the District's regulatory programs including: permits, occupational health and safety, workers' compensation, disaster and emergency preparedness, and risk management programs. Oversee administration of the District's safety training programs to minimize losses resulting from accidents, natural causes, regulatory or non-compliance, legal insurance claims against the District, and maintains a database for all related programs. Participates in the development and administration of departmental goals, objectives and procedures. Collects facts regarding claims against the District including property, liability and vehicle accidents and conducts investigations. Responds to emergency situations and exercises sound judgment. An expert knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Develops effective resolutions to conflicts. Performs successfully within a team environment; supports the District Strategic Plan and Mission Statement; and an ability to work independently with a clear understanding of goals and objectives are essential. Must effectively utilize District resources. Acts as a positive role model. Ensures safety operations are within budgetary guidelines. Professionally represent the District in a variety of meetings. Stable, reliable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

<b>% TIME</b>	<b>TASKS</b>
<b>70%</b>	Organizes and maintains District Safety Programs by: <ul style="list-style-type: none"><li>• Assisting supervisors with safety training and ensuring all departments are in compliance with pertinent local, California and Federal rules and regulations.</li><li>• Preparing and distributing Safety Committee agendas and conducting regular Safety Committee meetings.</li><li>• Providing new hire safety orientations including an updated and concise employee safety manual to all employees.</li><li>• Organizing and maintaining the department's record retention requirements for data management.</li><li>• Working in unison with professional safety agencies and other public agencies to obtain and exchange current developments in providing a safe work environment pertinent to District operations.</li><li>• Coordinating and maintaining employee health and wellness programs.</li><li>• Leading the training and coordination for the Emergency Response Programs.</li></ul>
<b>20%</b>	Supports various aspects of risk management by: <ul style="list-style-type: none"><li>• Administering loss prevention programs and addressing problem areas for both workers' compensation and general liability; staying abreast of new trends and innovations in the field of risk management and safety.</li><li>• Making policy recommendations regarding safety and risk operations and procedures.</li><li>• Monitoring programs for compliance with existing and new laws; analyzing and reviewing policies and programs and coordinating changes with Management.</li><li>• Investigating and following up on workers' compensation issues including auto</li></ul>

accidents and customer property incidents.

---

**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10%** Performs all related duties as assigned.



## Safety Officer

Class Code:  
61104

Bargaining Unit: Confirmation of Understanding

WESTERN MUNICIPAL WATER DISTRICT

Established Date: Jan 1, 2014

Revision Date: Jul 1, 2016

### SALARY RANGE

\$40.17 - \$55.24 Hourly  
\$3,213.96 - \$4,419.35 Biweekly  
\$6,963.58 - \$9,575.25 Monthly  
\$83,563.00 - \$114,903.00 Annually

### POSITION OVERVIEW:

#### POSITION OVERVIEW

Under minimal direction, the incumbent manages the District's safety, safety training, risk management, disaster preparedness, and other administrative programs as assigned. In addition, the incumbent will provide technical expertise to other District staff regarding other administrative programs as necessary. This includes providing leadership within the organization, coordinating assigned activities with other departments and outside agencies, and providing consultation to executives, management and staff relative to the assigned duties. Focus will be on the development and oversight of implementation of programs, plans, and procedures in the subject areas.

### DISTINCTIVE ATTRIBUTES:

#### DISTINCTIVE ATTRIBUTES

This single position classification is responsible for administrative, technical, managerial, and highly complex related duties. The incumbent provides professional advice and guidance to District managers, supervisors and employees, and identifies and enables both process improvements and compliance in complex, cross-departmental issues. The incumbent requires a high degree of knowledge and professional, organizational, and interpersonal skills to communicate effectively.

Incumbents within this classification provide direction to assigned staff as well as collaboration/coordination within the department and with other departments on relevant administrative programs.

### ESSENTIAL FUNCTIONS:

#### ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### Leadership exercised:

- Leads, plans, organizes, integrates, and evaluates the work of the designated functions through assigned staff by establishing goals and performance measures. Manages in accordance with District Strategic Plan, Business Plan, Safety Plan, Emergency Preparedness/Emergency Operations Plans, and other plans as appropriate.
- Participates in both short and long range planning activities. Provides leadership to development, updating, and implementation of plans within area of responsibility, including (but not limited to) the Safety Plan and Emergency Preparedness/Emergency Operations Plans.
- Applies best management practices and techniques in reducing risk to the District



- Leads through collaboration and coordination to all Departments in the District in terms of Safety and Emergency Preparedness, which are cross-departmental in nature.
- Ensures all federal and state regulatory requirements for safety and disaster preparedness programs are met.
- Recommends corrective action to address performance deficiencies in accordance with federal, state and local laws and regulations, District policies and procedures, and labor agreements.
- Monitors and establishes performance requirements while providing coaching for performance enhancement.
- Represents the District effectively with other agencies, organizations and individuals.

Support provided:

- Determines appropriate policies and procedures
- Assists in development and implementation of division business plans, programs, processes, procedures and policies required to achieve strategic initiatives and overall division results in alignment with District objectives and priorities related to the District's safety, risk management, and disaster preparedness.
- Coordinate, track and monitor safety-related training for District staff.
- Support District physical security related to access control and alarm monitoring.
- Conduct safety and workplace injury inspections, provide recommendations to correct deficiencies, and ensure implementation of corrective actions.
- Participate in analysis of proposed legislation, regulation, industry and intergovernmental activities to influence legislative and regulatory change consistent with District interests.
- Develop, implement, and coordinate emergency preparedness/operations planning activities and training.
- 

**QUALIFICATIONS:**

**QUALIFICATIONS**

- Knowledge of laws, legal codes, building codes, OSHA regulations, DOT regulations, fire code, and District policies as they apply to functional areas of responsibility.
- Plan and direct the principles, practices, and techniques utilized in safety programs.
- Understand principles and practices of budgeting, purchasing, and maintenance of public records.
- Utilize research methods and analysis techniques to prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.
- Adhere to office procedures including record management policies and procedures, ensuring compliance with the District's record retention policy.
- Analyze and make sound recommendations on complex management and administrative issues.
- Adherence to District personnel rules, policies and labor contract provisions with the ability to exercise sound independent judgment within general policy guidelines.
- Provide transparent, high quality and fiscally responsible services, while meeting the needs of the District and its customers.
- Utilize exceptional customer service and communication skills both verbally and in writing, with the ability to cultivate professional business partnerships and inspire team collaboration.
- Think creatively and seek alternative solutions in order to produce results that benefit the District, its internal and external customers, while clearly articulating options to management and policy makers.
- Use modern office equipment including computer software applications related to the field of work.
- Define and explain key processes and business requirements within the department.
- Make effective and engaging oral presentations clearly, logically and persuasively.
- Utilize successful leadership skills with the ability to inspire and influence with a high level of energy, enthusiasm, and creativity coupled with a positive attitude.

**EXPERIENCE, EDUCATION AND LICENSING/CERTIFICATION:****EXPERIENCE, EDUCATION, AND LICENSING/CERTIFICATION**

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

Education  
Experience

- ~Equivalent to Bachelors in Public Administration, Business Administration, Occupational Safety & Health, Facilities Management or related field
- ~ Master's degree in a related field may substitute for one year of experience
- ~ Minimum 7 years of related work experience in Safety and Emergency Preparedness and Risk Management
- ~ Including 3 years in supervisory capacity

Required License / Certification  
Desired Licenses/Certifications

- ~ CA Class C Driver's License
- ~ Certified Safety Professional (CSP)/Associate Safety Professional (ASP)
- ~ Certified Occupational Safety Specialist (COSS)
- ~Certified Risk Manager (CRM)
- ~Associates' Degree in Risk Management for Public Agencies (ARM-P)
- ~Project Management Institute (PMI) ~Risk Management Professional Certification

**PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:****PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical:** Employees in this position may be required to work in both an office and outside environment. Depending on department responsibilities, employees are required to use repetitive motion for keyboard use and writing; frequently grasp, reach/work overhead, hold and reach; sit for long periods of time; frequently walk, stand, squat, twist and bend; balance, stoop, kneel, crouch and crawl; occasionally climb stairs and ladders; occasionally lift and carry up to 25 pounds or 60 pounds with assistance; employees may be required to operate equipment, machinery, controls and tools; perform manual labor; constantly use overall color vision plus hand, eye, and feet coordination; and frequently hear and talk, in person and on the phone. Employees may be required and medically able to wear respiratory, fall, hearing, eye and other personal protective equipment.

**Mental:** Employees should possess the ability to speak, read, and write English, in addition to exercising math and computer aptitude as required. Employees work under pressure with frequent interruptions while communicating and interacting with a variety of District personnel, the public, and others encountered in the course of work. The ability to explain, interpret, and apply related rules, regulations, policies and procedures; and work on multiple concurrent assignments, often within tight timeframes using good business judgment is necessary.

**Environmental:** Employees primarily work in a temperature controlled office environment subject to typical office noise and settings. The employee will occasionally work outside with exposure to various weather



conditions and regularly work near moving mechanical parts. The noise level is typically loud. Employees may work in confined spaces and may be exposed to fumes, vapors, dust, sewage, toxic or caustic chemicals. Employees may work in areas with poisonous plants and/or venomous or threatening animals or insects. Incumbents are expected to use principles of effective safety practices including the use of personal protective equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintaining safe personal and common workspaces.



**CASTAIC LAKE WATER AGENCY  
CLASSIFICATION PLAN  
EFFECTIVE March 22, 2017**

Position	Range	Monthly Salary Range*	
		Bottom	Top
Financial Analyst	32	6,819	8,289
Safety Officer	32	6,819	8,289
Water Quality Scientist II	32	6,819	8,289
Assistant Engineer	31	6,493	7,894
Buildings and Grounds Supervisor	31	6,493	7,894
Public Affairs Specialist II	31	6,493	7,894
Senior Accountant	31	6,493	7,894
Senior Distribution/Mechanical Technician	31	6,493	7,894
Senior Electrical Technician	31	6,493	7,894
Senior Instrumentation Technician	31	6,493	7,894
Senior Treatment Plant Operator-80 hour shift	31	6,493	7,894
Senior Treatment Plant Operator-84 hour shift	31	6,818	8,288
Administrative Analyst	30	6,185	7,517
Customer Service Supervisor	30	6,185	7,517
Human Resources Analyst	30	6,185	7,517
Senior Engineering Technician	30	6,185	7,517
Senior Information Technology Technician	30	6,185	7,517
Water Conservation Specialist II	30	6,185	7,517
Executive Assistant	29	5,892	7,160
Inspector	29	5,892	7,160
Senior Production Operator	29	5,892	7,160
Water Quality Scientist I	29	5,892	7,160
Accountant	28	5,609	6,819
Distribution/Mechanical Technician II	28	5,609	6,819
Electrical/Instrumentation Technician	28	5,609	6,819
Lead Water Conservation Education Specialist	28	5,609	6,819
Public Affairs Specialist I	28	5,609	6,819
Treatment Plant Operator-80 hour shift	28	5,609	6,819
Treatment Plant Operator-84 hour shift	28	5,890	7,160
Assistant Customer Service Supervisor	27	5,342	6,493
Engineering Technician II	27	5,342	6,493
Information Technology Technician	27	5,342	6,493
Senior Facilities Maintenance Technician	27	5,342	6,493
Senior Field Customer Service Representative	27	5,342	6,493
Senior Utility Worker	27	5,342	6,493
Water Conservation Specialist I	27	5,342	6,493
Event Coordinator	26	5,089	6,185
Production Operator II	26	5,089	6,185
Purchasing Coordinator	26	5,089	6,185
Senior Accounting Technician	26	5,089	6,185
Water Conservation Education Specialist	26	5,089	6,185

**Safety Officer**

Bargaining Unit: Non-represented

Class Code:  
S032CASTAIC LAKE WATER AGENCY  
Revision Date: Oct 3, 2015**SALARY RANGE**

\$6,819.00 - \$8,289.00 Monthly

**THE POSITION:****DEFINITION**

To oversee and coordinate the Agency's safety programs and ensure that all Agency safety efforts are in compliance with state, local, and federal laws; to serve as a resource and provide quality control to safety program.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Human Resources / Risk Management Supervisor.

**EXAMPLES OF DUTIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

- Develops and evaluates the Agency's safety goals and standards; promotes overall safety awareness and participation in an occupation injury prevention program.
- Inspects offices, work sites, buildings, grounds, equipment, vehicles, and tools for compliance with safety standards and recommends necessary corrective action to eliminate unsafe working conditions.
- Identifies ergonomic issues and implements appropriate solutions to ergonomic problems.
- Investigates and analyzes accidents, determines their cause, and the means of preventing their recurrence.
- Assists in the planning of safety education programs; assists in the preparation of or develops preventive injury and accident instructional training materials; assists in administering all Health and Safety programs.
- Provides training on safety issues and unsafe working condition prevention.
- Researches and compiles reports for management on the impact of the Occupational Safety and Health Act.
- Maintains accident records, training records, and OSHA required records; maintains OSHA Log 300 at main office and other facilities as appropriate.
- Works with contractors to assure they meet OSHA safety standards; assists with OSHA inspections and other Health and Safety related inspections.

- Assists with the evaluation of physician protocol; assists with the processing of workers' compensation claims.
- Serves on safety committee; posts meeting information and takes meeting notes.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:****Knowledge of:**

- Principles and techniques involved in organizing and conducting a safety program.
- State, local, and federal laws pertaining to maintaining a safe working environment.
- Principles and techniques of accident prevention.
- Ergonomic issues, safety education, and training methods and techniques.
- Instructional methods, training aids, and materials necessary for developing, coordinating, and implementing safety education and training programs.
- Preparation and presentation of oral and written inspection or investigative reports and research projects related to safety and accident prevention programs.

**Ability to:**

- Identify and recommend solutions regarding a safe working environment.
- Investigate and analyze accidents and safety hazards, determine proper course of action, and effectively communicate and implement recommendations.
- Introduce and effectively carry out campaigns for the prevention and reduction of accidents.
- Prepare technical reports clearly and concisely.
- Evaluate ergonomic issues and recommend appropriate equipment; detect unsafe conditions and practices.
- Effectively operate a personal computer and software.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with Agency staff, outside organizations, and the public.

**EXPERIENCE AND TRAINING**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Three years of experience engaged in industrial engineering, safety engineering, or occupational safety and health inspection.

**Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in industrial engineering, safety engineering, occupational safety and health, or a related field.

**License or Certificate:**

Possession of a valid Certified Safety Professional or Certified Safety Engineer certificate from the National Safety Council is desirable. Possession of a valid California driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.



**SELECTION PROCESS:**

**EASTERN MUNICIPAL WATER DISTRICT  
SALARY SCHEDULE OF RANGES**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Control Point
<b>Range 82</b>	\$46,404.80	\$47,569.60	\$48,713.60	\$49,940.80	\$51,168.00	\$52,436.80	\$53,705.60	\$55,057.60	\$56,388.80	\$57,824.00
	\$3,867.07	\$3,964.13	\$4,059.47	\$4,161.73	\$4,264.00	\$4,369.73	\$4,475.47	\$4,588.13	\$4,699.07	\$4,818.67
	\$1,784.80	\$1,829.60	\$1,873.60	\$1,920.80	\$1,968.00	\$2,016.80	\$2,065.60	\$2,117.60	\$2,168.80	\$2,224.00
	\$22.31	\$22.87	\$23.42	\$24.01	\$24.60	\$25.21	\$25.82	\$26.47	\$27.11	\$27.80
<b>Range 83</b>	\$48,713.60	\$49,940.80	\$51,168.00	\$52,436.80	\$53,705.60	\$55,057.60	\$56,388.80	\$57,824.00	\$59,196.80	\$60,694.40
	\$4,059.47	\$4,161.73	\$4,264.00	\$4,369.73	\$4,475.47	\$4,588.13	\$4,699.07	\$4,818.67	\$4,933.07	\$5,057.87
	\$1,873.60	\$1,920.80	\$1,968.00	\$2,016.80	\$2,065.60	\$2,117.60	\$2,168.80	\$2,224.00	\$2,276.80	\$2,334.40
	\$23.42	\$24.01	\$24.60	\$25.21	\$25.82	\$26.47	\$27.11	\$27.80	\$28.46	\$29.18
<b>Range 84</b>	\$51,168.00	\$52,436.80	\$53,705.60	\$55,057.60	\$56,388.80	\$57,824.00	\$59,196.80	\$60,694.40	\$62,150.40	\$63,710.40
	\$4,264.00	\$4,369.73	\$4,475.47	\$4,588.13	\$4,699.07	\$4,818.67	\$4,933.07	\$5,057.87	\$5,179.20	\$5,309.20
	\$1,968.00	\$2,016.80	\$2,065.60	\$2,117.60	\$2,168.80	\$2,224.00	\$2,276.80	\$2,334.40	\$2,390.40	\$2,450.40
	\$24.60	\$25.21	\$25.82	\$26.47	\$27.11	\$27.80	\$28.46	\$29.18	\$29.88	\$30.63
<b>Range 85</b>	\$53,705.60	\$55,057.60	\$56,388.80	\$57,824.00	\$59,196.80	\$60,694.40	\$62,150.40	\$63,710.40	\$65,270.40	\$66,892.80
	\$4,475.47	\$4,588.13	\$4,699.07	\$4,818.67	\$4,933.07	\$5,057.87	\$5,179.20	\$5,309.20	\$5,439.20	\$5,574.40
	\$2,065.60	\$2,117.60	\$2,168.80	\$2,224.00	\$2,276.80	\$2,334.40	\$2,390.40	\$2,450.40	\$2,510.40	\$2,572.80
	\$25.82	\$26.47	\$27.11	\$27.80	\$28.46	\$29.18	\$29.88	\$30.63	\$31.38	\$32.16
<b>Range 86</b>	\$56,388.80	\$57,824.00	\$59,196.80	\$60,694.40	\$62,150.40	\$63,710.40	\$65,270.40	\$66,892.80	\$68,494.40	\$70,241.60
	\$4,699.07	\$4,818.67	\$4,933.07	\$5,057.87	\$5,179.20	\$5,309.20	\$5,439.20	\$5,574.40	\$5,707.87	\$5,853.47
	\$2,168.80	\$2,224.00	\$2,276.80	\$2,334.40	\$2,390.40	\$2,450.40	\$2,510.40	\$2,572.80	\$2,634.40	\$2,701.60
	\$27.11	\$27.80	\$28.46	\$29.18	\$29.88	\$30.63	\$31.38	\$32.16	\$32.93	\$33.77
<b>Range 87</b>	\$60,694.40	\$62,150.40	\$63,710.40	\$65,270.40	\$66,892.80	\$68,494.40	\$70,241.60	\$71,843.20	\$73,694.40	\$75,524.80
	\$5,057.87	\$5,179.20	\$5,309.20	\$5,439.20	\$5,574.40	\$5,707.87	\$5,853.47	\$5,986.93	\$6,141.20	\$6,293.73
	\$2,334.40	\$2,390.40	\$2,450.40	\$2,510.40	\$2,572.80	\$2,634.40	\$2,701.60	\$2,763.20	\$2,834.40	\$2,904.80
	\$29.18	\$29.88	\$30.63	\$31.38	\$32.16	\$32.93	\$33.77	\$34.54	\$35.43	\$36.31
<b>Range 88</b>	\$65,270.40	\$66,892.80	\$68,494.40	\$70,241.60	\$71,843.20	\$73,694.40	\$75,524.80	\$77,251.20	\$79,185.60	\$81,182.40
	\$5,439.20	\$5,574.40	\$5,707.87	\$5,853.47	\$5,986.93	\$6,141.20	\$6,293.73	\$6,437.60	\$6,598.80	\$6,765.20
	\$2,510.40	\$2,572.80	\$2,634.40	\$2,701.60	\$2,763.20	\$2,834.40	\$2,904.80	\$2,971.20	\$3,045.60	\$3,122.40
	\$31.38	\$32.16	\$32.93	\$33.77	\$34.54	\$35.43	\$36.31	\$37.14	\$38.07	\$39.03
<b>Range 89</b>	\$70,241.60	\$71,843.20	\$73,694.40	\$75,524.80	\$77,251.20	\$79,185.60	\$81,182.40	\$83,033.60	\$85,113.60	\$87,214.40
	\$5,853.47	\$5,986.93	\$6,141.20	\$6,293.73	\$6,437.60	\$6,598.80	\$6,765.20	\$6,919.47	\$7,092.80	\$7,267.87
	\$2,701.60	\$2,763.20	\$2,834.40	\$2,904.80	\$2,971.20	\$3,045.60	\$3,122.40	\$3,193.60	\$3,273.60	\$3,354.40
	\$33.77	\$34.54	\$35.43	\$36.31	\$37.14	\$38.07	\$39.03	\$39.92	\$40.92	\$41.93



