



## AGENDA

### BOARD OF DIRECTORS PLACER COUNTY WATER AGENCY

**Thursday, May 2, 2024  
2:00 PM, Regular Meeting**

**Placer County Water Agency Business Center  
American River Room  
144 Ferguson Road  
Auburn, California**

Members of the Board of Directors:  
ROBERT DUGAN, District 4  
Chairman of the Board

GRAY ALLEN, Vice Chair, District 1  
PRIMO SANTINI, District 2

MIKE LEE, District 3  
JOSHUA ALPINE, District 5

A. CALL TO ORDER:

1. Roll Call
2. Pledge of Allegiance
3. Announcements, introductions and recognitions

B. PUBLIC COMMENT:

This is the time for any member of the public to address the Board of Directors on any matter not on the agenda that is within the subject matter jurisdiction of the Agency. Members of the public are requested to come to the podium and use the microphone. Comments shall be limited to five minutes per person, or such other time limit as may be imposed by the Chair, in order to enable the Board to complete its agenda within a reasonable period of time.

C. REPORTS BY DEPARTMENT HEADS

D. AGENDA CHANGES AND REVIEW

E. CONSENT CALENDAR:

All items listed under the consent calendar are considered to be routine and may be approved by one motion.

Action:

1. Consider adopting **Resolution 24-\_\_ Proposing Modifications to Chapter 2 of the Agency's Personnel and Administrative Manual.**
2. Consider adopting **Resolution 24-\_\_ Proposing Modifications to Chapter 4 of the**

**Agency's Personnel and Administrative Manual.**

3. Consider declaring the McCrary Reservoir Abandonment exempt from California Environmental Quality Act and authorize the Clerk to the Board to file a Notice of Exemption.
4. Consider approving one Limited Term position in the Drinking Water Operations Division of the Technical Services Department.
5. Consider approving the March 21, 2024, Minutes.

Information, Receive and File:

6. Supply and Demand Report for Water Systems; summary of water commitments.
7. Check Register 24-08 expenses disbursed.

F. AGREEMENTS AND CONTRACTS:

Items listed below include award of bid proposals, new contracts, sole source contracts and agreements, amendments to existing construction contracts and professional services agreements, and various change orders, and may be approved by one motion or some combination thereof.

Action:

1. Consider approving Amendment No. 1 to Design Professional Services Agreement with GEI Consultants, Inc. in an additional amount not to exceed \$700,000 for 2022 On-call Dam Safety Consulting & Engineering Services.

G. REMARKS/REPORTS BY DIRECTORS

In accordance with Government Code 54954.2(a), Directors may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

H. REMARKS/REPORTS BY GENERAL COUNSEL

I. REMARKS/REPORTS BY GENERAL MANAGER

J. CLOSED SESSION:

1. **Conference with Legal Counsel - Existing Litigation** - Pursuant to Paragraph (1) of subdivision (d) of Section 54956.9 of the Government Code.

Name of case: Mosquito Fire Cases

San Francisco County Superior Court Case No. JCCP 5272

K. REPORT FROM CLOSED SESSION

L. ADJOURNMENT

**THE NEXT RESOLUTION NUMBER IS 24-10.**

The meeting room is accessible to persons with disabilities. If you are hearing impaired, we have listening devices available upon request. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Clerk of the Board at (530) 823-4860. All requests must be received by the Clerk no later than 12:00 PM on the Monday preceding the meeting to enable the Agency to make reasonable arrangements to ensure accessibility to this meeting. Requests received after that time will be accommodated only if time permits.

In accordance with Government Code Section 54954.2 this notice and agenda were posted on the Agency's

website at [www.pcwa.net/board-of-directors/meeting-agendas](http://www.pcwa.net/board-of-directors/meeting-agendas) and on the Agency's outdoor bulletin board at the Placer County Water Agency Business Center at 144 Ferguson Road, Auburn, California, on or before April 26, 2024.

Any writing that is a public record under the Public Records Act that relates to an agenda item for an open session of the Board meeting that is distributed less than 72 hours prior to the meeting will be made available for public inspection at the time the writing is distributed to any Board members. Also, any such writing will be available for public inspection at the Agency's office located at 144 Ferguson Road, Auburn, California, during normal business hours. Contracts that are on the agenda are on file with the Clerk to the Board and available for review upon request.

### **Schedule of Upcoming Board Meetings**

**Thursday, May 16, 2024, 2:00 p.m.** – Regular Board of Directors' meeting at Placer County Water Agency Business Center, 144 Ferguson Road, Auburn, California.

**Thursday, June 6, 2024, 2:00 p.m.** – Regular Board of Directors' meeting at Placer County Water Agency Business Center, 144 Ferguson Road, Auburn, California.

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## **M E M O R A N D U M**

**TO:** Board of Directors

**FROM:** Michael A. Willihnganz, Director of Administrative Services

**DATE:** March 12, 2024

**RE:** Modification to Chapter 2, Article 22 of the Agency's Personnel and Administrative Manual

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### **RECOMMENDATION:**

Adopt Resolution 24-\_\_ proposing modifications to Chapter 2, Article 22 of the Agency's Personnel and Administrative Manual.