## EMWD Job Descriptions

### **Safety and Claims Technician**

**Type:** Human Resources

**Salary/Pay Rate:** Range 87

**Posted Date:** 11/01/2015

Date Adopted: 04/16/97

Date Revised: 11/2015

#### **JOB DESCRIPTION**

##### **Safety and Claims Technician**

Code Number: \_08009

#### **GENERAL PURPOSE**

Under direction, coordinates the District's Worker's Compensation and injury management processes, including light duty and return to work evaluations, with outside professionals and District management; supports the administration of the District's safety and general liability claims programs; performs complex and highly responsible administrative support work requiring independence, initiative, and discretion; interprets District policy and administrative regulations; assists executive and management staff; relieving them of routine office, technical, procurement, and administrative detail; coordinates all safety, risk and emergency management training; and performs related work as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

A Safety and Claims Technician is expected to work independently and exercise sound judgment and discretion in dealing with all interested parties in the resolution of cases.

The incumbent of this class serves as a liaison with external and internal managers, administrators, medical personnel, employees, and others to monitor and gather relevant information necessary to help resolve or settle Workers' Compensation claims and other related employee benefit matters. This class is also expected to perform a full range of technical and administrative assignments in support of programs within the Safety, Risk and Emergency Management Department. While the focus of this position involves Workers' Compensation, claims administration and vendor management, this



class is fully cross trained with other department staff and may provide training as needed.

This position is distinguished from the Safety and Emergency Management Officer class in that the latter class is responsible for developing and implementing a wide variety of safety related programs and training.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

- Administers and coordinates the adjudication of claims filed under the District's Workers' Compensation Program; notifies employees of their rights and responsibilities under the program; provides information and answers questions from District managers and supervisors and from injured employees regarding employment statuses, return to duty, work limitations, and Workers' Compensation claims adjudication issues.
- Conducts investigations to secure essential facts from injured workers, District management, and medical providers regarding employee injuries.
- Works with and serves as liaison between District managers, Human Resources staff, third party administrators, medical personnel and others to resolve questions regarding employees' medical conditions, work limitations and their accommodation and ability to return to work on a full- or light-duty basis; maintains on-going contact with injured employees regarding the status of their medical conditions.
- Receives general liability claims filed against the District; sets up and maintains case files; contacts involved departments to obtain information relevant to adjudicating claims; arranges for the repair of property when the District is clearly responsible for damage; recommends action on claims involving District liability above a specified level or questionable District responsibility; drafts board letters regarding the resolution of claims for review and approval.
- Provides assistance to employees and department heads on ergonomic related issues; collects data on work environments for analysis and reviews the purchase of ergonomic related equipment.

- Maintains the District's Department of Transportation Driver Qualification files, coordinates the receipt and update of required documentation to ensure that the District remains in compliance with applicable State and Federal Regulations.
- Assists in coordinating, scheduling and entering documentation associated with required District safety training. Develops requests for proposals to select outside instructors and vendor-provided training courses; participates in evaluating and selecting training consultants and vendors; coordinates the delivery of training with outside instructors and through local educational institutions and training program vendors; personally conducts classroom training courses.
- Performs research projects of limited scope; compiles results and drafts reports and recommendations; generates and compiles statistical reports.
- With guidance, interprets policies, procedures and regulations to District management, staff and the public in assigned areas of responsibility.
- Verifies the accuracy of employee transactions processed through the HR information systems and payroll interface; generates regular and ad hoc reports.
- Assists in maintaining employee personnel files and confidential health and medical records. Arranges for and notifies employees of annual medical appointments; maintains specialized computer medical records for District employees.
- Composes routine correspondence to plan administrators and providers.
- Assists with office and administrative support duties and provides back up for other department office staff when required.
- Supports the District's CalStar/VPP certification and ongoing compliance.
- Ensures confidentiality at all times and performs related duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Methods and practices of public personnel administration; benefit program principles and practices, including Workers' Compensation claims processing, benefits reporting and insurance/benefit plan recordkeeping; standard employee benefit plans, coverage, and insurance recordkeeping requirements; state law and regulations governing the administration of Workers' Compensation programs and the determination of benefits; principles,



practices and terminology used in employee benefit programs including Workers' Compensation; common terminology, procedures and protocols used in industrial and occupational medicine; common medical and physical diagnoses and their related work restrictions and limitations; basic methods, procedures and requirements for employee retraining programs; District personnel rules, policies and labor contract provisions; principles and practices of sound business communication; standard business software, including word processing, spreadsheets, database management and graphics; legal and District requirements applicable to the acceptance and settlement of general liability claims; office practices and procedures commonly used in administering claims.

### **Ability to:**

Operate a computer using word processing and other business software; operate other standard office equipment; organize, set priorities and make sound independent judgment within established guidelines; interpret, apply, explain and reach sound decisions in accordance with District and department rules, policies, procedures, benefit plan provisions and labor contract provisions; establish and maintain effective working relationships with those encountered in the course of the work; understand, follow and apply written and oral instructions; communicate effectively orally and in writing; prepare clear, concise and accurate reports, correspondence and other written materials; exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations; organize and maintain specialized files.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or a G.E.D equivalent supplemented by college-level course work in workers compensation, risk management, occupational safety and health, or related field (bachelor's degree is desirable); and three years of increasingly responsible experience in Worker's Compensation, safety, emergency response, and claims administration; or an equivalent combination of training and experience.

### **Licenses; Certificates; Special Requirements:**

Possession of a Specialization in Workers' Compensation certificate and/or a



Occupational Health and Safety Technologist certificate is desirable but not required.

## **PHYSICAL AND MENTAL DEMANDS**

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

### **Physical Demands**

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and lift up to ten pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions, work under intensive deadlines and interact with managers, employees, retirees, benefit plan administrators and carriers, employee association representatives, applicants and the public.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work under typical office conditions and the noise level is usually quiet.

[Return to full list >>](#)

**Rancho California Water District**  
**MPCEA Exempt Salary Ranges**  
**Fiscal Year 2016- 2017**  
**3.81% Range Movement**

Title	Grade	Hourly				Monthly				Annual			
		Minimum	Control	Maximum	MOU Article 7 Provision	Minimum	Control	Maximum	MOU Article 7 Provision	Minimum	Control	Maximum	MOU Article 7 Provision
Engineering Manager - CIP & Design	1	\$ 57.743	\$ 69.292	\$ 76.221	\$ 77.364	\$ 10,008.79	\$ 12,010.61	\$ 13,211.64	\$ 13,409.76	\$ 120,105.44	\$ 144,127.36	\$ 158,539.68	\$ 160,917.12
Engineering Manager -Operations													
Field Services Manager													
Water Operations Manager													
Water Reclamation Manager													
Accounting Manager	2	\$ 54.994	\$ 65.993	\$ 72.592	\$ 73.680	\$ 9,532.29	\$ 11,438.79	\$ 12,582.61	\$ 12,771.20	\$ 114,387.52	\$ 137,265.44	\$ 150,991.36	\$ 153,254.40
Construction Contracts Manager													
Finance Manager													
Information Tech./Cust. Svc. Manager													
Operations Project Manager													
Water Resources Manager													
Vacant	3	\$ 52.377	\$ 62.852	\$ 69.137	\$ 70.173	\$ 9,078.68	\$ 10,894.35	\$ 11,983.75	\$ 12,163.32	\$ 108,944.16	\$ 130,732.16	\$ 143,804.96	\$ 145,959.84
Vacant	4	\$ 49.881	\$ 59.857	\$ 65.843	\$ 66.829	\$ 8,646.04	\$ 10,375.21	\$ 11,412.79	\$ 11,583.69	\$ 103,752.48	\$ 124,502.56	\$ 136,953.44	\$ 139,004.32
Principal Engineer	5	\$ 47.504	\$ 57.005	\$ 62.706	\$ 63.645	\$ 8,234.03	\$ 9,880.87	\$ 10,869.04	\$ 11,031.80	\$ 98,808.32	\$ 118,570.40	\$ 130,428.48	\$ 132,381.60
Senior Water Resource Planner	6	\$ 45.248	\$ 54.297	\$ 59.727	\$ 60.621	\$ 7,842.99	\$ 9,411.48	\$ 10,352.68	\$ 10,507.64	\$ 94,115.84	\$ 112,937.76	\$ 124,232.16	\$ 126,091.68
Accounting Supervisor	7	\$ 43.091	\$ 51.709	\$ 56.880	\$ 57.732	\$ 7,469.11	\$ 8,962.89	\$ 9,859.20	\$ 10,006.88	\$ 89,629.28	\$ 107,554.72	\$ 118,310.40	\$ 120,082.56
Associate Engineer													
Budget/Debt Administrator													
ERP Business Analyst													
Sr. Public Information Officer													
Safety/Risk Officer	8	\$ 41.037	\$ 49.244	\$ 54.168	\$ 54.981	\$ 7,113.08	\$ 8,535.63	\$ 9,389.12	\$ 9,530.04	\$ 85,356.96	\$ 102,427.52	\$ 112,669.44	\$ 114,360.48
Financial Analyst													
Operations Analyst													
Water Resources Planner													
Assistant Engineer	9	\$ 39.083	\$ 46.899	\$ 51.589	\$ 52.363	\$ 6,774.39	\$ 8,129.16	\$ 8,942.09	\$ 9,076.25	\$ 81,292.64	\$ 97,549.92	\$ 107,305.12	\$ 108,915.04
Public Information Officer II	10	\$ 37.224	\$ 44.669	\$ 49.136	\$ 49.872	\$ 6,452.16	\$ 7,742.63	\$ 8,516.91	\$ 8,644.48	\$ 77,425.92	\$ 92,911.52	\$ 102,202.88	\$ 103,733.76
District Secretary	11	\$ 35.451	\$ 42.541	\$ 46.795	\$ 47.496	\$ 6,144.84	\$ 7,373.77	\$ 8,111.13	\$ 8,232.64	\$ 73,738.08	\$ 88,485.28	\$ 97,333.60	\$ 98,791.68
Vacant	12	\$ 33.765	\$ 40.518	\$ 44.570	\$ 45.238	\$ 5,852.60	\$ 7,023.12	\$ 7,725.47	\$ 7,841.25	\$ 70,231.20	\$ 84,277.44	\$ 92,705.60	\$ 94,095.04
Accountant	13	\$ 32.075	\$ 38.490	\$ 42.339	\$ 42.973	\$ 5,559.67	\$ 6,671.60	\$ 7,338.76	\$ 7,448.65	\$ 66,716.00	\$ 80,059.20	\$ 88,065.12	\$ 89,383.84
Administrative Analyst													
Public Information Officer I													

Note: Minimum to Control Point is a 20% Increase. Control Point to Maximum is a 10% Increase, Plus 3% Which Reflects the "Salary Range Buffer" for Topped Out Employees agreed to in MOU's Section 7.

Board Approved 10/13/2016



**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** April 19, 2017

**POSITION TITLE:** SAFETY/RISK OFFICER

**GRADE LEVEL:** 8

**SUPERVISOR TITLE:** Human Resources Manager

**FLSA Status:** ☒ Exempt ☐ Non-Exempt

**BARGAINING UNIT:** ☐ RCWDEA ☒ RCWD MPCEA

---





**DEFINITION**

Under general direction, plans, organizes, administers and coordinates a wide variety of professional level duties in support of safety and risk management programs for Rancho California Water District (District).

**CLASS CHARACTERISTICS**

This is a professional classification with responsibility for performing a full range of duties related to the District's safety and risk management programs. Because employees at this level are expected to be fully trained and competent, positions assigned to this classification require significant previous work experience and training in the appropriate field. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit.

**EXAMPLES OF DUTIES** (Duties may include, but are not limited to the following):

-  Plan, develop, coordinate, and implement the safety, health, and security programs, policies and procedures (including RCWD's safety manual and Injury and Illness Prevention Program SB198)
-  Applies technical and professional expertise in the review and evaluation of safety and health legislation and regulations which may impact operations, and manages recommendations for appropriate responses to industry and regulatory agencies.
-  Assist with RCWD's risk programs (including risk management and loss control; risk assessment; risk transfer compliance; workers compensation; property and liability insurance programs); work with the Association of Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) regarding risk management visit and inspection reports and process insurance premiums
-  Manage the District's workers' compensation program; develop and recommend program design and oversee the investigation of accidents and injuries and the



- evaluation of claims; coordinate workers' compensation injury management and programs to minimize lost time injuries
- ✎ Develop and administer the District's safety and health program to include emergency management, disaster preparedness and hazardous material management programs
  - ✎ Develop, recommend and administer the safety and risk management budget
  - ✎ Assist with processing and investigation of District claims; collaborate with necessary departments to assess liability and property claims
  - ✎ Respond to the scene of serious accidents or injuries; participate in conducting a thorough investigation and analysis of the conditions and circumstances surrounding the accident or injury; review and evaluate employee accident and injury reports, recommend remedial action and follow up to ensure appropriate action is taken
  - ✎ Perform periodic audits and inspections and monitor worksites and workplace for exposure to potential health and safety hazards
  - ✎ Develop and coordinate mutual aid agreements with other agencies and adjacent counties; organize and coordinate local training for public safety first responders; ensure the Emergency Operations Center (EOC) is staffed with knowledgeable qualified personnel and make training and exercises available to these personnel
  - ✎ Monitor program compliance with laws, rules and regulations related to provision of emergency preparedness and related services
  - ✎ Conduct emergency management training within District departments and outside agencies; write and revise emergency plans; apply technical and professional expertise in the review and evaluation of safety and health legislation, and regulations which may impact operations and manages recommendations for appropriate responses to industry and regulatory agencies.
  - ✎ Coordinate District-wide health and safety training program and activities including CPR, AED and First Aid Training; trouble shoot safety concerns; manage all aspects of the District's Safety and Human Resources on-line training program
  - ✎ When warranted, coordinate with contract security, vendors, and others to ensure adequate, safe, and cost effective security forces are provided
  - ✎ Coordinate assigned activities and services with other District staff, and outside agencies
  - ✎ Research and remain knowledgeable on laws, legal issues, and legislation in order to update, develop and create new codes, regulations, policies and procedures
  - ✎ Respond to difficult and/or sensitive citizen and employee safety complaints and inquiries
  - ✎ Develop and maintain an OSHA compliant record keeping system, and documentation for work related injury or illness, safety training, and complete related reports and track pertinent certifications
  - ✎ Chair the Safety (Loss Prevention) Committee; facilitate and coordinate meetings and minutes
  - ✎ Recommend goals, objectives, policies, procedures and evaluate programs that identify major areas of risk
  - ✎ Function as liaison and coordinator between claimants, staff, insurance companies, third party administrators, etc.
  - ✎ Review vulnerability studies and recommend appropriate action or implementation of findings

- ✎ Act as contact person and liaison for Riverside County Emergency Management Department; coordinate with appropriate management preparedness agencies such as the California Office of Emergency Services (CAL- OES), California Water/Wastewater Agency Response Network (CALWARN), and Emergency Response Network of the Inland Empire (ERNIE)
- ✎ Perform related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- ✎ State, federal and local occupational, environmental safety and health laws applicable to public agency/waterworks
- ✎ Risk management and loss prevention principles, practices, theories, laws and regulations
- ✎ Injury and Illness Prevention Program (SB 198)
- ✎ Workers' Compensation administration, policies, procedures & regulations
- ✎ Property and liability insurance administration
- ✎ Training techniques
- ✎ Principles of modern business practices, including budgeting, contract administration, analysis methods, and report research and writing
- ✎ Principles, practices, and methods of supervision and staff development
- ✎ Methods and techniques for research and report presentation
- ✎ Cal-OSHA Regulations
- ✎ English usage, including grammar, spelling & punctuation
- ✎ Basic knowledge of photography is required

### **Ability to:**

- ✎ Provide administrative and professional leadership in risk management and loss prevention programs
- ✎ Develop and conduct training sessions
- ✎ Develop and implement risk and safety programs, including goals, objectives, policies and procedures
- ✎ Operate a personal computer including word processing, graphic presentation, spreadsheet, and desktop publishing programs and related software applications
- ✎ Coordinate and monitor third party contracts
- ✎ Prepare, review and process claims
- ✎ Review and analyze insurance policies
- ✎ Maintain records and reports
- ✎ Communicate and possess effective interpersonal skills to interact with coworkers, supervisor, the general public, etc., to exchange or convey information and to receive work direction; Establish and maintain effective working relationships with others
- ✎ Organize, prioritize and work on simultaneous assignments with attention to schedules and deadlines
- ✎ Prepare clear and concise reports (both orally and in writing) including memoranda and correspondence



- ✎ Establish and maintain effective working relationships with others
- ✎ Exercise independent judgment and function effectively in a variety of difficult situations
- ✎ Offer helpful information in order to create and maintain a favorable public image for the District
- ✎ Comply with the District's Safety, Health and Environmental policies
- ✎ Use audio/visual equipment

### **SELECTION GUIDELINES**

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** A minimum of four years' experience in administering risk and safety/security programs.