### **BACKGROUND:**

Chapter 2 of the Personnel and Administrative Manual consists of the Agency's Personnel Rules. Articles 1 through 20 of the Personnel Rules establish fair and uniform human resources procedures pertaining to employee appointments, separations, job descriptions, compensation, probationary period, paid leave, medical leave, layoff, prohibited discrimination and harassment, etc. Article 22 of the Personnel Rules is comprised of the Agency's Safety Rules and Regulations. There is no Article 21.

In 2023, Agency staff completed a "cover-to-cover" review and update of Chapter 2, Articles 1 through 20 of the Personnel and Administrative Manual. These updates were adopted by the Board in October of 2023 via Resolution 23-18. Article 22, Safety Rules and Regulations, was not included in this update process.

### **DISCUSSION:**

Chapter 2, Article 22 of the Agency's Personnel and Administrative Manual was last updated in 2004. This article is vastly outdated and fails to conform to many of the CalOSHA safety requirements which have been promulgated over the past 20 years. Furthermore, staff believes that Article 22 in its present form is unnecessary and redundant because it is merely a recitation of CalOSHA's safety rules and

regulations. The Agency is obligated to adhere to the safety requirements prescribed in the California Code of Regulations, Title 8, Sections 1509 and 3203, including the requirement to maintain an Injury and Illness Prevention Program. Because these safety regulations are ever evolving, documenting the regulations in Article 22 of the Agency’s Personnel and Administrative Manual requires that this article be frequently revised and readopted by the Board in order to keep it current and relevant. Staff believes that Article 22 should be comprised of safety policy language rather than a recitation of CalOSHA’s safety rules and regulations. The Agency has reached agreement with Local 39 to delete all references to specific safety rules and regulations and to amend Article 22 to simply include broad policy language pertaining to workplace safety. Amendments to Chapter 2, Article 22 of the Agency’s Personnel and Administrative Manual are shown using the ~~strikethrough~~ and underline format. The attached resolution, amending Article 22, is hereby presented for consideration and adoption by the Board.

**ATTACHMENTS:**

Description	Upload Date	Type
Resolution	4/23/2024	Resolution
Chapter 2, Article 22 Redline	3/25/2024	Backup Material

RESOLUTION 24-\_\_ OF THE BOARD OF DIRECTORS OF THE  
PLACER COUNTY WATER AGENCY  
PROPOSING MODIFICATIONS TO CHAPTER 2, ARTICLE 22 OF THE AGENCY'S PERSONNEL AND  
ADMINISTRATIVE MANUAL

WHEREAS, Agency staff has presented information to the Board of Directors setting forth the need to amend Chapter 2, Article 22, Safety Rules and Regulations, of the Agency's Personnel and Administrative Manual; and

WHEREAS, these amendments are intended to establish the Agency's policy regarding workplace safety, and also eliminate the redundancy between Article 22 and workplace safety requirements already prescribed in the California Code of Regulations; and

WHEREAS, the Agency has completed the meet-and-confer process and has reached agreement with Local 39 over the recommended amendments to Chapter 2, Article 22; and

WHEREAS, the recommended amendments to Chapter 2, Article 22, have been considered by this Board;

BE IT RESOLVED by the Board of Directors of the Placer County Water Agency that Chapter 2, Article 22 of the Agency's Personnel and Administrative Manual, as attached hereto showing the amendments by ~~strike through~~ and underline format is hereby adopted to become effective May 2, 2024.

BE IT FURTHER RESOLVED that when providing new copies of this Chapter 2, Article 22 for Agency and Public use, the Agency staff is authorized and directed to prepare a clean version of Chapter 2, Article 22 by deleting the lined through language and removing the underline type that emphasized the amendments from the previous version of Chapter 2, Article 22.

This resolution was duly adopted at a meeting of the Board of Directors of the Placer County Water Agency held on May 2, 2024, by the following roll call vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Signed and approved by me after its adoption this 2<sup>nd</sup> day of May, 2024.

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Robert Dugan, Chair of the Board  
Placer County Water Agency

ATTEST:

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Lori Young  
Clerk to the Board

CHAPTER 2  
PERSONNEL RULES

Article 22: ~~Workplace Safety Rules and Regulations~~

SEC. 2400 STATEMENT OF POLICY

The Placer County Water Agency recognizes that its employees are its most important and valuable asset. As such, the Agency is committed to providing and maintaining a safe and healthy work environment, preventing work-related injuries and illnesses, and meeting or exceeding applicable occupational health and safety regulations.

The Agency shall strive to maintain a positive and proactive safety culture. Safety is a core value of the Agency and shall take precedence over expediency. Integrating safety into every Agency operation is of utmost importance. The health and safety of employees shall be the first consideration in all Agency endeavors.