**Training:** Bachelor's Degree in Occupational Safety and Health, Public Administration, or a related field, and four years' experience in administering risk and/or safety/security programs, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licenses and Certificates:**

- ✎ Valid California Class C Driver's License, required
- ✎ First Aid & CPR Certified Instructor is desirable
- ✎ Certified Safety Professional (CPS) is desirable

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Communicate verbally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings
- ✎ Travel by airplane and automobile in conducting District business
- ✎ Regularly use a telephone for communication
- ✎ Sit and stand for extended time periods
- ✎ Regular attendance
- ✎ Hearing and vision within normal ranges
- ✎ Carry, push, reach and lift up to 20 lbs. routinely; up to 50 lbs. with assistance
- ✎ Reaching at above shoulder heights (5%); at shoulder height (5%); below shoulder height (90%)
- ✎ Occasionally stoop, kneel or crouch
- ✎ Sufficient manual dexterity to operate equipment


The essential functions of this position may expose the employee to:

- ✎ Inclement weather
- ✎ Heights
- ✎ Fumes or airborne particles



-  Toxic or gas hazards
-  Work near mechanical moving parts

**OTHER REQUIREMENTS**

-  This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position may be required to work varying hours, weekends and holidays as the day-to-day job duties may require.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Manager Signature

\_\_\_\_\_  
Date

**PADRE DAM MUNICIPAL WATER DISTRICT**  
Fiscal Year Budget 2017-2018  
Job Classification Schedule for All Employees

CLASSIFICATION	Salary Grade	HOURLY PAY RANGE*			MONTHLY PAY RANGE			ANNUAL PAY RANGE		
		Min.	Mid.	Max.	Min.	Mid.	Max.	Min.	Mid.	Max.
Laboratory Analyst	14	\$19.83	\$25.34	\$30.86	\$3,437	\$4,392	\$5,349	\$41,246	\$52,707	\$64,189
Laboratory Analyst	20	\$25.66	\$32.80	\$39.91	\$4,448	\$5,685	\$6,918	\$53,373	\$68,224	\$83,013
Laboratory Analyst	22	\$26.72	\$34.15	\$41.58	\$4,631	\$5,919	\$7,207	\$55,578	\$71,032	\$86,486
Laboratory Analyst, Senior	31	\$35.31	\$45.14	\$54.95	\$6,120	\$7,824	\$9,525	\$73,445	\$93,891	\$114,296
Laboratory Analyst, Senior	31L	\$37.08	\$47.39	\$57.71	\$6,427	\$8,214	\$10,003	\$77,126	\$98,571	\$120,037
Meter Services Administrator	29	\$33.66	\$43.02	\$52.37	\$5,834	\$7,457	\$9,077	\$70,013	\$89,482	\$108,930
Meter Shop Supervisor	25	\$30.10	\$38.49	\$46.85	\$5,217	\$6,672	\$8,121	\$62,608	\$80,059	\$97,448
Operations Manager	45	\$48.58	\$62.08	\$75.59	\$8,421	\$10,761	\$13,102	\$101,046	\$129,126	\$157,227
Park & Recreation Aide	5	\$11.48	\$14.67	\$17.85	\$1,990	\$2,543	\$3,094	\$23,878	\$30,514	\$37,128
Park & Recreation Coordinator	10	\$15.93	\$20.37	\$24.79	\$2,761	\$3,531	\$4,297	\$33,134	\$42,370	\$51,563
Park & Recreation Coordinator	12	\$18.05	\$23.07	\$28.08	\$3,129	\$3,999	\$4,867	\$37,544	\$47,986	\$58,406
Park & Recreation Coordinator	14	\$19.83	\$25.34	\$30.86	\$3,437	\$4,392	\$5,349	\$41,246	\$52,707	\$64,189
Park & Recreation Coordinator	14L	\$20.82	\$26.61	\$32.39	\$3,609	\$4,612	\$5,614	\$43,306	\$55,349	\$67,371
Park & Recreation Supervisor (Inside & Outside Operations)	19	\$24.33	\$31.10	\$37.86	\$4,217	\$5,391	\$6,562	\$50,606	\$64,688	\$78,749
Park Operations Manager	30	\$34.82	\$44.51	\$54.19	\$6,035	\$7,715	\$9,393	\$72,426	\$92,581	\$112,715
Park Recreation Manager	30	\$34.82	\$44.51	\$54.19	\$6,035	\$7,715	\$9,393	\$72,426	\$92,581	\$112,715
Plant Manager	35	\$39.17	\$50.06	\$60.95	\$6,789	\$8,677	\$10,565	\$81,474	\$104,125	\$126,776
Recycled Water Operations Supervisor	27	\$32.07	\$40.98	\$49.92	\$5,559	\$7,103	\$8,653	\$66,706	\$85,238	\$103,834
Recycled Water Operator	14	\$19.83	\$25.34	\$30.86	\$3,437	\$4,392	\$5,349	\$41,246	\$52,707	\$64,189
Recycled Water Operator	17	\$22.75	\$29.08	\$35.42	\$3,943	\$5,041	\$6,139	\$47,320	\$60,486	\$73,674
Recycled Water Operator	20	\$25.66	\$32.80	\$39.91	\$4,448	\$5,685	\$6,918	\$53,373	\$68,224	\$83,013
Recycled Water Operator	23	\$28.19	\$36.02	\$43.85	\$4,886	\$6,243	\$7,601	\$58,635	\$74,922	\$91,208
Recycled Water Operator	23L	\$29.59	\$37.82	\$46.04	\$5,129	\$6,555	\$7,980	\$61,547	\$78,666	\$95,763
Recycled Water Operator/Instrumentation Technician	25	\$30.10	\$38.49	\$46.85	\$5,217	\$6,672	\$8,121	\$62,608	\$80,059	\$97,448
Recycled Water Technician	20	\$25.66	\$32.80	\$39.91	\$4,448	\$5,685	\$6,918	\$53,373	\$68,224	\$83,013
Right of Way Agent	25	\$30.10	\$38.49	\$46.85	\$5,217	\$6,672	\$8,121	\$62,608	\$80,059	\$97,448
Right of Way Agent	27	\$32.07	\$40.98	\$49.92	\$5,559	\$7,103	\$8,653	\$66,706	\$85,238	\$103,834
Right of Way Agent	30	\$34.82	\$44.51	\$54.19	\$6,035	\$7,715	\$9,393	\$72,426	\$92,581	\$112,715
Safety & Risk Manager	31	\$35.31	\$45.14	\$54.95	\$6,120	\$7,824	\$9,525	\$73,445	\$93,891	\$114,296
Safety & Risk Manager	40	\$43.25	\$55.26	\$67.27	\$7,497	\$9,578	\$11,660	\$89,960	\$114,941	\$139,922
SCADA: Administrator	32	\$36.23	\$46.31	\$56.39	\$6,280	\$8,027	\$9,774	\$75,358	\$96,325	\$117,291
SCADA: Technician	28	\$32.42	\$41.44	\$50.45	\$5,619	\$7,183	\$8,745	\$67,434	\$86,195	\$104,936
Staff Support (Minimum Wage)	N/A	\$10.50	*	*	\$1,820	*	*	\$21,840	*	*
Systems Operator/Technician	18	\$23.76	\$30.38	\$36.98	\$4,118	\$5,266	\$6,410	\$49,421	\$63,190	\$76,918
Systems Operator/Technician	19	\$24.33	\$31.10	\$37.86	\$4,217	\$5,391	\$6,562	\$50,606	\$64,688	\$78,749
Systems Operator/Technician	21	\$26.22	\$33.50	\$40.78	\$4,545	\$5,807	\$7,069	\$54,538	\$69,680	\$84,822
Systems Operator/Technician	23	\$28.19	\$36.02	\$43.85	\$4,886	\$6,243	\$7,601	\$58,635	\$74,922	\$91,208
Systems Operator/Technician	23L	\$29.59	\$37.82	\$46.04	\$5,129	\$6,555	\$7,980	\$61,547	\$78,666	\$95,763
Utility Worker	14	\$19.83	\$25.34	\$30.86	\$3,437	\$4,392	\$5,349	\$41,246	\$52,707	\$64,189
Utility Worker	17	\$22.75	\$29.08	\$35.42	\$3,943	\$5,041	\$6,139	\$47,320	\$60,486	\$73,674
Utility Worker	17 (Y-Rated)	\$22.75	\$31.02	\$39.28	\$3,943	\$5,377	\$6,809	\$47,320	\$64,522	\$81,702
Warehouse Specialist	18	\$23.76	\$30.38	\$36.98	\$4,118	\$5,266	\$6,410	\$49,421	\$63,190	\$76,918
Warehouse Specialist	20	\$25.66	\$32.80	\$39.91	\$4,448	\$5,685	\$6,918	\$53,373	\$68,224	\$83,013
Warehouse Specialist	20L	\$26.93	\$34.44	\$41.91	\$4,668	\$5,970	\$7,264	\$56,014	\$71,635	\$87,173



# PADRE DAM MUNICIPAL WATER DISTRICT

## CLASS SPECIFICATION

### CLASS TITLE: Safety & Risk Manager

<b>DEPARTMENT:</b> Human Resources	<b>ACCOUNTABLE TO:</b> Director of Human Resources	<b>FLSA STATUS:</b> Exempt
<b>SALARY RANGE:</b>	<b>31, 40</b>	
<b>CLASS SUMMARY:</b> Under administrative direction from the Director of Human Resources, Incumbent is responsible for planning, organizing, coordinating and administering the District's comprehensive safety, security and risk management programs including property, liability and workers compensation insurance. Duties include: Preparing, investigating and adjusting claims,, obtaining property, liability and workers' compensation insurance; investigating claims and inspecting sites; developing and administering the safety and health programs to include emergency management and disaster preparedness;; developing, implementing and administering the District's security programs including vulnerability assessments, site assessments and remote site security monitors workplace for exposure to potential health and safety hazards; coordinates, plans, develops and conducts specialized safety and health education programs; develops and administers the ADA Self-Evaluation and Transition plans; develops and implements a comprehensive wellness program; develops regulations, policies, and procedures as needed for various plans; plans for the development and implementation of new risk management and safety programs; ensures compliance with OSHA and related local, state, and federal regulations; reviews and updates all OSHA related programs and policies as necessary; conducts safety inspections and responds to complaints of safety hazards and other duties as may be required. Other duties as assigned.		
<b>DISTINGUISHING CHARACTERISTICS:</b> This is a stand alone classification which is distinguished from other classes by its responsibility for implementing Padre Dam's safety and risk management program.		

Grade 31	Grade 40	DUTY NO.	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
C	P	1.	Assumes management responsibility for and develops, implements and evaluates Padre Dam's Risk Management program including insurance, safety, and property/liability claims by performing inspections and preparing, adjusting and investigating claims. This includes budgeting, training, forecasting, and making recommendations for improvements.
C	P	2.	Develops, implements and evaluates Padre Dam's safety, health, disaster preparedness and environmental hazards programs. Monitors workplaces for exposure to potential health hazards.
C	P	3.	Assists with development, implements, administers and evaluates Padre Dam's security program including vulnerability assessments of Padre Dam facilities; employee training, employee and community education. Chairs the Security Team and periodically reports to the board.
C	P	4.	Develops, implements, evaluates and updates Padre Dam's emergency response program to include the Emergency Response Plan, critical incident planning, regular training exercises, crisis management and communication. Includes taking proactive steps in preventing disasters including terrorism. Manages the WebEOC program for the District and coordinates and administers annual training exercises accordingly. Chairs the Emergency Response Team. Reports to the board periodically.
C	P	5.	Develops, implements and evaluates Padre Dam's wellness program



# PADRE DAM MUNICIPAL WATER DISTRICT

## CLASS SPECIFICATION

### CLASS TITLE: Safety & Risk Manager

Grade 31	Grade 40	DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
C	P	6.	Develops, interprets and implements risk reduction, health and safety policies and procedures. This includes ongoing monitoring and evaluation of the efficiency and effectiveness of service delivery methods and procedures.
C	P	7.	Oversees all internal and external ADA issues and programs. Develops, interprets and implements the ADA Self-Evaluation and Transition Plans.
C	P	8.	Represents the department at meetings with other departments and the general public. Maintains a professional demeanor at all times.
C	P	9.	Reviews and administers Padre Dam's D.O.T. Drug & Alcohol Policy. Oversees, coordinates and tracks all medical examination and programs associated. Maintains confidentiality of all information gathered during these processes.
C	P	10.	Plans, develops and conducts safety and health education programs, training activities and an annual training calendar. Coordinates and oversees monthly meetings of Safety Committee.
C	P	11.	Conducts new hire safety orientations, ensures new hires are safety compliant and completes all safety training within the probationary period.
C	P	12.	Oversees and participates in the development and administration of the Safety and Risk annual budget.
C	P	13.	Researches legislation by reviewing legal journals and publications to anticipate what effects changes will have on Padre Dam and to develop new codes, regulations and operating procedures. Participates in the development and implementation of goals, objectives, policies and priorities for the district. Stays abreast of new trends and innovations in the field of Risk Management and Safety.
C	P	14.	Assumes management responsibility for all of Padre Dam's property, liability and Workers' Compensation insurance programs. Makes recommendations for cost efficiencies and improvements as needed.
	P	15.	Responsible for oversight, training and development of the Confined Space Rescue Team.
C	P	16.	Oversees and maintains all certificates of insurance for the District.
C	P	17.	Monitors and administers all insurance issues for the District. Selects and works with contractors, brokers, and insurance carriers. Performs market/cost benefit analysis, prepares and reviews requests for proposal, agreements and selects vendors to work with.
C	P	18.	Ensures compliance with OSHA and related local, state and federal regulations and updates all related policies and programs as necessary. Works with departments as needed to ensure OSHA compliance at all times.

C = Competent - Having requisite or adequate ability or qualities.

P = Proficient - A through competence derived from training and practice.

# PADRE DAM MUNICIPAL WATER DISTRICT

## CLASS SPECIFICATION

### CLASS TITLE: Safety & Risk Manager

**Knowledge** (position requirements at entry):

- Organizational characteristics, services and activities of a comprehensive risk mgmt and safety program
- Applicable laws and regulations;
- Worker's Compensation, liability and property claim management;
- Current training methods and techniques;
- Crisis management and communication;
- Vulnerability assessments for security issues;
- Emergency Response procedures and protocols;
- Americans with Disabilities Act
- General and specialized industry safety rules.
- Principles and practices of customer service
- Project Management
- Federal, OSHA and other required training.
- National Incident Management System (NIMS) Standardized Emergency Management System (SEMS).

**Skills** (position requirements at entry):

- Oversee and manage a comprehensive risk and safety program.
- Developing and conducting training sessions.
- Coordinating and monitoring third party contracts;
- Preparing and reviewing claims;
- Reviewing and analyzing insurance policies;
- Maintaining records and reports;
- Developing and implementing risk, security and safety programs;
- Budget preparation and administration
- Analyze and interpret laws, legal documents, contracts and insurance language.
- Ability to use audio/visual equipment;
- Ability to use computers and related software applications;
- Ability to Communicate with and establish relationships using interpersonal skills with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Project Management: collect, compile, research, analyze, evaluate and implement programs.

**Training and Experience** (position requirements at entry):

Bachelor's Degree in Safety, Public Administration or a related field and four years experience in administering risk and safety programs; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

- Valid California Driver's License.
- Associate of Risk Management is highly desired.

# PADRE DAM MUNICIPAL WATER DISTRICT

## CLASS SPECIFICATION

### CLASS TITLE: Safety & Risk Manager

**Physical Requirements:**

Positions in this class typically require: sitting, standing, walking, fingering, talking, hearing and seeing and repetitive motion.

Incumbents may be subjected to moving mechanical parts, electrical currents, odors, dusts, poor ventilation, chemicals, oils and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Classification History:**

Date: 4/98; 1/02; 1/05; 1/12, 10/14



# Palmdale Water District

## Departmental Staffing Budget

POSITION	Mar-17	Budget 2017	Budget 2016	Budget 2015	Budget 2014	Budget 2013	Budget 2012	Budget 2011
<b>ADMINISTRATION:</b>								
General Manager/CEO	1	1	1	1	1	1	1	1
Assistant General Manager/COO	1	1	1	1	1	1	1	1
Water & Energy Resources Manager	1	1	1	1	1	1	1	1
Deputy Water & Energy Resources Manager	1	1	1	1	0	0	0	0
Public Affairs Director	1	1	0.5	0	0	0	0	0
Public Affairs Specialist	1	0	0	0	0	0	0	0
Executive Assistant	1	1	1	1	1	1	1	1
Administrative Assistant	1	2	1	1	1	1	1	1
Management Analyst	2	2	1	1	0	0	0	0
<b>SUBTOTAL:</b>	<b>10</b>	<b>10</b>	<b>7.5</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>ENGINEERING:</b>								
Engineering/Grant Manager	1	1	1	1	0	1	1	1
Project Manager	1	1	1	1	1	1	1	1
Engineering Analyst	1	1	0	0	0	0	0	0
Construction Inspector	3	3	3	3	3	3	3	3
Cross Connection Control Specialist	1	1	1	1	1	1	1	1
G.I.S. Coordinator	1	1	1	0	0	0	0	0
Engineering Technician	2	1	1	3	3	3	3	3
Engineering Design Technician	1	1	1	0	0	0	0	0
<b>SUBTOTAL:</b>	<b>11</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>FACILITIES:</b>								
Facilities Manager	1	1	1	1	1	1	1	1
Construction Supervisor	1	1	1	0	0	0	1	1
Senior Service Worker	2	3	3	3	3	3	3	3
Service Workers	9	9	10	11	11	11	11	11
Warehouse Technician	2	2	2	2	2	2	2	2
Operations Technician - Fleet Lead	1	1	0	0	0	0	0	0
Operations Technician - Mechanical Lead	1	1	0	0	0	0	0	0
Operations Technician	6	6	0	0	0	0	0	0
Equipment Mechanic Supervisor	0	0	1	1	1	1	1	1
Equipment Mechanic	0	0	4	4	4	4	4	3
Maintenance Worker	1	1	1	0	0	0	0	0
Systems Supervisor	0	0	1	1	0	0	0	0
Pump Operator	0	0	2	2	0	0	0	0
Electrical/Instrumentation Technician - Lead	1	1	0	0	0	0	0	0
Electrician	1	1	2	2	0	0	0	0
Electronic Technician	2	2	2	2	0	0	0	0
<b>SUBTOTAL:</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>29</b>	<b>22</b>	<b>22</b>	<b>23</b>	<b>22</b>
<b>OPERATIONS:</b>								
Operations Manager	1	1	1	1	1	1	1	1
Treatment Plant Supervisor	0	0	0	0	1	1	1	1
Plant Operator - Lead	1	0	0	0	0	0	0	0
Plant Operators	5	6	6	6	6	6	6	6
Senior Maintenance Mechanic	0	0	0	1	1	1	1	1