The Agency shall maintain an aggressive, ongoing Safety Program. This Program shall include safety education and training, along with hazard identification, prevention and control. All employees are encouraged to provide input and suggestions for safety improvements. Furthermore, the Agency has empowered all employees with the right to initiate a work stoppage. This empowerment allows an employee to stop any work or job they believe is unsafe until such time that safety concerns are addressed and a safety plan can be applied.

The Agency recognizes its obligation to conform to CalOSHA regulations in order to provide a safe and healthy place of employment. The Agency shall continually monitor its Safety Program and evolving safety regulations to ensure conformance with all applicable safety standards and requirements.

~~The Placer County Water Agency realizes that its employees are one of its most important assets and the Agency is vitally interested in its employees' health and safety. Thus, the Agency will strive to provide proper equipment and working conditions, and to promote safety with the expectation that the individual employee will maintain safe work practices.~~



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~~The Agency recognizes the need for safety in order to stimulate efficiency, improve service, build employee morale, and promote better public relations.~~

~~The Agency also recognizes its obligation to conform to CAL/OSHA regulations to provide a safe and healthful place of employment. As such, the Agency will continually review its Safety Rules and Regulations to conform with these standards.~~

#### SEC. 2401 MANAGEMENT'S RESPONSIBILITY

Management is responsible for the health and safety of Agency employees by cultivating a workplace culture of safety. This is achieved by integrating safety considerations into all Agency operations, providing adequate resources for safety programs, establishing safety goals and objectives, engaging and recognizing safe behaviors and safety efforts by employees, and visibly demonstrating and communicating a commitment to workplace safety.

Management is also responsible for playing an active role in promoting the Agency's Safety Program and ensuring that employees are familiar with and are held accountable for compliance with safety regulations, policies and practices.

~~Besides the legal and economical aspects of safety, the human need for safety is critically important. It is management's sincere desire to avoid the pain and suffering that an employee and his family must endure when an on-the-job accident occurs.~~

~~It is management's responsibility to provide a safe and healthful place of employment by using adequate methods, processes, safety devices, and safeguards, and to establish effective means of communicating safety habits and procedures to employees.~~

~~Thus, management must exert leadership in safety by defining a clear-cut policy conducive to sound safety performance. The Rules and Regulations contained in this Article have been designed to outline this policy. Since safety standards are continually being upgraded management, working in conjunction with the Safety Committee, will strive for on-going improvement of safety practices.~~

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~~Although the rules and regulations may clearly outline what is expected of each employee, rules without enforcement are meaningless. Thus, it is management's responsibility to enforce the rules. In carrying out this responsibility, management will commend those whose performance warrants it and will exercise discipline when necessary.~~

#### SEC. 2402 SUPERVISOR'S RESPONSIBILITY

##### SUPERVISOR'S RESPONSIBILITY

Supervisors are responsible for the overall daily supervision and enforcement of safe work practices. It is the responsibility of supervisors to fully understand safety regulations and standards. It is also the responsibility of supervisors to ensure that safe and healthy working conditions are maintained, employees have proper safety training, and that safe work practices are followed and enforced. Supervisors shall lead safety efforts by example, eliminate or control unsafe and hazardous conditions, and report all accidents, incidents and near misses within prescribed timeframes.

~~All supervisors have the responsibility of training their employees in correct safe work procedures. They set the patterns and have direct control of the work of all employees on safe working habits. They review the employee's work for compliance with safety regulations and effectively control all aspects of the work. On the job-site it is the supervisor/foreman who has the final responsibility and authority for the safety involved in all work being done.~~

#### SEC. 2403 EMPLOYEE'S RESPONSIBILITY

Safety responsibility is an integral and measurable element of each employee's job performance. Every employee shall maintain a safety mindset and demonstrate a commitment to safety. Employees shall observe all applicable safety regulations and safe work practices and shall conduct themselves in a manner that does not endanger the well-being of themselves or others, or result in property damage. Employees are responsible for wearing required personal protective equipment, adhering to safety requirements prescribed by regulation

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and Agency policy, and actively participating in safety training. Employees shall report hazards, unsafe work practices, injuries, accidents, and near misses to their supervisor.

~~Each employee is responsible for doing work in a safe and efficient manner in accordance with prescribed Agency standards and federal, state and local regulations.~~

~~No employee is expected to perform work which he or she is not qualified to do or to work in the vicinity of equipment or areas without being familiarized with possible hazards. If any employee is called upon to undertake work for which the employee feels unqualified to perform or is dangerous, the employee is responsible for calling the matter to the attention of the supervisor and resolving it before attempting the work.~~

~~An employee shall not undertake a job unless the employee understands the instructions, the extent of the work to be done, and the applicable safety procedures.~~

~~Each employee shall always be placed in a safe and secure position before commencing and while performing work. When another employee is performing work that requires extreme caution, the employee's attention shall not be diverted by other employees.~~

~~An employee shall report all accidents to their supervisor immediately, whether or not anyone is hurt. In case of an injury, seek first aid at once.~~

#### SEC. 2404 GOVERNMENTAL SAFETY STANDARDS AND CODES:

~~In addition to Agency safety rules and procedures, the Agency and its employees are also subject to the regulations of various federal, state, and local governmental agencies.~~

#### SEC. 24054 SAFETY STANDARDS AND RULES & REGULATIONS

The Agency is subject to the health and safety regulations of various federal,

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state and local governmental agencies. The Agency's Safety Program shall meet or exceed applicable regulations, including its Injury and Illness Prevention Program which is integral to reducing workplace hazards and complies with requirements of the California Code of Regulations, Title 8, Sections 1509 and 3203. The Agency's Safety Program shall be amended or revised, as necessary, in response to regulatory changes, modifications to occupational health and safety standards, or the identification of new hazards.

- ~~(a) Safety Hats: Employees shall wear Agency provided safety hats, commonly known as "hard hats," in areas where work is being performed overhead, where the possibility of striking an object exists, where energized conductors are nearby or in any other area designated as a "hard hat area." Hard hats are required on job sites at all times.~~
- ~~(b) Eye Protection: Employees shall wear the Agency provided eye protection that/is best suited for maximum protection and comfort when engaged in any job or when near any work area where there is danger of an eye injury. All employees whose duties require that eye protection be worn shall wear eye protection. When welding or cutting is done, proper eye protection will be worn.~~
- ~~(c) Noise Protection: Employees shall wear Agency approved ear protection in areas where sound levels are determined to be above limits set by governmental safety codes and regulations.~~
- ~~(d) Gloves: Employees shall wear Agency provided gloves when handling materials or tools which may cause injury to themselves.~~
- ~~(e) Footwear: Leather boots, shoes, or equivalent will be worn by all employees in the field. Employees must wear steel-toe boots and/or Agency provided steel-toe guards must be worn when using a jackhammer, tamp, or dirt gun.~~
- ~~(f) Safety Vests: All employees shall wear Agency provided orange shirts or vests while working in or near vehicular traffic.~~

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#### ~~(g) Respiratory Protection:~~

- ~~(1) No employee shall attempt to use respirators or self-contained breathing equipment unless instructed by a certified instructor in accordance with General Industry Safety Orders. §5144 (See Appendix B).~~
- ~~(2) Written operating procedures governing the selection and use of respirators shall be established and shall include procedures for selection, instruction and training, cleaning and sanitizing, inspection and maintenance.~~
- ~~(3) Proper selection of respirators shall be made according to the guidance of American National Standard Practices for Respiratory Protection: Z88.2-1969. The correct respirator shall be specified for each job. The individual issuing them shall be adequately instructed to ensure that the correct respirator is used. Respirators individually assigned should be marked to indicate to whom it was assigned. This mark shall not affect the respirator performance in any way. The date of issuance shall be recorded.~~
- ~~(4) Appropriate surveillance of environmental conditions in the work area, such as increases in exposure concentration or the introduction of other toxic substances or other conditions which increase the degree of employee exposure or stress, shall be maintained. The program effectiveness shall be evaluated by regular inspections.~~
- ~~(5) In atmospheres immediately hazardous to life or health, at least two persons equipped with approved respiratory equipment shall be on the job. Communications shall be maintained between both or all individuals present. Standby persons, at least one of which shall be in a location which will not be affected by any unlikely incidents, shall be present with suitable rescue equipment including self-contained breathing apparatus.~~
- ~~(6) Employees should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work while using the required respiratory equipment. A licensed physician~~

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~~shall determine what health and physical conditions are pertinent. The medical status of employees assigned use of respiratory equipment should be reviewed at least annually. Wearing contact lenses shall not be permitted in an atmosphere where a respirator is required.~~

~~(7) Properly trained employees shall not attempt to use respirators unless they can get and maintain a face seal with equipment.~~

~~(8) Respirator equipment drills will be conducted once a month according to written operating procedures.~~

~~(h) Proper Method of Lifting and Carrying:~~

~~(1) Estimate the size and weight of any object before lifting or moving~~

~~(2) Use appropriate equipment whenever possible.~~

~~(3) Never lift anything more than you are capable of and/or schedule heavy lifting with equipment.~~

~~(4) When two employees are carrying a long object, it should be placed on the same side of the body of each carrier.~~

~~(5) Avoid twisting the body in carrying or lifting.~~

~~(6) Never carry a load which obstructs the vision.~~

~~(7) When lifting or setting down heavy or bulky items manually, keep the back straight and use the legs.~~

~~(8) Only approved hoists, cranes, slings, and ropes shall be used for lifting operations.~~

~~(9) Hoists, chains, slings, or ropes shall not be loaded over their safe load capacity shown on the equipment. All lifting equipment shall be inspected before using.~~

~~(10) ——— Employees shall keep clear of suspended loads. Block suspended~~

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~~loads before doing any work under them.~~