Maintenance Mechanic	0	0	0	1	1	1	1	1
Administrative Technician	0	0	1	1	1	1	1	1
Operations Technician	0	0	2	0	0	0	0	0
Water Quality / Regulatory Affairs Supervisor	1	1	1	1	1	1	1	1
Laboratory Analyst	2	2	2	2	2	2	2	2
Systems Supervisor	0	0	0	0	1	1	1	1
Pump Operator	0	0	0	0	2	2	2	2
Electrician	0	0	0	0	2	2	2	2
Electronic Technician	0	0	0	0	2	2	2	2
<b>SUBTOTAL:</b>	<b>10</b>	<b>10</b>	<b>13</b>	<b>13</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>

#### FINANCE:

Finance Manager/CFO	1	1	1	1	1	1	1	1
Accounting Supervisor	1	1	1	1	1	1	1	1
Accounting Technician	1	1	1	0	1	1	1	1
Accounting Assistant	0	0	0	1	1	1	1	1
Customer Finance Supervisor	1	1	1	1	1	1	1	1
Assistant Customer Service Supervisor	0	0	0	1	1	1	1	1
Customer Account Technician	3	3	3	0	0	0	0	0
Customer Service Representative	0	0	0	9	9	9	9	9
Part time Customer Service Representative	0	0	0	0	0	0	2	2
Field Service Supervisor	0	0	0	0	0	0	1	1
Senior Field Service Technician	0	0	0	1	1	1	1	1
Field Service Technician	0	0	0	7	7	7	6	6
<b>SUBTOTAL:</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>25</b>	<b>25</b>

#### WATER CONSERVATION:

Public Information Officer/Conservation Director	0	0	0.5	1	1	1	1	1
Water Conservation Supervisor	0	0	0	0	1	1	1	1
Water Conservation Aide	1	1	1	1	1	1	1	1
Field Customer Care Representative (Water Cons)	1	1	0	0	0	0	0	0
<b>SUBTOTAL</b>	<b>2</b>	<b>2</b>	<b>1.5</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

#### HUMAN RESOURCES:

Safety and Training Technician	1	0	0	0	0	0	0	0
Human Resources Manager	1	1	1	1	1	1	1	1
<b>SUBTOTAL:</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

#### INFORMATION TECHNOLOGY:

Information Technology Manager	1	1	1	1	1	1	1	1
Information Technology Technician	0	0	1	1	1	1	1	1
Information Technology Help Desk Technician	1	1	0	0	0	0	0	0
<b>SUBTOTAL:</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

#### CUSTOMER CARE:

Customer Care Supervisor	1	1	0	0	0	0	0	0
Senior Customer Care Representative	1	1	1	0	0	0	0	0
Customer Care Representative	6	6	7	0	0	0	0	0
Senior Field Customer Care Representative	1	1	1	0	0	0	0	0
Field Customer Care Representative	4	4	6	0	0	0	0	0
<b>SUBTOTAL:</b>	<b>13</b>	<b>13</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>DISTRICT TOTAL:</b>	<b>85</b>	<b>84</b>	<b>86</b>	<b>85</b>	<b>85</b>	<b>86</b>	<b>89</b>	<b>88</b>
------------------------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------

**P A L M D A L E   W A T E R   D I S T R I C T**  
**B O A R D   M E M O R A N D U M**

**DATE:** September 6, 2017 **September 13, 2017**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.5 – CONSIDERATION AND POSSIBLE ACTION  
ON INTERNSHIP PROGRAM. (FUNDED THROUGH THE  
FOUNDATION FOR COMMUNITY COLLEGES – HUMAN  
RESOURCES DIRECTOR EMERY/PERSONNEL COMMITTEE)***

---

**Recommendation:**

Staff and members of the Personnel Committee recommend that the District approve creating and filling four internship positions for the Fall, 2017 semester.

**Alternative Options:**

The alternative is to not create the positions.

**Background:**

The District has had significant success with our Internship Program, and this semester we have been able to obtain funding through South Central Coast Region Colleges for four positions – Plant Operator Intern, Service Worker Intern, Laboratory Analyst Intern, and Field/Customer Care Intern. These positions will be for full time students at either College of the Canyons or Antelope Valley College, and they are approved for 320 hours of work during the semester.

**Strategic Plan Initiative:**

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence

**Budget:**

The cost to the District will be for incidentals such as training, uniforms, etc. The hourly pay and workers' compensation will be funded through the Foundation for Community Colleges, and the interns will be employees of the Foundation for Community Colleges.

**Supporting Documents:**

- Job Descriptions



## PALMDALE WATER DISTRICT

### FIELD/CUSTOMER CARE REPRESENTATIVE INTERN

FLSA Status: Non-Exempt

#### DEFINITION

To perform a variety of field customer care activities including installation, repair of water meters and radio transmitting devices; to read, collect, and record water consumption from meters; and to interact with the public in the course of field activities.

#### DISTINGUISHING CHARACTERISTICS

This is the entry level position in the Field Customer Care Series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Field Customer Care Representative; receives technical and functional supervision from the Field Customer Care Representative I/II.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Read consumption based water meters on assigned routes; record readings via automated devices or manually, as necessary.

Identify meter equipment problems, stuck or non-functioning, replacing as needed.

Identify radio transmitter problems; Install/repair/replace transmitting devices, as necessary.

Re-read meters in cases of unusual billings or consumption patterns. Review consistency and accuracy of meter readings; document and report unusual readings and/or circumstances for follow up; perform leak detection checks as requested or according to observation.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer care.

Perform related duties as assigned.

EDUCATIONAL OPPORTUNITY:

This intern position will provide the following educational experiences:

Knowledge of:

Basic principles of arithmetic, including addition, subtraction, multiplication, division, and percentages.

Basic practices and methods of record keeping.

Basic practices of customer interaction.

Ability to:

Perform a variety of field customer care activities related to the installation, repair, and reading of water meters.

On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem situations and/or equipment; identify and locate site locations; interpret work orders, remember equipment location, and explain job to others.

Intermittently, sit while studying or preparing reports and/or driving; bend, squat, kneel, twist, and walk long distances when performing field duties; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

Learn geography and street/road locations within the District's jurisdiction.

Learn to use a computer to enter and retrieve data.

Learn to use manual methods and electronic equipment used in collecting and recording meter readings.

Learn to identify and repair minor problems with water meters and data collection/recording devices.

Deal tactfully with customers encountered in the field.

Work outdoors in a variety of weather conditions.

Work assigned shift schedules; be available for call back.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Must be enrolled in college work experience program during the semester of employment to qualify.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, a Distribution Operator Grade 1 Certificate as issued by the State of California Department of Public Health.

Approved: 3/11/2015

I have reviewed this job description with my Supervisor and agree with its contents.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.



LABORATORY ANALYST INTERN

FLSA Status: Non-Exempt

DEFINITION

To perform educational level duties related to a variety of chemical, biochemical, and bacteriological water testing and analysis activities.

DISTINGUISHING CHARACTERISTICS

This is the entry level internship in the Laboratory Analyst series. This internship is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this internship is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water Quality Supervisor; may receive technical and functional supervision from a Laboratory Analyst 1/2.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Prepare glassware and media.

Prepare Quality Control on media and containers.

Perform instrument calibrations.

Set up, calibrate, and operate a variety of laboratory equipment and instruments.

Prepare standard chemical solutions, reagents, stains and bacteriological media.

Enter laboratory data into a computer system for further analysis and reporting purposes; maintain laboratory records and prepare required reports.

Assist in maintaining adequate laboratory supplies and inventory; order supplies as assigned.

Work with consultants or vendors as required.

Test, analyze, and collect various granular activated carbon samples.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of chemistry, bacteriology and the chemical sciences, including methods and techniques of laboratory testing and analysis.

Modern laboratory procedures and equipment, including computer uses and applications used in laboratory testing and analysis.

Sample collection/monitoring procedures and sample preservation methods related to water treatment processes.

Modern office procedures, methods and computer equipment including word processing, database and spreadsheet applications.

#### Ability to:

Perform educational level duties related to a variety of chemical, biochemical, and bacteriological water testing and analysis activities.

On a continuous basis, learn and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently bend, squat, climb, kneel or twist while performing field sampling work; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Prepare reagents; assemble and operate testing apparatus and equipment

Perform tests accurately and precisely and maintain associated records.

Learn pertinent local, State, and Federal codes, regulations, and laws.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

College student with science major: (Ex, Biology, Chemistry, Environmental Science, etc.

Completed coursework of general chemistry & laboratory with grade "C" or better.

Completed coursework of general biology & laboratory with grade "C" or better.

General knowledge of laboratory safety procedures.

License and Certificate:

Possession of, or ability to obtain, a valid California Drivers' License.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.



## PLANT OPERATOR INTERN

FLSA Status: Non-Exempt

### DEFINITION

To learn a variety of skilled duties related to the continuous maintenance and operation of the water treatment plant.

### DISTINGUISHING CHARACTERISTICS

This is the intern level class in the Plant Operator series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

### SUPERVISION RECEIVED AND EXERCISED

Receives task supervision from the Plant Operator I/II or III; receives general supervision from the Operations Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Learn to manually and/or remotely operate SCADA (Supervisory Control and Data Acquisition) computer equipment to control and monitor flow of water treatment and processing of chemicals through the treatment plant and water distribution system; monitor gauges and meters and record instrument readings; maintain daily and other logs.

Observe variations in operating conditions; interpret computer, meter and gauge readings; check, standardize and calibrate instruments, analyzers and chemical feed pumps; start and stop electric driven pumps and motors to control and adjust flow and treatment processes.

Learn to perform basic maintenance and repair of treatment plant equipment.

Learn to perform standardized water quality control tests.

Follow procedures for receiving, recording, and store all deliveries, including chemical deliveries in accordance with accepted safety standards and requirements.

## Plant Operator Intern

2

Learn to inspect mechanical equipment for proper working order and prepare/submit work orders for mechanical and/or electrical maintenance attention; perform routine maintenance work as necessary.

Participate in preparation of reports to various external regulatory agencies and District divisions and departments.

Maintain records and documentation; respond to customer questions and complaints regarding water quality.

Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.

Perform related duties as assigned.

### EDUCATIONAL OPPORTUNITY:

The intern position will provide the following educational experiences:

#### Knowledge of:

Basic computer techniques.

Basic building and equipment maintenance techniques and methods.

Basic water treatment techniques and methods.

#### Ability to:

Perform a variety of skilled duties related to the continuous operation of a water treatment plant.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem processes and equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when reviewing operation of treatment plant and performing basic maintenance; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

Perform routine laboratory tests and analysis; determine chemical and physical characteristics of raw, settled, filtered, and finished water.

Use a computer to maintain required records and documentation; respond to customer questions and complaints.

Use various hand and power tools to perform basic mechanical maintenance.

Operate light mechanical equipment such as skip loaders, backhoes and front end loaders, as needed.

Work assigned shift schedules; be available for call back.

Work outdoors in a variety of weather conditions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### REQUIREMENTS:

Must be enrolled in Water Treatment/Distribution classes/program with an accredited college.

Must be enrolled in college work experience program during the semester of employment to qualify.

#### Experience:

Completion or concurrent enrollment in Water Treatment class.

#### Training:

Equivalent to the completion of the twelfth grade.

#### License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

Ability to obtain a Water Treatment Operator Grade 1 Certificate as issued by the State Water Resources Control Board.

Ability to obtain a Distribution Operator Grade 1 Certificate as issued by the State Water Resources Control Board is desired.



Plant Operator Intern

4

I have reviewed this job description with my Supervisor and agree with its contents.

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

## PALMDALE WATER DISTRICT

### SERVICE WORKER INTERN

FLSA Status: Non-Exempt

#### DEFINITION

To perform semi-skilled work in the construction, installation, building maintenance, and repair of a water service distribution system; and to perform a variety of customer service duties in the field.

#### DISTINGUISHING CHARACTERISTICS

This is the entry level position in the Service Worker series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

#### SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Facilities Manager; receives technical and functional supervision from an assigned Service Worker II.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Install, maintain, and repair components of a water service distribution system, including valves and a variety of meters, gauges, and flow monitoring devices.

Perform a variety of maintenance and construction tasks.

Inspect water tanks and wells and surrounding areas for vandalism and water supply security problems; report to supervisor, as appropriate.

Operate, maintain, repair and paint air operated vacuum valves and fire hydrants.

Perform building and grounds maintenance, as assigned.

Clean work vehicles; stock vehicles with parts and materials according to service order needs.

Perform maintenance and repair of angle stops.

Respond as needed to customer concerns in the field or refer to other District staff as appropriate.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

### EDUCATIONAL OPPORTUNITY

The intern position will provide the following educational experiences:

#### Knowledge of:

Basic construction methods, materials, and equipment.

Basic building and grounds maintenance techniques and methods.

#### Ability to:

Construct, install, maintain, and repair components of a water service distribution system.

Know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Use various hand and power tools and equipment, including digging bar, push broom and drills.

Read and understand distribution system maps and related drawings.

Complete required reports and daily logs related to work activities.

Perform building and grounds maintenance work.

Perform heavy manual labor and work in traffic situations.

Work outdoors in a variety of weather conditions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.



Ability to intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

REQUIREMENTS:

Must be enrolled in college work experience program during the semester of employment to qualify.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

Ability to obtain a Water Treatment Operator Grade 1 Certificate as issued by the State Water Resources Control Board.

Ability to obtain a Distribution Operator Grade 1 Certificate as issued by the State Water Resources Control Board is desired.

Approved: 4/4/14

I have reviewed this job description with my Supervisor and agree with its contents.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

**P A L M D A L E   W A T E R   D I S T R I C T**  
**B O A R D   M E M O R A N D U M**

**DATE:** September 6, 2017 **September 13, 2017**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.6 – CONSIDERATION AND POSSIBLE ACTION  
ON CO-HOSTING LEADERSHIP TRAINING FOR ELECTED  
OFFICIALS. (DIRECTOR ESTES/HUMAN RESOURCES DIRECTOR  
EMERY)***

---

The concept of hosting or co-hosting Leadership Training for elected officials has been raised. This item is presented for the Board's discussion.

**Supporting Documents:**

- Example of Management & Supervisory Leadership Program by the Public Utilities & Waterworks Management Institute

# *Management & Supervisory Leadership Program*

BOZEMAN<sup>MT</sup>

Hosted by City of Bozeman Public Works for Mayor's Office, City and County Government Officials, City and County Council Members, Board Members, and Leaders of all City and County Departments

October 5 – 7, 2015

## **Hone your leadership skills at the Leadership & Management Institute**

Learn how to put effective management and supervisory skills to work for you and your leadership team at the Leadership & Management Institute being offered in Bozeman, MT, October 5 - 7, 2015.

**The management institute is for anyone in a leadership position. You'll learn to make better leadership decisions, communicate more effectively, avoid costly mistakes and get the results you want. Plan on attending yourself or sending other managers and supervisors who will benefit from this important program.**

The three-day course includes: (Classes meet each day from 8:00 A.M. to 5:00 P.M.)

- **Section 1 – Foundations of Leadership.** Provides participants with knowledge of contemporary leadership principles, essential skills and general functions of management and the role of the manager.
- **Section 2 – The Leader's Role in Performance Management.** Models of communication and giving and receiving feedback. Practice clarifying expectations, establishing standards, rewarding outstanding performance, and correcting unacceptable output while overcoming resistance.
- **Section 3 - Collaboration and Teams.** Effectively working with others is essential to maintaining a good work environment and efficient operations. How we communicate can either promote an effective team or cause barriers and conflict. This segment will provide training in tools proven to enhance communication skills. It will show participants how to communicate effectively with different personalities, how to diffuse emotional issues, and how to communicate in ways that build confidence and promote



cooperation. The strengths and weaknesses of four communication styles will be examined. Practical exercises will be used to help participants learn to communicate more effectively in either a management or staff role.

- **Section 4 – Managing Conflict.** This workshop emphasizes skills needed in purposely and appropriately managing conflict, understanding and benefiting from emotions, converting mind-body integration principles into powerful tools, recognizing and expanding perceptions, operating from purpose and developing powerful conflict resolution communication methods.
- **Section 5 – The Leadership of Change.** Designed to help managers fully understand the nature and necessity of change, its impact on people, and how to meet the challenge it presents. Participants learn strategies that help speed up the process and minimize the productivity decline. Emphasis is placed on coaching and leading a team through a complex change situation.

## ***Fees, Location & Registration Form***

**Fee:** The fee for the three-day course is **\$499.00**, which includes all instruction, workbook, and handout materials.

**Certification:** A formal certificate will be prepared for participants who successfully complete the required course objective. An optional university certification is also available for the extra fee of **\$50** per participant and is presented by Utah State University. This Management/Leadership certificate is primarily for those needing university certification to meet training requirements for various professional affiliations. However, any participant desiring to receive a university certificate may do so by paying the **\$50** fee.

**Location:** City Shops Complex – Training Room  
814 N. Bozeman Ave.  
Bozeman, MT 59715 (Driving directions will be provided)

***For further information, contact Chuck Christensen at 208-957-5350 or [chuck@puwwmi.org](mailto:chuck@puwwmi.org)***

**\*\*\*To reserve your seat, complete the registration form below and send it along with your payment information to Education & Training Services.\*\*\***

# REGISTRATION FORM

**Management & Supervisory Leadership Program  
October 5 - 7, 2015 (Bozeman, MT)**

**Name** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Business Phone** \_\_\_\_\_ **Email Add.** \_\_\_\_\_

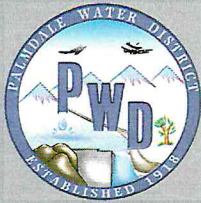
**Payment Fee: \$499.00 per student (Do you want the optional university certification?  
Yes \_\_\_\_\_ No \_\_\_\_\_)**

**If yes to optional university certification, the total fee is \$549.00**

**Please Remit By Check To:**

**EDUCATION & TRAINING SERVICES  
PUBLIC UTILITIES & WATERWORKS MANAGEMENT INSTITUTE  
P.O. BOX 495  
SALT LAKE CITY, UTAH 84110  
ATTN: CHUCK CHRISTENSEN**

**\*Call or email Chuck Christensen (see above) to make sure class is not full.**

**AGENDA ITEM NO. 7.7**

# Hotel and Travel Accommodations

**Event Name/Date:**

10th Annual Watersmart Innovations Conference & Exposition/October 4 - 6, 2017

**CONTACT INFORMATION**

First Name

Last Name

Date

**ACCOMMODATION INFORMATION**

*Rooms and rates are subject to availability. Complete and submit this form as soon as possible to guarantee a room at the host hotel. In the event that the host hotel is booked, every effort will be made to secure a room at the closest hotel within comparable rates to the event discounted rate.*

Arrival Date

Departure Date

No. of guests

Room Type

Do you require a smoking room?