~~(i) Material Handling and Storing Material:~~

~~(1) Material should be piled so that it does not slip, crush, or fall. Repackage broken containers and reband banded material.~~

~~(2) Floor load limits shall be observed.~~

~~(3) Objects that might roll shall be blocked~~

~~(4) Do not pile material so as to block aisle space, fire equipment, or fire doors.~~

~~(5) All nails and staples projecting from material shall be removed before handling.~~

~~(6) Do not leave exposed nail points or ends of wires on containers.~~

~~(7) Sharp or pointed articles shall be stored so as to prevent persons from coming in contact with sharp points or edges.~~

~~(8) Do not overload or stack handtruck so high that vision is obstructed or the handtruck is unmanageable.~~

~~(9) Objects stored overhead/shall be properly secured.~~

~~(10) ——— Smaller and lighter objects or materials shall be stored on overhead shelves, while larger and heavier objects or materials shall be stored on lower shelves.~~

~~(j) Tools and Equipment:~~

~~(1) Employees shall be trained and authorized by their supervisor in the safe and proper use of all equipment used on the job.~~

~~(2) Employee shall not use broken, dull, faulty, or unsafe tools and equipment. When tools and equipment are considered unsafe they shall be reported to employee's immediate supervisor for repair or replacement. The Agency shall either repair to safe condition or replace tools and equipment that are~~

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~~considered unsafe. Such repairs shall be made by authorized personnel only.~~

~~(3) Employees shall not use equipment that they have not been trained and authorized to use by their supervisor.~~

~~(4) Employees shall use only tools and equipment that are approved and maintained by the Agency.~~

~~(5) Tools and equipment shall be used only for their designated purpose. (As an example: All grinders shall be fitted with wheels designed for the operating speed of the grinder as shown on the wheel.)~~

~~(k) Ladders and Scaffolds:~~

~~(1) Employees shall use only Agency provided ladders. Makeshift devices shall not be used.~~

~~(2) Ladders shall be inspected for defects before each use.~~

~~(3) Ladders with defects shall not be used. They shall be red-tagged for repair or replacement.~~

~~(4) When on a ladder, do not overreach. Move the ladder as your work progresses. Do not stand on the two highest steps.~~

~~(5) Block aisles or lock doors when ladders are placed near them. Place warning signs and barricades.~~

~~(6) An employee shall face the ladder when climbing up or down. Hand tools and other equipment shall be hauled up and down with a hand line. Employees shall not carry tools in their pockets or throw them to other individuals.~~

~~(7) The bottoms of extension ladders shall have adjusters and grippers to prevent slipping or falling. The ladder shall be lashed or held when in use on uneven or soft ground.~~



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- ~~(8) If an extension ladder is used to climb onto a work platform, it must extend at least 3 1/2 feet above the platform level and must be securely lashed.~~
- ~~(9) Extension ladders shall be placed so the distance from the base to the wall is one-fourth the length of the ladder.~~
- ~~(10) Make sure the ladder is level and the locking device set before ascending.~~
- ~~(11) Before employees, equipment, or material is supported on a scaffold, it shall be determined that the scaffold is sufficiently strong and properly secured. A scaffold must be capable of supporting at least four times the maximum load intended.~~
- ~~(12) All planking used for scaffolding must meet the requirements of scaffold planking specifications. Employees shall not jump onto or from a scaffold.~~
- ~~(13) All objects which are likely to fall from the scaffold shall be secured at all times and removed when stopping work for the day.~~
- ~~(14) Ladders shall not be used to make a scaffold platform.~~
- ~~(15) To prevent shifting, scaffold planking shall be cleated or lashed.~~
- ~~(16) Scaffolds shall be equipped with safety railings and safety devices to ensure safe work area.~~
- ~~(I) Work Area Protection:~~
- ~~(1) General Rules:~~
- ~~i. Employees working in areas where there is pedestrian or vehicle traffic shall be responsible for establishing adequate safeguards for the protection of such pedestrians or vehicles. Proper work area protection shall be accomplished by the use of adequate warning and protective devices on approaches to work area.~~

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- ~~ii. The public shall have adequate advance warning, and shall be regulated and guided safely through or around the work area. Work area protection shall be planned and established to insure the safety of not only the public, but also the employees in the work area and the equipment.~~

#### ~~(2) Equipment:~~

- ~~i. Employees shall use only those signs, barricades, and other warning and protection devices which conform to state and local codes.~~
- ~~ii. When providing work area protection, employees shall follow all state and local traffic codes.~~
- ~~iii. Special precautions shall be taken during periods of reduced visibility. Flashing lights, flares, area illumination, or other adequate warning devices shall be used.~~
- ~~iv. As soon as the hazard has been eliminated, all warning devices and protection equipment shall be removed.~~
- ~~v. Warning devices and protection equipment not in use shall be stored in a proper manner.~~