☐ Yes ☐ No

Do you need transportation from the airport to the hotel?

☐ Yes ☐ No

Flight Number

Time

**ADDITIONAL INFORMATION/REQUESTS**

Staff Representative



# 10th Annual WaterSmart Innovations Conference and Exposition

October 4-6

South Point Hotel and Conference Center.

Welcome to registration for WaterSmart Innovations 2017. Here you can sign up and pay to attend our 10th annual WaterSmart Innovations Conference and Exposition.

[Register for the Event](#)

[Update Registration](#)



## Dawn Deans

---

**From:** Robert A. Rosati  
**Sent:** Wednesday, August 30, 2017 11:34 AM  
**To:** Dawn Deans  
**Subject:** FW: Hotel Info

Full conference registration is \$395.00

**From:** James Stanton  
**Sent:** Wednesday, August 30, 2017 11:19 AM  
**To:** Robert A. Rosati <rrosati@palmdalewater.org>  
**Subject:** Hotel Info



[PROGRAM/SCHEDULE](#)[REGISTRATION/HOTEL](#)[EXPO](#)[SPONSORS & PARTNERS](#)[ARCHIVE](#)[PRESS & MEDIA](#)[\(index.html\)](#)

## Hotel



**South Point Hotel and Conference Center**  
 9777 Las Vegas Blvd. South  
 Las Vegas, NV 89123

WaterSmart Innovations is being held at the South Point Hotel and Conference Center located in the heart of the premiere southwest Las Vegas valley, just minutes away from the famous Las Vegas Strip. Some of our many amenities include a 16-screen Century Theatre movie complex, 64-lane bowling center and a handful of restaurants that cater to all appetites and tastes. Our casino features a large selection of table games and the latest slot and video poker machines. Our distinctive hotel features spacious rooms and suites with 42-inch LED televisions, Point Plush mattresses and Wireless Fidelity throughout. A unique feature to this property is its Equestrian Center, which is the finest horse facility in the country. South Point also has a fabulous 400-seat showroom that features headliner entertainment and dancing to live bands on weekends. Stop by the South Point Hotel, Casino and Spa today, we are sure you will want to stay.

### Hotel Scam Alert!

Don't be fooled by emails or phone calls from people claiming to be from official housing companies for the 2017 WaterSmart Innovations Conference and Exposition. We are not working with anyone outside of the South Point Hotel and Conference Center. These people may claim to have significantly discounted room rates or to be in some way affiliated with WSI, but they are not. They may also claim that the main convention hotels are sold out, which also is not true.

Booking rooms through a fraudulent agency can lead to lost deposits and no rooms when you arrive in Las Vegas. Reservations made through any agency other than our website link or by calling the South Point directly will be at your own risk.

If you believe you've been contacted by a potentially fraudulent housing company, or if you have any questions or need further information, please contact Jennifer Picchione at 888-293-9845 or [jen@watersmartinnovations.com](mailto:jen@watersmartinnovations.com) (mailto:jen@watersmartinnovations.com).

[Twitter](#)
[Facebook](#)
[YouTube](#)
[LinkedIn](#)
[Custom Search](#)

<http://twitter.com/WaterSmartInnovations>

[WSI Conference Expo Video](#)

[/Friends-](#)

[WaterSmart-](#)

[Innovations-](#)

[3235201\)](#)

**[Register Now!](#)**

[\(registration/\)](#)

## WSI Videos

### WSI 2016 Keynote

### AWE/WaterSense Awards Luncheon 1

### AWE/WaterSense Awards Luncheon 2

## 2017 Event

OCT

3

[Pre-Show Workshops\(workshops.php\)](#)

OCT

4

[Sessions & Exhibits\(sessions.php?id=we\)](#)

OCT

5

[Sessions & Exhibits\(sessions.php?id=th\)](#)

OCT

6

[Panel Discussions\(sessions.php?id=fr\)](#)



Room Rates : [PROGRAM/SCHEDULE](#) [REGISTRATION/HOTEL](#) [EXPO](#) [SPONSORS & PARTNERS](#) [ARCHIVE](#) [PRESS & MEDIA](#)

Sunday - Thursday: \$85.00 13% Room Tax (Room Tax Subject to Change)

Friday & Saturday: \$115.00 13% Room Tax (Room Tax Subject to Change)

**Please note that on your hotel registration confirmation it will appear that a \$21.00 resort fee will be charged. The hotel has implemented the resort fee; however the fee has been waived for the 2017 WSI Conference attendees.**

**Reservations must be made by September 10, 2017 to receive Group rates and benefits.**

**To reserve your room please call the South Point directly at 866-791-7626. Reference group code WAT2017 for best rates available. To reserve your room online, please use this link (<https://gc.synxis.com/rez.aspx?Hotel=11548&Chain=6903&arrive=10/1/2017&depart=10/2/2017&adult=1&child=0&group=WAT2017>).**

#### Guest Amenities

Free McCarran Airport Shuttle Service  
 24-Hour Room Service  
 42" LED Television  
 In-Room Hairdryer  
 In-Room Iron/Ironing Board  
 In-Room Coffee Maker  
 In-Room Movies  
 Clock Radio with MP3 and IPOD connectivity  
 In-Room Safe  
 Upgraded Bath Amenities  
 Telephone  
 Free Valet Parking  
 Cable Channels  
 Serta "Point Plush Sleeper" mattresses  
 Non-Smoking Rooms Available  
 Rollaway Beds Available  
 Cribs Available  
 Handicap Accessible Rooms Available  
 Check In - 3pm PST  
 Check Out - Noon PST  
 Sorry No Pets Allowed



#### Guest Suites

Suites are based upon hotel availability  
 24-Hour Room Service  
 Multiple 42" LED Televisions  
 In-Suite Safe  
 Executive Writing Desk  
 In-Suite Hairdryer  
 In-Suite Iron/Ironing Board  
 In-Suite Coffee Maker  
 In-Suite Fax/Printer/Copier in the Professional Suites, Junior 1 Bedroom Suites and Junior 2 Bedroom Suites  
 Upgraded Bath Amenities  
 In-Suite Movies  
 Clock Radio  
 Cordless 2-Line Telephone  
 Cable Channels  
 Air-Conditioned Suites  
 Non-Smoking Suites Available  
 Roll-away Beds Available  
 Cribs Available  
 Sorry No Pets Allowed



## 2017 SPONSORS



3235201)

## Conference Schedule

At WaterSmart Innovations, attendees will connect with the resources they need in an atmosphere of networking, collaboration and learning. The conference offers a wide range of professional and poster sessions, pre-show workshops, post-show technical tours and an expansive exhibit hall.

**Register**  
**Now!**

(registration/)

## 2017 Event

OCT  
3

[Pre-Show Workshops\(workshops.php\)](#)

OCT  
4

[Sessions & Exhibits\(sessions.php?id=we\)](#)

OCT  
5

[Sessions & Exhibits\(sessions.php?id=th\)](#)

OCT  
6

Panel Discussions([sessions.php?id=fr](http://sessions.php?id=fr))

- Tuesday, October 3

8:00 am - 12:00 pm	Pre-show workshops
8:00 am - 5:00 pm	Exhibitor setup
8:00 am - 5:00 pm	Exhibitor registration open (Conference Area)
8:30 am - 3:30 pm	AWE Committee Meeting
12:00 pm - 5:00 pm	Conference registration open
1:00 pm - 5:00 pm	Pre-show workshops
5:00 pm - 7:00 pm	AWE Annual Meeting

- Wednesday, October 4

7:00 am - 9:00 am	SWAT Roundtable meeting
8:00 am - 5:00 pm	Conference registration open
9:15 am - 10:15 am	Keynote opening session
10:15 am - 12:00 pm	Coffee break & Give-away drawings, WSI 2017 Expo Hall
10:15 am - 5:00 pm	Expo Hall open
11:00 am - 12:00 pm	Poster sessions, WSI 2017 Expo Hall
1:00 pm - 4:55 pm	Professional sessions
2:05 pm - 3:05 pm	Coffee break & Give-away drawings, WSI 2017 Expo Hall
5:30 pm - 7:00 pm	10th Anniversary Celebration - WSI & AWE

	<a href="#">PROGRAM/SCHEDULE</a>	<a href="#">REGISTRATION/HOTEL</a>	<a href="#">EXPO</a>	<a href="#">SPONSORS &amp; PARTNERS</a>	<a href="#">ARCHIVE</a>	<a href="#">PRESS &amp; MEDIA</a>
-	Thursday, October 5					
	8:00 am - 5:00 pm	Conference registration open				
	9:00 am - 11:50 am	Professional sessions				
	11:30 pm - 1:30 pm	Luncheon - AWE/EPA WaterSense Awards				
	1:45 pm - 6:30 pm	Expo Hall open				
	1:30 pm - 2:15 pm	Give-away drawings, WSI 2017 Expo Hall				
	2:15 pm - 4:45 pm	Afternoon professional sessions				
	4:45 pm - 5:45 pm	Poster sessions, WSI 2017 Expo Hall				
	4:45 pm - 6:30 pm	Sponsored cocktail reception, and Give-away Drawings, WSI 2017 Expo Hall				
	7:00 pm - 8:30 pm	Booth dismantle				
-	Friday, October 6					
	8:00 am - 10:00 am	Booth dismantle				
	8:00 am - 12:05 pm	Conference registration open				
	9:00 am - 9:30 am	Professional sessions				
	9:35 am - 11:05 am	Professional panels				
	10:00 am - 5:00 pm	Technical tours				
	9:45 am	Mega Resort tour check in at Conference registration lobby				
	11:30 am	Springs Preserve and Wetlands tour check in at Conference registration lobby				
	11:30 am	Hoover Dam tour check in at Conference registration lobby				

Schedule subject to change without notice.

## 2017 SPONSORS

(<https://www.orbitonline.com/>) (<http://www.smartusys.com/>)  
(<http://www.rainbird.com>)



(<https://www.ewingirrigation.com/>) (<https://www.usbr.gov/>) (<http://www.herndon-group.com>) (<http://www.hunterindustries.com/>) (<http://rachio.com/>)  
(<https://www.watersmart.com/>)



[PROGRAM/SCHEDULE](#)

[REGISTRATION/HOTEL](#)

[EXPO](#)

[SPONSORS & PARTNERS](#)

[ARCHIVE](#)

[PRESS & MEDIA](#)



(index.html)

## Pre-Show Workshops

### Pre-show workshops add bang for your buck

Several pre-show workshops scheduled for Tuesday, October 3, will provide water-efficiency professionals with added bang for their WSI buck.

Although not included in the WSI conference registration fee, the pre-show workshops cover a range of topics of interest to professionals working in a broad spectrum of disciplines.

Each half-day workshop is \$50.00. Full-day workshops are \$80.00. Participants have the option of taking both the Conservation 101 and Cost-Benefit Analysis workshops for the discounted rate of \$80. You will have the opportunity to sign up for them in the registration process. If you are not attending the full conference, you can register as a guest or Expo only and add the workshop to your registration.

Check out the workshop schedule and get more information about these valuable learning opportunities here.

### Pre-Show Workshops:

Date/Time/Room	Name	Speaker	Price
Tuesday, October 3 8:00 am - 12:00 pm Sonoma C	Water Conservation 101: Get Ready, Set and Go!	<a href="#">Amy Vickers(speakers.php?name=Amy.Vickers)</a> Amy Vickers and Associates, Inc.	<del>\$50.00</del>
Tuesday, October 3 8:00 am - 5:00 pm Napa B	Watershed Wise Landscape Professional Certification	<a href="#">Pamela Berstler(speakers.php?name=Pamela.Berstler)</a> G3, Green Gardens Group	<del>\$80.00</del>
Tuesday, October 3 8:00 am - 12:00 pm Napa C	Green Plumbing for the Conservation Community	<a href="#">Doug Kirk(speakers.php?name=Doug.Kirk)</a> The International Association of Plumbing and Mechanical Officials	\$50.00
Tuesday, October 3 8:00 am - 12:00 pm Napa D	Cooling Tower Conservation-Big Savings for Commercial Customers	<a href="#">Mark Gentili(speakers.php?name=Mark.Gentili)</a> L.A.D.W.P.	<del>\$50.00</del>
Tuesday, October 3 1:00 pm - 5:00 pm Sonoma B	Benefit - Cost Analysis	<a href="#">William Maddaus(speakers.php?name=William.Maddaus)</a> Maddaus Water Management Inc. <a href="#">Michelle Maddaus(speakers.php?name=Michelle.Maddaus)</a> Maddaus Water Management Inc.	<del>\$50.00</del>
Tuesday, October 3 1:00 pm - 5:00 pm Sonoma D	Social Media Workshop - Build Your Reputation and Engage Your Customers Through Social Media	<a href="#">Lisa Story(speakers.php?name=Lisa.Story)</a> Communication Services Manager, Las Vegas Valley Water District	\$50.00

### Water Conservation 101: Get Ready, Set and Go!

**Presenters:**  
Amy Vickers, Amy Vickers and Associates, Inc.

Custom Search

[\(http://twitter.com/watersmartinnovations\)](#)

[\(http://www.facebook.com/watersmartinnovations\)](#)

[\(http://www.youtube.com/watersmartinnovations\)](#)

[\(http://www.linkedin.com/company/watersmartinnovations\)](#)

[WSI Conference Schedule](#)

[/Friends-](#)

[WaterSmart-](#)

[Innovations-](#)

[3235201\)](#)

Register Now!

[\(registration/\)](#)

### WSI Videos

### WSI 2016 Keynote

### AWE/WaterSense Awards Luncheon 1

### AWE/WaterSense Awards Luncheon 2

### 2017 Event

OCT 3

[Pre-Show Workshops\(workshops.php\)](#)

OCT 4

[Sessions & Exhibits\(sessions.php?id=we\)](#)

OCT 5

[Sessions & Exhibits\(sessions.php?id=th\)](#)

OCT 6

[Panel Discussions\(sessions.php?id=fr\)](#)

For water efficiency beginners, experienced managers, and all other interested parties, this workshop will provide an overview of the essential ingredients and steps involved in developing a successful water conservation plan and program. An overview of the latest in water-saving technologies, policies, analytical models and software tools (e.g., AWE Water Conservation Tracking Tool, AWWA Water Audit software, and EPA WaterSense® Water Budget Tool) will be provided along with case studies and other tips to connect and thrive in the world of water conservation and efficiency. "How to" steps and topics to be covered will include:

1. Definitions of a Successful Water Conservation Program
2. Water-Saving Goals
3. Customer and System Water Use Profiles
4. State-Of-The-Art In Water-Saving Measures And Incentives
5. Potential Water Savings, Benefits And Costs
6. Water Conservation Planning–Budget, Staffing, Schedule, and Reporting
7. Program Implementation
8. Program Monitoring and Evaluation
9. Water Conservation Network

## Watershed Wise Landscape Professional Certification

### Presenters:

Pamela Berstler, G3, Green Gardens Group

Become a Watershed Wise Landscape Professional (WWLP):

The Watershed Approach to landscaping is an integrated resource management approach to outdoor water use efficiency that includes rain water use efficiency and leverages conservation actions to achieve multiple benefits including improved water supply and water quality. This one day training and certification exam bridges the gap between irrigation auditing and whole site evaluation resulting in a more comprehensive understanding of the way landscapes contribute to climate and resource conservation objectives. The WWLP Certification is a WaterSense labeled program that may be licensed for implementation throughout the US. Come get certified and discover if this professional certification program is right for your region.

## Green Plumbing for the Conservation Community

### Presenters:

Doug Kirk, The International Association of Plumbing and Mechanical Officials

Green plumbing expert Doug Kirk provides this introduction to how to achieve water efficiency through better plumbing practice. Includes an overview of water efficient products and their correct use. Explains how plumbing design can help, or obstruct, your efforts. Learn how to better partner with your local plumbers to create amplified water conservation programs.

## Cooling Tower Conservation-Big Savings for Commercial Customers

### Presenters:

Mark Gentili, L.A.D.W.P.

Attendees will learn all about cooling towers/evaporative condensers and the potential water savings for water-treatment upgrade projects.

1. What types of buildings have Cooling Towers and/or Evaporative Condensers?
2. How does a Cooling Tower/Evaporative Condenser work?
3. Cooling Tower/Evaporative Condenser tonnage calculations
4. Why is the water in a Cooling Tower/Evaporative Condenser water treated?
5. What types of water sources can serve a Cooling Tower/Evaporative Condenser?
6. Reading and analyzing water treatment reports
7. Cycles of concentration- the key to water conservation
8. Water savings numbers
9. The importance of metering
10. How much work is involved in monitoring a cooling tower project?

## 11.State of the art water treatment and monitoring equipment

**Benefit - Cost Analysis****Presenters:**

William Maddaus, Maddaus Water Management Inc.

Michelle Maddaus, Maddaus Water Management Inc.

William O. Maddaus

Michelle L. Maddaus

Maddaus Water Management

Alamo, California USA

A half day workshop will be held to educate participants with how to conduct a cost-benefit analysis of water conservation measures. This workshop has been given successfully at the International Water Demand Management Conference held in Jordan in June 2004 and International Water Association Efficient 2005 Conference in Santiago, Chile, AWWA Water Sources Conference 2006 in Albuquerque, AWWA Water Sources Conference 2008 in Reno, Nevada, AWWA Sustainable Water Management Conference 2010 in Albuquerque New Mexico and .the Water Smart Innovations Conference 2012 in Las Vegas

Benefit-Cost analysis has been used for years to prioritize water conservation measures. Individual water conservation measures are considered to be cost-effective when benefits exceed costs. Once individual measures have been found to be cost-effective, they can be combined into an overall water conservation program. Benefit-Cost analysis depends on accurate forecasts of conservation measure water savings, costs, and benefits. Benefits and costs are normally compared in a present worth analysis.

**(a) Workshop Objective**

Provide an understanding of how to prepare a cost-benefit analysis of conservation measures and then use the results to select a cost-effective conservation program.

**Social Media Workshop - Build Your Reputation and Engage Your Customers Through Social Media****Presenters:**

Lisa Story, Communication Services Manager, Las Vegas Valley Water District

Water organizations have begun "dipping their toes" into social media communications, but might not be using these channels to their fullest potential. The public's use of Twitter, Facebook, Instagram, LinkedIn and Pinterest continues to grow, and customers are expecting two-way engagement with companies on many of these social media platforms. In this session, we will explore how organizations can use these low-cost and efficient communications channels to achieve specific business objectives, including reputation management, marketing, customer support, and crisis communications. We will provide an overview of social media use within the water industry and will discuss how to obtain management support for social media, link results to company objectives, and measure effectiveness. We will show specific examples of effective social media communications and discuss how interactivity, video/graphics, and calls to action enhance the value of social media posts.

**2017 SPONSORS**

(<https://www.orbitonline.com/>) (<http://www.smartusys.com/>)  
(<http://www.rainbird.com>)





[PROGRAM/SCHEDULE](#)[REGISTRATION/HOTEL](#)[EXPO](#)[SPONSORS & PARTNERS](#)[ARCHIVE](#)[PRESS & MEDIA](#)[\(index.php\)](#)

## Sessions List

## WaterSmart Innovations 2017 Sessions

At WaterSmart Innovations, you'll have an opportunity to hear perspectives from speakers from around the globe and across the country, each willing to share their fresh, unique points of view based on their first-hand experiences in water efficient programs, policies and practices.

Building a schedule will be done in the conference app, closer to the conference dates. All conference attendees will be sent information on how to access the conference app at a later date.

Please note - the schedule, presenters and topics listed here are subject to change. Check back often for the most up-to-date schedule or sign-up for e-mail updates.

## Sessions for 2017

### Wednesday

### Thursday

### Friday

ID	Time/Room	Name	Speaker	
W-1700	1:00 pm - 1:30 pm Sonoma A	Cooling Tower Upgrades Save 10,000,000 Gallons of Water per Year	<a href="#">Darren Sversvold</a> ( <a href="#">speakers.php?name=Darren.Sversvold</a> ), City of Phoenix	
W-1701	1:00 pm - 1:30 pm Sonoma B	Sustainable Water Allocation: One City's Solution	<a href="#">Cathy Rymer</a> ( <a href="#">speakers.php?name=Cathy.Rymer</a> ) City of Chandler	OCT 3
W-1702	1:00 pm - 1:30 pm Sonoma C	Submetering and Leak Detection Advancements Cut Water Usage in Half	<a href="#">Don Millstein</a> ( <a href="#">speakers.php?name=Don.Millstein</a> ), H2O Degree	Pre-Show Workshops( <a href="#">workshops.php</a> ) OCT 4
W-1703	1:00 pm - 1:30 pm Sonoma D	30+ Years of Water Efficiency Progress - But What is the Likely Future?	<a href="#">John Koeller</a> ( <a href="#">speakers.php?name=John.Koeller</a> ), Koeller and Company	Sessions & Exhibits( <a href="#">sessions.php?id=we</a> ) OCT 5
W-1704	1:00 pm - 1:30 pm Napa A	A New Ballgame: Empowering Homeowners to Score Landscape Water Savings	<a href="#">Joni German</a> ( <a href="#">speakers.php?name=Joni.German</a> ), San Diego County Water Authority	Sessions & Exhibits( <a href="#">sessions.php?id=th</a> ) OCT 6
W-1705	1:00 pm - 1:30 pm Napa B	Application of Artificial Intelligence as Floods' Early Warning Tools	<a href="#">Mohammed Seyam</a> ( <a href="#">speakers.php?name=Mohammed.Seyam</a> ), University College of Technology Sarawak	Panel Discussions( <a href="#">sessions.php?id=fr</a> )
W-1706	1:00 pm - 1:30 pm Napa C	Impacts of Water Conservation and Drought Management on CIP Planning	<a href="#">Scott Cole</a> ( <a href="#">speakers.php?name=Scott.Cole</a> ), Freese and Nichols Inc.	
W-1707	1:00 pm - 1:30 pm	Metrics Beyond The Meter: Evaluating	<a href="#">Candice Rupprecht</a>	

[Twitter](#)
[Facebook](#)
[YouTube](#)
[LinkedIn](#)
[Custom Search](#)
[\(http://twitter.com/WaterSmartInnovations\)](#)
[/WSIConferenceSessions](#)
[/Friends-](#)
[WaterSmart-](#)
[Innovations-](#)
[3235201\)](#)

**Register  
Now!**

[\(registration/\)](#)

## WSI Videos

## WSI 2016 Keynote

## AWE/WaterSense Awards Luncheon 1

## AWE/WaterSense Awards Luncheon 2

## 2017 Event

Napa D		Tucson's Water Harvesting Program	<a href="#">(speakers.php?name=Candice.Rupprecht)</a> , Tucson Water
W-1708	1:40 pm - 2:10pm Sonoma A	Managing Conservation Programs within Different Generation Groups	<a href="#">Sarah Fleury</a> <a href="#">(speakers.php?name=Sarah.Fleury)</a> , Castic Lake Water Agency
W-1709	1:40 pm - 2:10 pm Sonoma B	Making Waves in the Utility Sector: Cloud- based Solutions	<a href="#">Meghan Bock</a> <a href="#">(speakers.php?name=Meghan.Bock)</a> , AIQUEOUS,LLC
W-1710	1:40 pm - 2:10pm Sonoma C	A Non-Revenue Water Tale of Five Cities	<a href="#">Tory Wagoner,P.E.</a> <a href="#">(speakers.php?name=Tory.Wagoner,PE)</a> , Cavanaugh & Associates, P.A.
W-1711	1:40 pm - 2:10pm Sonoma D	Water Efficiency at Ted's Montana Grill: Piloting AWE's Restaurant Guide	<a href="#">Jennifer Carlile</a> <a href="#">(speakers.php?name=Jennifer.Carlile)</a> , City of Atlanta Office of Sustainability
W-1712	1:40 pm - 2:10pm Napa A	AWE/American Water/Rachio - Peak Day Water Use Reduction Study	<a href="#">Peter Mayer</a> <a href="#">(speakers.php?name=Peter.Mayer)</a> , WaterDM
W-1713	1:40 pm - 2:10pm Napa B	Domestic Hot Water Distribution Challenges in Multi-Family Construction	<a href="#">Karla Butterfield</a> <a href="#">(speakers.php?name=Karla.Butterfield)</a> , Steven Winter Associates,Inc.
W-1714	1:40 pm - 2:10pm Napa C	Taking the Temperature on Drought Response Effectiveness	<a href="#">Andree Johnson</a> <a href="#">(speakers.php?name=Andree.Johnson)</a> , Bay Area Water Supply and Conservation Agency
W-1715	1:40 pm - 2:10pm Napa D	Managing Stormwater at a Residential Level	<a href="#">Doug Pushard</a> <a href="#">(speakers.php?name=Doug.Pushard)</a> , Harvest H2O
W-1716	3:15 pm - 3:45 pm Sonoma A	Targeted Site Visit Research Study	<a href="#">Kent Sovocool</a> <a href="#">(speakers.php?name=Kent.Sovocool)</a> , Southern Nevada Water Authority
W-1717	3:15 pm - 3:45 pm Sonoma B	Innovative Campus Upgrades – Schools Pave the Road to Efficiency	<a href="#">Darren Sversvold</a> <a href="#">(speakers.php?name=Darren.Sversvold)</a> , City of Phoenix
W-1718	3:15 pm - 3:45 pm Sonoma C	Impact of Largest Water Audit Validation Program in the Nation	<a href="#">Kate Gasner</a> <a href="#">(speakers.php?name=Kate.Gasner)</a> , Water Systems Optimization
W-1719	3:15 pm - 3:45 pm Sonoma D	Useful Perspectives from the International Water Community	<a href="#">Lisa Maddaus</a> <a href="#">(speakers.php?name=Lisa.Maddaus)</a> , Maddaus Water Management
W-1720	3:15 pm - 3:45 pm Napa A	Testing & Performance of Pressure Regulating Spray Sprinkler Bodies	<a href="#">Michael Dukes</a> <a href="#">(speakers.php?name=Michael.Dukes)</a> , University of Florida

W-1721	3:15 pm - 3:45 pm Napa B	24 X 7 Water Supply by Using Existing Resources	<a href="#">Sidramappa Dharane</a> ( <a href="#">speakers.php?name=Sidramappa.Dharane</a> ), Sveris College of Engineering Pandharpur
W-1722	3:15 pm - 3:45 pm Napa C	Big Data and the Future Of Water Management	<a href="#">Patrick Atwater</a> ( <a href="#">speakers.php?name=Patrick.Atwater</a> ), ARGO Labs
W-1723	3:15 pm - 3:45 pm Napa D	Satellite Savings: GIS & the Army Reserve Rainwater Harvesting Strategy	<a href="#">Trey Lewis</a> ( <a href="#">speakers.php?name=Trey.Lewis</a> ), U.S. Army Reserve Installation Management Directorate
W-1724	3:55 pm - 4:25 pm Sonoma A	Cleaning up on Conservation	<a href="#">Shawn Sosa</a> ( <a href="#">speakers.php?name=Shawn.Sosa</a> ), Santa Rosa Water
W-1725	3:55 pm - 4:25 pm Sonoma B	Selling Residential Water Efficiency: The MLS Green Features Addendum	<a href="#">Frank Kinder</a> ( <a href="#">speakers.php?name=Frank.Kinder</a> ), Colorado Springs Utilities
W-1726	3:55 pm - 4:25 pm Sonoma C	Lights, Camera, Action Plan: The Los Angeles Water Loss Task Force	<a href="#">Penny Falcon</a> ( <a href="#">speakers.php?name=Penny.Falcon</a> ), Los Angeles Department of Water & Power
W-1727	3:55 pm - 4:25 pm Sonoma D	Changing the Landscape In a Small City Through Conservation Education	<a href="#">Gail Donaldson</a> ( <a href="#">speakers.php?name=Gail.Donaldson</a> ), City of Allen
W-1728	3:55 pm - 4:25 pm Napa A	AWE Landscape Transformation - Improving Outdoor WUE Programs	<a href="#">Thomas Chesnutt</a> ( <a href="#">speakers.php?name=Thomas.Chesnutt</a> ), A & N Technical Services, Inc.
W-1729	3:55 pm - 4:25 pm Napa B	Cost Effective Household Pollutant Remover	<a href="#">Jeyapalan Selvaretnam</a> ( <a href="#">speakers.php?name=Jeyapalan.Selvaretnam</a> ), Advanced Technology Institute
W-1730	3:55 pm - 4:25 pm Napa C	The Drought: An IOU's Approach to Achieving Mandatory Conservation	<a href="#">Kurt Elvert</a> ( <a href="#">speakers.php?name=Kurt.Elvert</a> ), San Jose Water Company
W-1731	3:55 pm - 4:25 pm Napa D	Rainwater and Graywater Myth Busters	<a href="#">Patrick Dickinson</a> ( <a href="#">speakers.php?name=Patrick.Dickinson</a> ), Texas A&M AgriLife Research and Extension Center at Dallas
W-1732	4:35 pm - 5:05 pm Sonoma A	Performance-Based Incentives Encore – Are Custom Projects Saving Water?	<a href="#">Gary Tilikian</a> ( <a href="#">speakers.php?name=Gary.Tilkian</a> ), Metropolitan Water District of Southern California
W-1733	4:35 pm - 5:05 pm Sonoma B	Sustainable or Greenwashed: Creating Balanced Landscapes	<a href="#">Bryce Carnehl</a> ( <a href="#">speakers.php?name=Bryce.Carnehl</a> ),



## Hunter Industries

W-1734	4:35 pm - 5:05 pm Sonoma C	Largest Water Loss TAP in the Nation – What's Been Done, and What's Next	<u><a href="#">Sue Mosburg</a></u> ( <a href="#">speakers.php?name=Sue.Mosburg</a> ), Sweetwater Authority
W-1735	4:35 pm - 5:05 pm Sonoma D	Smart Controller Pilot - Don't Set It and Forget It	<u><a href="#">Tim York</a></u> ( <a href="#">speakers.php?name=Tim.York</a> ), Aurora Water Conservation
W-1736	4:35 pm - 5:05 pm Napa A	The Internet of Things: From Faucet to Farm	<u><a href="#">Stuart Eyring</a></u> ( <a href="#">speakers.php?name=Stuart.Eyring</a> ), Orbit
W-1737	4:35 pm - 5:05 pm Napa B	A California Pilot Study in Landscape Area and Water Budgeting Standard	<u><a href="#">Chelsea Minton</a></u> ( <a href="#">speakers.php?name=Chelsea.Minton</a> ), OmniEarth, Inc.
W-1738	4:35 pm - 5:05 pm Napa C	Dealing with Consumption Data Outliers During Conservation Planning	<u><a href="#">John Clayton</a></u> ( <a href="#">speakers.php?name=John.Clayton</a> ), Hazen and Sawyer
W-1739	4:35 pm - 5:05 pm Sonoma D	SURVEY SAYS - "People Blank Their Rain Barrel"	<u><a href="#">Bill McDonnell</a></u> ( <a href="#">speakers.php?name=Bill.McDonnell</a> ), Metropolitan Water District of Southern California

Sessions subject to change without notice.

## 2017 SPONSORS

(<https://www.orbitonline.com/>) (<http://www.smartusys.com/>)  
(<http://www.rainbird.com>)



(<https://www.ewingirrigation.com/>) (<https://www.usbr.gov/>) (<http://www.herndon-group.com>)  
(<http://www.hunterindustries.com/>)



(<http://rachio.com/>) (<https://www.watersmart.com/>)



[PROGRAM/SCHEDULE](#)[REGISTRATION/HOTEL](#)[EXPO](#)[SPONSORS & PARTNERS](#)[ARCHIVE](#)[PRESS & MEDIA](#)[\(index.php\)](#)

## Sessions List

## WaterSmart Innovations 2017 Sessions

At WaterSmart Innovations, you'll have an opportunity to hear perspectives from speakers from around the globe and across the country, each willing to share their fresh, unique points of view based on their first-hand experiences in water efficient programs, policies and practices.

Building a schedule will be done in the conference app, closer to the conference dates. All conference attendees will be sent information on how to access the conference app at a later date.

Please note - the schedule, presenters and topics listed here are subject to change. Check back often for the most up-to-date schedule or sign-up for e-mail updates.

## Sessions for 2017

<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	
ID	Time/Room	Name	Speaker
T-1700	9:00 am - 9:30 am Sonoma A	Measuring How Showers "Feel" on the Skin to Promote Low Flow Showerheads	<a href="#">Bill Gauley</a> ( <a href="#">speakers.php?name=Bill.Gauley</a> ), Gauley Associates, Ltd
T-1701	9:00 am - 9:30 am Sonoma B	Water – Use It Wisely's Drab to Fab Backyard Rehab Promotion & Contest	<a href="#">Donna DiFrancesco</a> ( <a href="#">speakers.php?name=Donna.DiFrancesco</a> ), City of Mesa
T-1702	9:00 am - 9:30 am Sonoma C	A Wild West Tale: Debunking the Myth That Conservation Increases Rates	<a href="#">Candice Rupprecht</a> ( <a href="#">speakers.php?name=Candice.Rupprecht</a> ), Tucson Water
T-1703	9:00 am - 9:30 am Sonoma D	H2O Conservation Education That Works: All About the TEKS	<a href="#">William Nahas</a> ( <a href="#">speakers.php?name=William.Nahas</a> ), City of Allen
T-1704	9:00 am - 9:30 am Napa A	Metering Non-Potable Water: 5 -Year Study of Urban Irrigation Efficiency	<a href="#">Joanna Endter-Wada</a> ( <a href="#">speakers.php?name=Joanna.Endter-Wada</a> ), Utah State University
T-1705	9:00 am - 9:30 am Napa B	Got Ag? San Diego WUE Programs for the Ag Sector	<a href="#">Michele Shumate</a> ( <a href="#">speakers.php?name=Michele.Shumate</a> ), San Diego County Water Authority
T-1706	9:00 am - 9:30 am Napa C	RESNET Water Efficiency Rating (WER) Index Update	<a href="#">Jacob Atalla</a> ( <a href="#">speakers.php?name=jacob.Atalla</a> ), KB Homes
T-1707	9:00 am - 9:30 am Napa D	Making Commercial Benchmarking Accessible	<a href="#">Becky Fedak</a> ( <a href="#">speakers.php?name=Becky.Fedak</a> ), Brendle Group
T-1708	9:40 am - 10:10 am Sonoma A	The Future of Blue is Green: Predesigned Gardens Spur Landscape Change	<a href="#">Natalie Antonucci</a> ( <a href="#">speakers.php?name=Natalie.Antonucci</a> ), Center for ReSource Conservation
T-1709	9:40 am - 10:10 am	How we got 10,000 Facebook Followers	<a href="#">Clint Wolfe</a>

Custom Search  
[\(http://twitter.com/watersmartinnovations\)](#)  
[/WSIC on Facebook](#)  
[/WSIC on LinkedIn](#)

[/Friends-](#)  
[WaterSmart-](#)  
[Innovations-](#)  
[3235201](#)

**[Register Now!](#)**

[\(registration/\)](#)

## WSI Videos

## WSI 2016 Keynote

## AWE/WaterSense Awards Luncheon 1

## AWE/WaterSense Awards Luncheon 2

## 2017 Event

OCT 3  
[Pre-Show Workshops\(workshops.php\)](#)

OCT 4  
[Sessions & Exhibits\(sessions.php?id=we\)](#)

OCT 5  
[Sessions & Exhibits\(sessions.php?id=th\)](#)  
 OCT 6  
[Panel Discussions\(sessions.php?id=fr\)](#)

Sonoma B		<a href="#">(speakers.php?name=Clint.Wolfe)</a> Texas A&M Agilife Water University	
T-1710	9:40 am - 10:10 am Sonoma C	Water Use in the Multifamily Residential Sector	<a href="#">Jack Kiefer</a> <a href="#">(speakers.php?name=Jack.Kiefer)</a> , Hazen and Sawyer
T-1711	9:40 am - 10:10 am Sonoma D	QWEL: Tales from Two Adopting Organizations	<a href="#">Carrie Pollard</a> <a href="#">(speakers.php?name=Carrie.Pollard)</a> , Sonoma County Water Agency
T-1712	9:40 am - 10:10 am Napa A	You Can't Play Soccer In a Perennial Bed: The Case for Turf In Sustainable Landscapes	<a href="#">Paul Johnson</a> <a href="#">(speakers.php?name=Paul.Johnson)</a> , Utah State University Center for Water Efficient Landscaping
T-1713	9:40 am - 10:10 am Napa B	Does On-Site Potable Reuse Have a Role in Water Sustainability?	<a href="#">Adam Arnold</a> <a href="#">(speakers.php?name=Adam.Arnold)</a> , Tangent Company LLC
T-1714	9:40 am - 10:10 am Napa C	Regulated Conservation Planning: Comparing Formal & Informal Processes	<a href="#">Jonathan Kleinman</a> <a href="#">(speakers.php?name=Jonathan.Kleinman)</a> , AIQUEOUS,LLC
T-1715	9:40 am - 10:10 am Napa D	Garden On Eden: A Demonstration of Watershed Landscaping	<a href="#">Gregory Bundesen</a> <a href="#">(speakers.php?name=Gregory.Bundesen)</a> , Sacramento Suburban Water District
T-1716	10:20 am - 10:50 am Sonoma A	The New EPA Water Score	<a href="#">Jonah Schein</a> <a href="#">(speakers.php?name=Jonah.Schein)</a> , WaterSense-U.S.EPA
T-1717	10:20 am - 10:50 am Sonoma B	Creating a Conservation Pledge Campaign On a Duct Tape Budget	<a href="#">Joshua Palmer</a> <a href="#">(speakers.php?name=Joshua.Palmer)</a> , Utah Division of Water Resources
T-1718	10:20 am - 10:50 am Sonoma C	Colorado River Basin: A Common Understanding of Conservation Planning?	<a href="#">Cindy Dyballa</a> <a href="#">(speakers.php?name=Cindy.Dyballa)</a> , Sligo Creek Resources
T-1720	10:20 am - 10:50 am Sonoma D	Approaches to Demand & Conservation Forecasts and Dealing with Data Gaps	<a href="#">Michelle Maddaus</a> <a href="#">(speakers.php?name=Michelle.Maddaus)</a> , Maddaus Water Management Inc.
T-1720	10:20 am - 10:50 am Napa A	Soil Moisture Sensor Performance in Homes Watering with Reclaimed Water	<a href="#">Bernard Cardenas</a> <a href="#">(speakers.php?name=Bernard.Cardenas)</a> , University of Florida
T-1721	10:20 am - 10:50 am Napa B	"The Hidden Reservoir"- Diversifying Supply Through Land Use Planning	<a href="#">Becky Fedak</a> <a href="#">(speakers.php?name=Becky.Fedak)</a> , Brendle Group
T-1722	10:20 am - 10:50 am Napa C	Best Practices for Water Conservation Management: Prescriptive or Budget	<a href="#">Bryce Carnehl</a> <a href="#">(speakers.php?name=Bryce.Carnehl)</a> , Hunter Industries
T-1723	10:20 am - 10:50 am Napa D	Energy Efficiency as a Water Conservation Resource	<a href="#">David Ribeiro</a> <a href="#">(speakers.php?name=David.Ribeiro)</a> , American Council for Energy Efficient Economy
T-1724	11:00 am - 11:30 am Sonoma A	Results from Four Dipper Well Monitoring and Replacement Projects	<a href="#">Michael Slater</a> <a href="#">(speakers.php?name=Michael.Slater)</a> , Frontier Energy,Inc.