#### ~~(3) Flagperson:~~

- ~~i. When there is any doubt that effective protection can be provided by signs or barricades, flagpersons or other traffic control shall be used.~~
- ~~ii. Flagperson shall wear an orange warning vest. At night, flagpersons shall wear warning garments made of reflectorized material.~~
- ~~iii. Hand signalling equipment shall conform to the following requirements:~~
  - ~~1. Signal flags shall be red and at least 24 inches, square.~~
  - ~~2. Sign paddles to signal "stop" or "slow" shall be used.~~
  - ~~3. Red lights shall be used at night or in periods of reduced visibility.~~

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- ~~iv. To reduce the chances of injury for vehicular traffic, flagpersons shall place themselves in a protected position.~~
- ~~v. Whenever possible, flagpersons shall be in such a position so that they can fully observe the work area and shall guide vehicular traffic in such a manner as to minimize the possibility of accidents.~~
- ~~vi. When flagpersons are stationed at both ends of a work area, reliable communications or prearranged signals shall be used to insure proper traffic flow.~~
- ~~vii. Flagpersons shall face traffic when giving signals and all signals shall be positive, direct, and shall leave no doubt as to their meaning.~~

#### ~~(m) General Safety:~~

- ~~(1) Employees shall be alert to reptiles, insects, nests, etc. upon inspecting or reading facilities. Spray shall be available and used according to manufacturer's directions.~~
- ~~(2) Employees shall be alert to electrical grounds that have been illegally connected to water meter/pigtail or pipe. Employees shall report this violation and hold repairs, replacement, or work to be performed until connection is removed by property owner.~~
- ~~(3) Employees should not tap glass water meter cover; glass can explode.~~
- ~~(4) Employees shall use caution approaching area where dogs are not contained.~~
- ~~(5) All difficult or dangerous accesses, such as planks and pipes as bridges, shall be reported. Alternative access will be arranged.~~
- ~~(6) Vehicle flashers shall be activated whenever an Agency vehicle is parked on public or private roadways and driveways.~~
- ~~(7) Agency employees on private property should be easily identified by~~

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~~vehicle and uniform. They shall carry an Agency Employee Identification Card. The card should be displayed when approaching private residence or business.~~

~~(8) Employees shall radio base dispatch when leaving vehicle, and dispatch upon return.~~

~~(9) Radio base station shall clear all units at the close of each work day.~~

~~(10) Employees shall carry and be familiar with "Instructions in Case of Accident" in Agency vehicle.~~

~~(11) Employees responsible for courier tasks, such as bank deposit, shall vary route to destination. Employee shall be instructed as to expected behavior if accosted.~~

~~(n) Excavations, Trenches, and Earthwork: Any employee required to work in excavations, trenches, and earthwork shall be properly instructed on safe operations of excavation work and shoring as detailed in the Construction Safety Orders, Article 6, §1539 through 1547 (See Appendix C)~~

~~(o) Compressed Gases:~~

~~(1) Employees shall exercise care in handling all compressed gas cylinders. These cylinders shall not be dropped, jarred or exposed to temperature extremes.~~

~~(2) Cylinders shall have the valve cap or valve protection device in place at all times, except when in use.~~

~~(3) Cylinders shall not be rolled or lifted by the valve or valve cap. A suitable cradle or other device shall be used.~~

~~(4) The contents of each cylinder shall be properly identified.~~

~~(5) Cylinders, whether full or empty, shall be stored in an upright position and chained or secured so they cannot fall over.~~

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- ~~(6) A minimum distance of 20 feet or a five foot high non-combustible barrier shall separate oxygen cylinders in storage from fuel gas cylinders or other combustible materials.~~
- ~~(7) Do not place cylinders where they could become part of an electrical circuit or within five feet of an electrical outlet.~~
- ~~(8) Hydrogen and fuel gas cylinders shall not be stored inside any operating building. They shall be stored in separate storage buildings or sheltered storage areas.~~
- ~~(9) Never force connections which do not fit and never tamper with the safety relief devices of cylinder valves.~~
- ~~(10) — Before removing the regulator from a cylinder, an employee should assure that the valve is closed and all pressure released from the regulator.~~
- ~~(11) — Do not use a leaking cylinder. Such cylinders shall be taken outdoors away from sources of ignition and the supervisor shall be notified.~~
- ~~(12) — Never use a flame to detect a gas leak. Use detector soapy water.~~
- ~~(13) — Employees shall not use the recessed tops of cylinders as a place for tools.~~
- ~~(14) — Employees shall not attempt to mix gases in a cylinder or to transfer/gas from one cylinder to another.~~
- ~~(15) — A sign reading "Danger-No Smoking, Matches, or Open Lights" or similar wording shall be conspicuously posted in rooms or entrances to areas where fuel, gas, or hydrogen is used or stored.~~
- ~~(16) — Hydrogen: Employees shall take special precautions when using hydrogen to avoid the possibility of fire and explosion.~~
- ~~(17) — Oxygen: Do not allow oil, grease, or similar materials to come in contact with any valve, fitting, regulator, or gauge of an oxygen cylinder.~~