T-1725	11:00 am - 11:30 am Sonoma B	Why Consumers Don't Care About Wasting Water and What We Can Do About It	<a href="#">Suzanne Shelton</a> ( <a href="#">speakers.php?name=Suzanne.Shelton</a> ), Shelton Group
T-1726	11:00 am - 11:30 am Sonoma C	M&V Guidelines, Water Retrofits, & NextGeneration PPPs for Public Sector	<a href="#">Jorge Figueroa</a> ( <a href="#">speakers.php?name=Jorge.Figueroa</a> ), Western Resource Advocates
T-1727	11:00 am - 11:30 am Sonoma D	Plants: Why Won't You Take A Good Photo?	<a href="#">Stephanie Anagnoson</a> ( <a href="#">speakers.php?name=Stephanie.Anagnoson</a> ), Castaic Lake Water Agency
T-1728	11:00 am - 11:30 am Napa A	Grow Power: Cultivating a Public-Private Partnership	<a href="#">Kristin Bowman</a> ( <a href="#">speakers.php?name=Kristin.Bowman</a> ), East Bay Municipal Utility District
T-1729	11:00 am - 11:30 am Napa B	Past & Future From an Engineer that has 50 Years of Experience	<a href="#">Bill Hoffman</a> ( <a href="#">speakers.php?name=Bill.Hoffman</a> ), H.W.(Bill) Hoffman & Associates,LLC
T-1730	11:00 am - 11:30 am Napa C	The Codification of Water Ratings: A Case Study	<a href="#">Doug Pushard</a> ( <a href="#">speakers.php?name=Doug.Pushard</a> ), Harvest H2O
T-1731	11:00 am - 11:30 am Napa D	Water Conservation in Urban Communities: How the SNWA does it	<a href="#">Jared Bilberry</a> ( <a href="#">speakers.php?name=Jared.Bilberry</a> ), Southern Nevada Water Authority
T-1732	2:15 pm - 2:45 pm Sonoma A	Pressure Off Your Line is Pressure Off Your Mind	<a href="#">Lisa Morgan-Perales</a> ( <a href="#">speakers.php?name=Lisa.Morgan-Perales</a> ), Inland Empire Utilities Agency
T-1733	2:15 pm - 2:45 pm Sonoma B	Water Smart City Challenge: Leveraging Outreach Opportunities	<a href="#">Patty Cortez</a> ( <a href="#">speakers.php?name=Patty.Cortez</a> ), Upper San Gabriel Valley Municipal Water District
T-1734	2:15 pm - 2:45 pm Sonoma C	Monitor My Use: Tales from an AMI web portal	<a href="#">Liesel Hans</a> ( <a href="#">speakers.php?name=Liesel.Hans</a> ), Fort Collins Utilities
T-1735	2:15 pm - 2:45 pm Sonoma D	Comparison of Pattern Recognition and Auto Regressive Models for Short-Term Urban Water Demand Forec	<a href="#">Paulo Oliveira</a> ( <a href="#">speakers.php?name=Paulo.Oliveira</a> ), University of Cincinnati- UCOWR Scholarship Recipient
T-1736	2:15 pm - 2:45 pm Napa A	Direct Install Turf Replacement: Changing an Old Concept	<a href="#">Elaina Hurst</a> ( <a href="#">speakers.php?name=Elaina.Hurst</a> ), Moulton Niguel Water District
T-1737	2:15 pm - 2:45 pm Napa B	Peak Water Demand Study for Efficient Fixtures in Residential Buildings	<a href="#">Dan Cole</a> ( <a href="#">speakers.php?name=Dan.Cole</a> ), International Association of Plumbing and Mechanical Officials
T-1738	2:15 pm - 2:45 pm Napa C	Model Water Efficient Landscape Ordinance (MWELo) and the New Normal for California Landscaping	<a href="#">Ryan Stroupe</a> ( <a href="#">speakers.php?name=Ryan.Stroupe</a> ), PG&E Pacific Energy Center
T-1739	2:15 pm - 2:45 pm Napa D	The Hidden Gem – College Campuses In 14 States Know How to Save Water!	<a href="#">Michelle Maddaus</a> ( <a href="#">speakers.php?name=Michelle.Maddaus</a> ), Maddaus Water

Management Inc.

T-1740	2:55 pm - 3:25 pm Sonoma A	Save Water, Get Recognized: Water Wise Gilbert for Commercial Customers	<a href="#">Annikki Chamberlain</a> ( <a href="#">speakers.php?name=Annikki.Chamberlain</a> ), City of Gilbert Az.
T-1741	2:55 pm - 3:25 pm Sonoma B	Leveraging Pop-Culture to Cut through the Noise - Branding Drought	<a href="#">Kathy Nguyen</a> ( <a href="#">speakers.php?name=Kathy.Nguyen</a> ), Cobb County Water System
T-1742	2:55 pm - 3:25 pm Sonoma C	Conservation Toolbox: A Collaborative Platform for Conservation Research	<a href="#">Luke Sires</a> ( <a href="#">speakers.php?name=Luke.Sires</a> ), California Water Efficiency Partnership
T-1743	2:55 pm - 3:25 pm Sonoma D	Analytics for SmartFarming (Soil Library for Sensors)	<a href="#">Arthish Bhaskar</a> ( <a href="#">speakers.php?name=Arthish.Bhaskar</a> ), California State U Fresno
T-1744	2:55 pm - 3:25 pm Napa A	RICI Don't Lose That Number! The Residential Irrigation Capacity Index	<a href="#">Kent Sovocool</a> ( <a href="#">speakers.php?name=Kent.Sovocool</a> ), Southern Nevada Water Authority
T-1745	2:55 pm - 3:25 pm Napa B	Automatic Device For Saving Water in Showerheads-Tests Results	<a href="#">Fernando Landulfo</a> ( <a href="#">speakers.php?name=Fernando.Landulfo</a> ), Laureate FMU
T-1746	2:55 pm - 3:25 pm Napa C	ASHRAE 189.1: Moving at the Speed of Green	<a href="#">Thomas Pape</a> ( <a href="#">speakers.php?name=Thomas.Pape</a> ), Alliance for Water Efficiency/BMP
T-1747	2:55 pm - 3:25 pm Napa D	Proactive Water Conservation Tools for Groundwater Management	<a href="#">Paul Granger</a> ( <a href="#">speakers.php?name=Paul.Granger</a> ), Port Washington Water District
T-1748	3:35 pm - 4:05 pm Sonoma A	Water Cops and Robbers: Policing Unreasonable Water Use in L.A.	<a href="#">Enrique Silva</a> ( <a href="#">speakers.php?name=Enrique.Silva</a> ), L.A.D.W.P.
T-1749	3:35 pm - 4:05 pm Sonoma B	Water Conservation in a Season of Abundance	<a href="#">Shelly Cousineau</a> ( <a href="#">speakers.php?name=Shelly.Cousineau</a> ), Sagent Marketing
T-1750	3:35 pm - 4:05 pm Sonoma C	Urine Diverting Toilets In Europe: Nutrient Recovery and Use In Building	<a href="#">Carla Rodrigues</a> ( <a href="#">speakers.php?name=Carla.Rodrigues</a> ), ANQIP
T-1751	3:35 pm - 4:05 pm Sonoma D	A System Dynamic Model and Visualization Tool for Water Demand and Supply at the State Level in the	<a href="#">Thuy Nguyen</a> ( <a href="#">speakers.php?name=Thuy.Nguyen</a> ), Arizona State University
T-1752	3:35 pm - 4:05 pm Napa A	Wi-Fi Irrigation Controllers, a New Tool for Contractors	<a href="#">Anthony Long</a> ( <a href="#">speakers.php?name=Anthony.Long</a> ), Hunter Industries
T-1753	3:35 pm - 4:05 pm Napa B	Water Conservation Technology Demonstrations for the Army	<a href="#">Elisabeth Jenicek</a> ( <a href="#">speakers.php?name=Elisabeth.Jenicek</a> ), USACE, Construction Engineering Research Lab
T-1754	3:35 pm - 4:05 pm Napa C	WaterSense in Jeopardy: Saving the EPA Water Labeling Program	<a href="#">Mary Ann Dickinson</a> ( <a href="#">speakers.php?name=MaryAnn.Dickinson</a> ), Alliance for Water Efficiency

T-1755	3:35 pm - 4:05 pm Napa D	Tapping into a New Conservation Technique: Automated Leak Detection	<a href="#">Elisa Feinstein</a> ( <a href="#">speakers.php?name=Elisa.Feinstein</a> ), WaterSmart Software
T-1756	4:15 pm - 4:45 pm Sonoma A	Keep Austin Wired – Guiding Water Efficient Behavior in a Mobile World	<a href="#">Mark Jordan</a> ( <a href="#">speakers.php?name=Mark.Jordan</a> ), Austin Water
T-1757	4:15 pm - 4:45 pm Sonoma B	Ensuring Successful AMI Implementation Through Public Engagement	<a href="#">Sapna Mulki</a> ( <a href="#">speakers.php?name=Sapna.Mulki</a> ), Hahn Public Communications
T-1758	4:15 pm - 4:45 pm Sonoma C	FL v. GA 142, Original - Water Demand Management at the US Supreme Court	<a href="#">Peter Mayer</a> ( <a href="#">speakers.php?name=Peter.Mayer</a> ), WaterDM
T-1759	4:15 pm - 4:45 pm Sonoma D	A Water Budget Approach for Assessing Urban Residential Irrigation Performance	<a href="#">Alan Lewis</a> ( <a href="#">speakers.php?name=Alan.Lewis</a> ), Texas A&M University
T-1760	4:15 pm - 4:45 pm Napa A	Performance-Based Irrigation Management Works! - WSLEP Final Results	<a href="#">Carlos Michelin</a> ( <a href="#">speakers.php?name=Carlos.Michelin</a> ), San Diego County Water Authority
T-1761	4:15 pm - 4:45 pm Napa B	Saturation Incomplete! Water Savings Opportunities Have Been Left Behind!	<a href="#">John Koeller</a> ( <a href="#">speakers.php?name=John.Koeller</a> ), Koeller and Company (for the Alliance for Water Efficiency)
T-1762	4:15 pm - 4:45 pm Napa C	The WE-Stand Water Efficiency Standard- Developed By Experts to Serve Sustainable Communities	<a href="#">Peter DeMarco</a> ( <a href="#">speakers.php?name=Peter.DeMarco</a> ), International Association of Plumbing and Mechanical Officials
T-1763	4:15 pm - 4:45 pm Napa D	Irrigation Pressure – Is Too Much Fact or Fiction?	<a href="#">Gregg Hooper</a> ( <a href="#">speakers.php?name=Gregg.Hooper</a> ), Moulton Niguel Water District

Sessions subject to change without notice.

## 2017 SPONSORS

(<https://www.orbitonline.com/>) (<http://www.smartusys.com/>)  
(<http://www.rainbird.com>)



(<https://www.ewingirrigation.com/>) (<https://www.usbr.gov/>) (<http://www.herndon-group.com>)  
(<http://www.hunterindustries.com/>)



(<http://rachio.com/>) (<https://www.watersmart.com/>)



[PROGRAM/SCHEDULE](#)[REGISTRATION/HOTEL](#)[EXPO](#)[SPONSORS & PARTNERS](#)[ARCHIVE](#)[PRESS & MEDIA](#)[\(index.php\)](#)

## Sessions List

## WaterSmart Innovations 2017 Sessions

At WaterSmart Innovations, you'll have an opportunity to hear perspectives from speakers from around the globe and across the country, each willing to share their fresh, unique points of view based on their first-hand experiences in water efficient programs, policies and practices.

Building a schedule will be done in the conference app, closer to the conference dates. All conference attendees will be sent information on how to access the conference app at a later date.

Please note - the schedule, presenters and topics listed here are subject to change. Check back often for the most up-to-date schedule or sign-up for e-mail updates.

## Sessions for 2017

<u>Wednesday</u>		<u>Thursday</u>	<u>Friday</u>	
ID	Time/Room	Name	Speaker	
F-1701	9:00 am - 9:30 am Napa A	Initiative to Reassess Performance Indicators for Water Loss Management	<a href="#">George Kunkel</a> ( <a href="#">speakers.php?name=George.Kunkel</a> ), Kunkel Water Efficiency Consulting	<b>2017 Event</b>
F-1702	9:00 am - 9:30 am Napa B	Results of 22 Monitoring Projects on Conveyor Dishwashers in Foodservice	<a href="#">Amin Delagah</a> ( <a href="#">speakers.php?name=Amin.Delagah</a> ), Fisher-Nickel	OCT 3 <a href="#">Pre-Show Workshops(workshops.php)</a>
F-1703	9:00 am - 9:30 am Napa C	Sprinklers' Guide to the Galaxy: Engaging Customers to Sustain Savings	<a href="#">Darren Nowels</a> ( <a href="#">speakers.php?name=Darren.Nowels</a> ), Center for ReSource Conservation	OCT 4 <a href="#">Sessions &amp; Exhibits(sessions.php?id=we)</a>
F-1704	9:00 am - 9:30 am Napa D	The Colorado Campus Collaboratory; Water Efficiency Preferences & Practices	<a href="#">Paul Lander</a> ( <a href="#">speakers.php?name=Paul.Lander</a> ), University of Colorado Boulder	OCT 5 <a href="#">Sessions &amp; Exhibits(sessions.php?id=th)</a>
F-1705	9:40 am - 11:10 am Napa A	Conservation and Incentive Programs	<a href="#">Mary Ann Dickinson</a> ( <a href="#">speakers.php?name=Mary Ann.Dickinson</a> ), Alliance for Water Efficiency	OCT 6 <a href="#">Panel Discussions(sessions.php?id=fr)</a>
F-1706	9:40 am - 11:10 am Napa B	Utilizing Debt Funding for Water Conservation Programs	<a href="#">Lindsay Rogers</a> ( <a href="#">speakers.php?name=Lindsay.Rogers</a> ), WaterNow	
F-1707	9:40 am - 11:10 am Napa C	Building Resilient Communities - Managing Landscapes During Drought	<a href="#">Russ Sands</a> ( <a href="#">speakers.php?name=Russ.Sands</a> ), Brendle Group	
F-1708	9:40 am - 11:10 am Napa D	Colorado River Basin and Water Efficiency: A New Landscape?	<a href="#">Cindy Dyballa</a> ( <a href="#">speakers.php?name=Cindy.Dyballa</a> ), Sligo Creek Resources	
F-1709	9:40 am - 11:10 am Sonoma C	Developing Collaborative Relationships for Conservation Projects	<a href="#">Steve Moorhead</a> ( <a href="#">speakers.php?name=Steve.Moorhead</a> ), Water Returns	

[Twitter](#)
[Facebook](#)
[YouTube](#)
[LinkedIn](#)
[Custom Search](#)
[\(http://twitter.com/WaterSmartInnovations\)](#)
[/WSIConferences/2017/](#)
[/Friends-](#)
[WaterSmart-](#)
[Innovations-](#)
[3235201](#)

**[Register Now!](#)**

[\(registration/\)](#)

## WSI Videos

## WSI 2016 Keynote

## AWE/WaterSense Awards Luncheon 1

## AWE/WaterSense Awards Luncheon 2

[PROGRAM/SCHEDULE](#)[REGISTRATION/HOTEL](#)[EXPO](#)[SPONSORS & PARTNERS](#)[ARCHIVE](#)[PRESS & MEDIA](#)[\(index.php\)](#)