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~~(18) Acetylene: Acetylene cylinders shall be properly secured and always be used, transported, or stored in a vertical position. These cylinders shall be kept away from contact with sparks, flames, and energized electrical equipment.~~

~~(19) Chlorine: Store chlorine containers in a cool place. These containers should be properly secured and protected against moisture. Special precautions shall be taken to prevent accidental discharge of gas and protective equipment shall be readily available if needed. Never store or use chlorine cylinders near flammable materials. If a leak does develop, the cylinder shall be placed so that only "gas" escapes. Any ammonia swab may be used to detect leaks. Do not spray or pour water on chlorine leaks. Should a leak develop, self-contained breathing apparatus shall be used before entering the area to investigate or repair the leak.~~

~~(p) Gas Welding and Cutting:~~

~~(1) Only proper instructed employees shall perform welding and cutting.~~

~~(2) When employees are welding or cutting in elevated positions, they shall take precautions to prevent sparks or hot metal from falling onto people or flammable material below.~~

~~(3) At all locations where welding or cutting equipment is used, suitable fire extinguishing equipment shall be made immediately available.~~

~~(4) No welder or helper shall carry matches when engaged in welding or cutting operations.~~

~~(5) Do not use matches to light a torch. A friction lighter or stationary pilot light shall be used. Do not light a torch on hot work.~~

~~(6) If welding or cutting is performed in locations where combustible materials are present, a fire watch shall be maintained. One-half hour after completion of welding, a fire check shall be made of the area.~~

## CHAPTER 2

### PERSONNEL RULES

- ~~(7) Before commencing welding in an area where combustible materials such as paper clippings or wood shavings are present, the floor shall be swept clean for a radius of 35 feet. Combustible floors shall be kept wet or protected by fire-resistant shields. Employees operating welding or cutting equipment where floors have been wet down shall be protected from possible shock.~~
- ~~(8) Approved backflow check valves shall be used on gas welding rigs in both gas and oxygen lines.~~
- ~~(9) Do not repair welding hose with tape.~~
- ~~(10) ——— Employees shall thoroughly clean and decontaminate machinery, tanks, equipment, shafts, or pipes that could contain explosive or flammable substances prior to the application of heat.~~
- ~~(11) ——— Dusty or gaseous spaces where there is possibility of an explosion shall be adequately ventilated before welding or cutting equipment is used.~~
- ~~(12) ——— While welding in confined spaces or while brazing, cutting, or welding zinc, brass, bronze, stainless steel or galvanized or lead coated material, employees shall maintain adequate ventilation or use approved respiratory equipment.~~
- ~~(13) ——— Cadmium Bearing Materials: Employees shall use proper respiratory protection when welding or cutting cadmium bearing metals. Local exhaust ventilation or air-line respirators shall be used indoors or in confined spaces. Outdoors, employees shall use approved fume respirators or air-line respirators.~~
- ~~(q) Electric Welding:~~
  - ~~(1) Only authorized employees who are experienced and properly trained shall operate electric welding equipment.~~
  - ~~(2) Prior to its use the electric welding machine shall be properly electrically~~

## CHAPTER 2

### PERSONNEL RULES

~~grounded.~~

- ~~(3) In the area where electric welding is taking place, suitable fire extinguishing equipment shall be made readily available.~~
- ~~(4) Employees shall follow the operating instructions supplied by the manufacturer or affixed to the machine.~~
- ~~(5) The operator shall wear an approved helmet, proper protective gloves and clothing. Helpers shall wear proper eye protection. Other employees shall not observe electric welding operations unless they are wearing approved eye protection. The operator shall also wear proper eye protection to protect against flying particles when helmet is raised.~~
- ~~(6) When other persons could be exposed to the arc of the welding operation, welding screens shall be used. A welder shall not strike an arc with an electrode when there are persons nearby who could be affected by the arc.~~
- ~~(7) When electrode welders are left unattended, the electrodes shall be removed and the holders shall be placed or protected so that they cannot make electrical contact with employees or conducting objects.~~
- ~~(8) If the welder must leave work or stop work for any extended periods of time, or if the welding machine is to be moved, the power supply switch to the equipment shall be opened.~~
- ~~(r) Fire Protection:~~
  - ~~(1) Every Agency facility will have an adequate number of fire extinguishers of the appropriate type.~~
  - ~~(2) Each fire extinguisher will be inspected annually for general condition and operability. All inspections must be properly noted on the inspection tag attached to the fire extinguisher.~~
  - ~~(3) Fire extinguishers shall be recharged annually and noted on inspection tag.~~