## Poster Sessions

## Watersmart Innovations 2017 Poster Session Schedule

**Wednesday, October 4**    **Thursday, October 5**  
 11:00 am - 12:00 pm    4:45 pm - 5:45 pm

Position	Author	Poster Title	Organization
1	John Shideler	Does Home Turf Matter	Claremont Graduate University
2	Lynn France	A Water Stewardship Plan - A Unified Vision	Office of Sustainability City of Chula Vista
3	Andrew Florendo	One Size Doesn't Fit All - A Flexible Strategy for CII Conservation	Solano County Water Agency
4	Wesley Schultz	Using Smart Meters to Promote Water Efficiency and Conservation	California State University San Marcos
5	Clint Wolfe	Water U Doing? Road Trip	Texas A&M AgriLife Research and Extension Center at Dallas
6	Becky Fedak	Engaging Students in Measuring Water & Energy Use	Brendle Group
7	Elaina Hurst	Form Building for Streamlined Program Administration and Workflow Manage	Moulton Niguel Water District
8	Samantha Baker	Reinvigorating the Public in an Established Water Conservation Program	Broward County, FL
9	Katie Masucci	North Texas City Joins Rachio for Residential Irrigation Pilot Study	City of Plano, TX
10	Maena Angelotti	Partners In Conservation: Naturescape Broward School Partnership	Broward County, FL
11	Erin Morales	Parkway Rebates- A Simple, Cost Effective Approach to Cash for Grass	Cucamonga Valley Water District
12	Meghan Bock	A Smart Approach to Smart Controllers – Plan, Do, Check, Act	AIQUEOUS

[Twitter](#)
[Facebook](#)
[YouTube](#)
[LinkedIn](#)
[Custom Search](#)

<http://twitter.com/WaterSmartInnovations>
<http://facebook.com/WaterSmartInnovations>
<http://youtube.com/WaterSmartInnovations>
<http://linkedin.com/company/watersmart-innovations>

[WSIC on YouTube \(video\)](#)

[/Friends-](#)

[WaterSmart-](#)

[Innovations-](#)

[3235201\)](#)

**[Register Now!](#)**

[\(registration/\)](#)

### WSI Videos

### WSI 2016 Keynote

### AWE/WaterSense Awards Luncheon 1

### AWE/WaterSense Awards Luncheon 2

### 2017 Event

OCT

3

[Pre-Show Workshops\(workshops.php\)](#)

OCT

4

[Sessions & Exhibits\(sessions.php?id=we\)](#)

OCT

5

[Sessions & Exhibits\(sessions.php?id=th\)](#)

OCT

6

[Panel Discussions\(sessions.php?id=fr\)](#)

13	Meghan Bock	Scaling Water Conservation through Workflow Automation	AIQUEOUS
			14 Kunihisa Takahashi
	Smart Distribution Network Management in Japan	Japan Water Research Center	
15	William Granger	AMI Leak Notifications: How Low Will You Go?	City of Sacramento, Department of Utilities
16	Joe Berg	MWDOC Water Loss Control Partnership: New Model for Regional Efficiency	Municipal Water District of Orange County
17	Joe Berg	A New Era: Refocusing the California Urban Water Conservation Council	Municipal Water District of Orange County
18	Clay Clifton	Leading By Example-Meeting Reduction Targets with In-House Efficiency	Sweetwater Authority
19	Modou Sowe	Mitigation of Seawater Intrusion Through the Pumping of Brackish Water	TBD
20	Gail Donaldson	Sprinkler Math	City of Allen, TX
21	Gary Woodard	Swimming Pool Removals: Trends, Water Savings, Removal Costs, Consumer Benefits	Montgomery & Associates
22	Gary Woodard	Technology-Driven Reductions in CII Water Demand; Polymer Bead Washers	Montgomery & Associates
23	Sanghyuk Park	A Study on Leak Location Detection with Characterization of Leak Signals Using Accelerometer in Water	NA
24	Robb Barnitt	Hello Homeowner, Meet Your Utility	Dropcounter
25	Juan Carlos Garcia	Landscape Water Budgeting: Weekly Meter Reads & Real Time ET Data	Irvine Ranch Water District
26	Juan Carlos Garcia	Turnkey Turf Removal: Outcomes and Lessons Learned	Irvine Ranch Water District
27	Neeta Bijoor	An Evaluation of California Rebate Programs	Santa Clara Valley Water District
28	Carrie Pollard	QWEL: New and Improved	Sonoma County Water Agency
29	Jana Vierola	Sustainable Landscapes Program	San Diego County Water Authority
30	Gary Klinefelter	Helping Consumers Save Water with a Mobile App: Data Driven	Irrigreen



## Conservation

31	Audrey Ernstberger	How Resilient and Just is Your Water Plan; The Resilience Justice Policy Assessment Tool	University of Louisville Brandeis School of Law- UCOWR Scholarship Recipient
32	Paulo Oliveira	Comparison of Pattern Recognition and Auto-regressive models for Short-term Urban Water Demand Forca	University of Cincinnati- UCOWR Scholarship Recipient
33	Elia Villasenor	The Desert Flow Methodology Guidebook, a Tool for Determining Environmental Water Needs of Riparian	University of Arizona- UCOWR Scholarship Recipient
34	Guta Abeshu	Water Availability Influence on Vegetation Productivity Along Eco-regions at Catchment Scale	Montana State University- UCOWR Scholarship Recipient
35	Refat Amin	Investigating the Role of Drought and Water Conservation Efforts on the Reuse of Treated Municipal W	University of California Riverside- UCOWR Scholarship Recipient
36	Shannon Speir	Real-time Nitrate Data Provides Insight Into Management of Nitrate Export During Storms in Agricultu	University of Notre Dame- UCOWR Scholarship Recipient
37	Jessica Baker	Improving Hydraulic Disinfection Efficiency in Small Systems: A South African Case Study	Colorado State University- UCOWR Scholarship Recipient
38	Elahe Tajfar	Variational Assimilation of Land Surface Temperature, Specific Humidity and Air Temperature and the	University of Hawaii at Manoa- UCOWR Scholarship Recipient

Poster Sessions subject to change without notice.

## WaterSmart Innovations 2017 Poster Session Guidelines

A poster session combines text and graphics to present information visually. Your poster should be configured in such a way as to quickly and efficiently communicate your subject matter. A poster session also allows the viewer to study your information at their own pace and discuss it with you one on one.

### Please use the following guidelines:

Poster size must not exceed 30" X 40". Poster can be displayed in either configuration (Portrait or Landscape). Please send your poster in PDF form. WSI staff will print, affix to a biodegradable foam-core board (30" X 40"), and setup your poster in an assigned position.  
 Poster should be readable from a 3-5 foot distance. Please use appropriate fonts and line weights.  
 Posters must be non-commercial in their content.  
 Poster must contain your contact information.  
 The viewer should be able to extract the main ideas of your work from the poster during the time it is unattended.  
 Arrange information logically - top to bottom or right to left.  
 Number items or use arrows to indicate order of viewing.  
 Block and subtitle each part of your poster.  
 A PDF version of your poster will be posted for access/download on the conference website.

### Important Dates and Times to remember:

**Wednesday, October 4, 2017 from 11:00 am - Noon and Thursday, October 5 from 4:45 - 5:45 pm:** Authors must be physically present at displays.

**Thursday, October 5 at 6:30 pm:** Posters removed, Abandoned items will be recycled.

[PROGRAM/SCHEDULE](#)[REGISTRATION/HOTEL](#)[EXPO](#)[SPONSORS & PARTNERS](#)[ARCHIVE](#)[PRESS & MEDIA](#)[\(index.html\)](#)

## Technical Tours

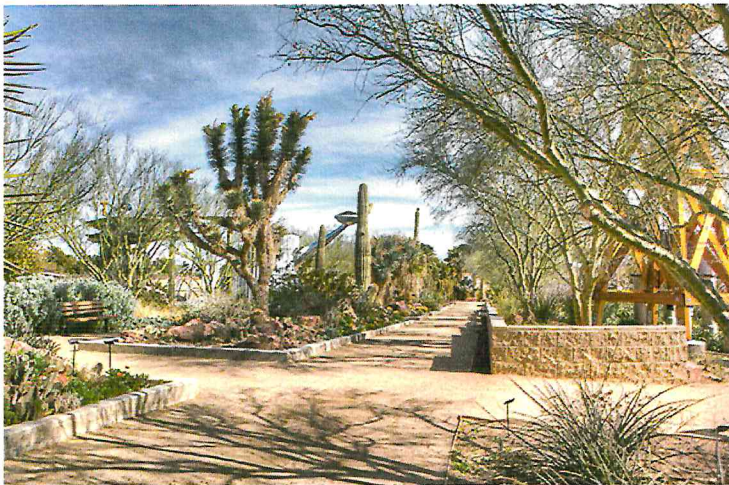
Showcasing some of Southern Nevada's more prominent water-efficiency practices and water resources, WaterSmart Innovations invites conference attendees to participate in technical tours Friday, October 6.

Springs Preserve tour is \$25 and all others are \$35 per registered WSI 2017 participant. Tours will depart from the South Point Hotel and Conference Center. We recommend you wear comfortable clothing and shoes (no flip-flops, please).

Due to security measures, all tour participants will be required to present a valid photo ID (i.e. driver's license or current passport) along with their ticket as they board the bus. On-site facility personnel may also ask to see your photo ID.

If you want to bring a guest, please have the guest complete a separate registration, select the Expo only badge, select the tour, and complete the registration.

The number of participants is limited for each of these popular facility tours, so register early. Registration opens May 4, 2017.



### Springs Preserve

Friday, October 6, 11:45 am - 5:00 pm

Available: 28, Used: 21

Green isn't just a color, it's a way of life. The 180-acre Springs Preserve is a world-class center for sustainable living. This tour highlights sustainable technologies that make the Springs Preserve the largest Platinum LEED rated commercial building in the Southwest. Structures include innovative construction techniques such as rammed earth and hay bales. A constructed wetland captures and treats all wastewater onsite, then reuses the treated water to flush toilets. Eight acres of beautiful desert gardens highlight opportunities for responsible use of landscape water. This tour includes complimentary lunch at the Springs Preserve Divine Cafe, with a gorgeous overlook view of the facility and the Las Vegas Strip in the distance. Check in by 11:30 a.m., depart at 11:45 a.m.; return to hotel by 5 p.m.



Custom Search

<http://https://www.watersmartinnovations.com>

[/WSIC on SouthPointe \(audio\)](#)

[/Friends-](#)

[WaterSmart-](#)

[Innovations-](#)

[3235201\)](#)

**[Register  
Now!](#)**

[\(registration/\)](#)

## WSI Videos

### WSI 2016 Keynote

### AWE/WaterSense Awards Luncheon 1

### AWE/WaterSense Awards Luncheon 2

### 2017 Event

OCT

3

[Pre-Show Workshops\(workshops.php\)](#)

OCT

4

[Sessions & Exhibits\(sessions.php?id=we\)](#)

OCT

5

[Sessions & Exhibits\(sessions.php?id=th\)](#)

OCT

6

[Panel Discussions\(sessions.php?id=fr\)](#)





### Hoover Dam

Friday, October 6, 11:45 am - 5:00 pm

Available: 28, Used: 27, Waitlist: 2

Hoover Dam-built during the Great Depression to "tame" the Colorado River-still stands today as one of the world's engineering marvels. Our tour of this National Historic Landmark will include viewing the dam's huge penstocks and power plant generators, as well as rarely seen inspection galleries-tunnels that still bear inspection markings written on the walls from decades past. You'll see first-hand the impacts of drought upon North America's largest man-made reservoir, Lake Mead. Tour does not include lunch, please eat before departure or you can bring your lunch to eat on the bus. Water will be provided. Check in at 11:30 a.m.; depart at 11:45 a.m.; return to hotel by 5 p.m.



### Mega-Resort Efficiency Tour

Friday, October 6, 10:00 am - 1:30 pm

Available: 24, Used: 18

Located on the legendary Las Vegas Strip, The Palazzo Resort is part of a master-planned development which combines The Palazzo and the Sands Expo and Convention Center to form the largest LEED-rated green building on the planet. Join us on a "behind-the-curtain" tour for a look at The Palazzo, with visits to the hotel Atrium, a luxury suite completed with energy efficient lighting and low water-use fixtures, the kitchen, recycling center and the innovative cooling system which saves 50 million gallons water a year. Learn how Las Vegas' gigantic luxury resorts capitalize on scale and know-how to be more efficient on a per-room basis than a typical chain hotel. Check in at 9:45 a.m.; depart at 10 a.m.; return to hotel by 1:30 p.m.





## Wetlands Park

Friday, October 6, 11:45 am - 5:00 pm

Available: 22, Used: 4

The largest oasis of green in the Las Vegas Valley isn't a golf course or a park, it's the Las Vegas Wetlands Park. This historic drainage has been transformed over the last two decades through a collaborative effort involving nearly 30 agencies and thousands of community volunteers. With an average flow of about 200 million gallons per day, most of which is discharge from the valley's four wastewater treatment plants, this waterway was once a heavily-eroded channel dominated by invasive salt cedar and littered with illegal dump sites. Today, the Wetlands is a natural preserve teeming with native wildlife. In addition to the visible ecological benefits, the wetlands perform an important role in filtering and polishing water before it reaches the Colorado River. This waterway is a vital link in a cycle that allows Las Vegas to bolster our water supply by 70 percent through reuse, while improving the watershed, providing effective wildlife habitat and creating new recreational opportunities. Comfortable, sensible footwear is a must. Sunscreen and water will be provided. And don't forget your camera, you never know what surprises nature will offer up! Tour does not include lunch, please eat before departure or you can bring your lunch to eat on the bus. Check in at 11:30 p.m.; depart at 11:45 p.m.; return to hotel by 5 p.m.

## 2017 SPONSORS

(<https://www.orbitonline.com/>) (<http://www.smartusys.com/>)  
(<http://www.rainbird.com>)



(<https://www.ewingirrigation.com/>) (<https://www.usbr.gov/>) (<http://www.herndon-group.com>)  
(<http://www.hunterindustries.com/>)



(<http://rachio.com/>) (<https://www.watersmart.com/>)

**MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, JULY 24, 2017:**

*A meeting of the Finance Committee of the Palmdale Water District was held Monday, July 24, 2017, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Henriquez called the meeting to order at 4:30 p.m.*

**1) Roll Call.**

**Attendance:**

Finance Committee:  
Marco Henriquez, Chair  
Robert Alvarado, Committee  
Member

**Others Present:**

Dennis LaMoreaux, General Manager  
Mike Williams, Finance Manager  
Tim Moore, Facilities Manager  
Judy Shay, Public Affairs Director  
Bob Egan, Financial Advisor (via Skype)  
Danielle Henry, Administrative Assistant  
1 member of the public

**2) Adoption of Agenda.**

It was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

**3) Public Comments on Non-Agenda Items.**

There were no public comments on non-agenda items.

**4) Action Items:**

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held June 26, 2017.**

It was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Finance Committee meeting held June 26, 2017, as written.

**4.2) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of May, 2017. (Financial Advisor Egan)**

Financial Advisor Egan reviewed the investment funds report as of May, 2017 including the increase in cash due to the receipt of assessments and redevelopment agency funds, CDs, and remaining 2013A Water Revenue Bond funds and then provided an overview of the cash flow statement including assessments and redevelopment agency funds, Capital Improvement Fees, water sales, the upcoming Butte payments, and projected 2017 year-end cash followed by discussion of budgeted capital improvement fees.

General Manager LaMoreaux then recommended Agenda Item No. 5.1 be considered.

**5) Information Items.**

**5.1) Status of Debt Service Coverage. (Financial Advisor Egan)**

Financial Advisor Egan stated that the Debt Service Coverage for the period of June, 2016 through May, 2017 is 1.51 and meets the required Debt Service Coverage.

Chair Henriquez then stated that Agenda Item No. 4.3 will now be considered.

**4.3) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for May, 2017. (Finance Manager Williams)**

Finance Manager Williams reviewed in detail the balance sheet, profit and loss statement, year-to-year comparisons, month-to-month comparisons, consumption comparisons, and revenue and expense analysis reports for the period ending May, 2017 and stated that most departments are operating at or below the targeted expenditure percentage of 42% followed by discussion of water sales, water use, and permit fees.

Chair Henriquez then acknowledged and welcomed Palmdale Recycled Water Authority Director Helen Velador to the meeting.

**4.4) Discussion and Overview of Committed Contracts Issued and Water Revenue Bond Projects. (Finance Manager Williams)**



Finance Manager Williams provided an overview of the updated Contractual Commitments and Needs for 2017 capital projects, consulting and engineering support projects, new and replacement equipment, water quality fee funded projects, a summary of committed and projected capital expenditures, and available funding sources along with an update on the Water Revenue Bond Series 2013A Bond funds and payments to date.

**4.5) Discussion of Budget for a Preventative Maintenance Program.  
(Facilities Manager Moore/Project Manager Thompson)**

Facilities Manager Moore stated that a summary of expenditures for emergency repairs for 2016 and 2017 to date, along with a budget for critical projects and the maintenance program, will be presented to the full Board at the August 23, 2017 Regular Board Meeting.

**4.6) Discussion of the Value of Lost Water and the Cost of Improvements for Palmdale Ditch as Part of Preventative Maintenance. (Committee Member Alvarado/Facilities Manager Moore)**

Facilities Manager Moore stated that water is lost in Palmdale Ditch at a rate of 35% due to saturation and areas of older structure; that \$10,000.00 per year is budgeted for Ditch repairs; and then reviewed repairs to the Ditch and losses due to water flow followed by discussion of diversion rights from Littlerock Reservoir, increasing the annual budget for Ditch repairs, repair methods, development fees for Ditch enclosures, and signage along the Ditch.

**4.7) Consideration and Possible Action to Authorize Staff Review of Director Expense Reports for Compliance with Article 4.07.4 – Director Expenses as Amended by Board Action on May 24, 2017.**

General Manager LaMoreaux reviewed District policy for review and approval of staff expenditures and recommended Financial staff review Director expenditures, and after a brief discussion of Directors' expenses, it was moved by Committee Member Alvarado and seconded by Chair Henriquez to authorize Financial staff to review Director expenditures.

Helen Velador then inquired about the time frame for submitting expenditures, and after a further discussion of District policy for Directors turning in expenditures

and detailed receipts within one month of the expense and reminders to Directors if the time frame is not met, the motion was unanimously carried by all members of the Committee present at the meeting.

**5) Information Items.**

**5.2) Other.**

General Manager LaMoreaux reviewed a proposed amendment to Kennedy/Jenks Consultants' contract for soil column testing and water quality testing for the Palmdale Regional Groundwater Recharge and Recovery Project in the approximate amount of \$250,000 and stated that this amendment will be presented to the Board for consideration at a future meeting and that this amount is reimbursable through the state loan for this Project.

Finance Manager Williams stated that the final conversion to the new billing software will occur this weekend with the new software system live July 31, 2017 followed by discussion of contract work with the existing software provider.

There were no other information items.

**6) Board Members' Requests for Future Agenda Items.**

Committee Member Alvarado requested "Update on the value of lost water and the cost of improvements for Palmdale Ditch as part of preventative maintenance" be placed on the next agenda.

There were no further requests for future agenda items.

It was then determined that the next Finance Committee meeting will be held August 17, 2017 at 4:30 p.m.

**7) Adjournment.**

There being no further business to come before the Finance Committee, the meeting was adjourned at 5:34 p.m.

  
Chair