## CHAPTER 2

### PERSONNEL RULES

- ~~(4) Fire extinguishers must be mounted in readily accessible locations.~~
- ~~(5) Spare fire extinguishers must be available to replace those removed from their location for repairs or service.~~
- ~~(6) Employees will be periodically instructed in the use of fire extinguishers and fire protection procedures.~~
- ~~(7) "No Smoking" signs must be posted in areas containing combustibles and flammables.~~
- ~~(8) Oily or paint soaked waste must be stored in a metal waste container with metal cover.~~
- ~~(9) All rubbish and litter must be disposed of daily.~~
- ~~(10) Weeds and combustible material shall be removed from within 20 feet of all buildings.~~
- ~~(11) Paper materials not in use shall be stored or discarded. They should not accumulate in the work area.~~
- ~~(12) All exits will be clearly visible and marked as such, unlocked, and not blocked or obstructed.~~
- ~~(13) All employees shall be aware of all building exits to insure prompt escape in case of fire. Fire drills shall be conducted on a regular basis.~~
- ~~(14) Electrical receptacles shall not be overloaded. Receptacle adapters used to gain more usage should not be used.~~
- ~~(15) If an employee discovers smoke or a fire, they should promptly call the Fire Department and then notify their supervisor as soon as possible.~~
- ~~(16) All electrical equipment involved in a fire shall be promptly de-energized if possible.~~
- ~~(17) An employee should not attack a fire singlehanded unless~~

## CHAPTER 2

### PERSONNEL RULES

~~absolutely certain that the fire can be extinguished by the use of one extinguisher. If it appears the fire might get out of control, notify the Fire Department.~~

~~(s) Confined Spaces: Definition of a "Confined Space" is a space defined by the parallel existence of the following conditions:~~

~~(1) Existing ventilation is insufficient to remove dangerous air contamination and/or oxygen deficiency, which may exist or develop.~~

~~(2) Ready access or egress for the removal of a suddenly disabled employee is difficult due to the location and/or size of the opening(s).~~

~~— Any employee who may be involved in a confined space operation shall be trained in the operating and rescue procedures including instructions as to the hazards they may encounter as detailed in the General Industry Safety Orders, Title 8, Article 108, §5156 through 5159 (See Appendix D).~~

~~— Upon recognition of a confined space, only employees properly trained in confined space operations shall enter a confined space.~~

~~(t) Hazardous Materials and Chemicals: Only employees trained and qualified in the handling and/or use of hazardous materials or chemicals shall do so.~~

~~(u) Office:~~

~~(1) Desk drawers, file drawers, and cabinet doors shall not be left standing open while unattended.~~

~~(2) Chairs, wastebaskets, cords, and other articles shall not be left in aisles or where they constitute a tripping hazard.~~

~~(3) Broken glass or other sharp-edged objects shall not be placed in wastebaskets unless properly protected.~~

~~(4) Report slippery or damaged floor surfaces to your supervisor immediately.~~

~~(5) Clean or wipe up any liquid spills immediately.~~

## CHAPTER 2

### PERSONNEL RULES

- ~~(6) Extension cords should be taped to the floor when it is necessary to put across travelled areas.~~
- ~~(7) Use only an approved type ladder or stepping stool when reaching for material on high shelves or at other elevated positions. Do not use top two steps unattended.~~
- ~~(8) Employees shall report unsafe electrical cords and faulty electrical plugs, electrical equipment, or any other hazardous condition to their supervisor.~~
- ~~(9) Do not overload electrical receptacles or extension cords.~~
- ~~(10) ——— Extension cords not properly grounded shall not be used.~~
- ~~(11) ——— Report any unsafe office equipment to your supervisor.~~
- ~~(12) ——— Materials shall be stored on shelves in a manner to prevent falling. Heavy objects shall be stored on lower shelves.~~
- ~~(v) Motor Vehicles:~~
  - ~~(1) Only employees who are specifically authorized and who possess a valid license or permit for the motor vehicle being used shall operate Agency motor vehicles.~~
  - ~~(2) All state and local motor vehicle laws shall be obeyed, including speed laws.~~
  - ~~(3) Employees shall not permit unauthorized persons to drive, operate, or ride in or on an Agency vehicle.~~
  - ~~(4) All Agency employees shall wear seat belts while driving or riding in Agency vehicles.~~
  - ~~(5) At the start of each work shift each employee must go through the following Automotive Check List before driving their vehicle to insure all is in proper working order:~~

## CHAPTER 2

### PERSONNEL RULES

- ~~i. Head lamps~~
- ~~ii. Tail lights/turn signals~~
- ~~iii. Reflectors~~
- ~~iv. Brakes and hand park brake~~
- ~~v. Horn~~
- ~~vi. Mirrors~~
- ~~vii. Tire pressure and tire tread~~
- ~~viii. Windshield wiper blades and windshield washer reservoir~~
- ~~ix. All windows clean~~
- ~~x. Seat belts operational for each occupant~~
- ~~xi. Complete first aid kit~~
- ~~xii. Fire extinguisher~~
- ~~xiii. Spare tire and tire hanging equipment~~
- ~~xiv. Two-way radio~~

~~— Any defect found on the above list shall be corrected; or if not able to be corrected, shall be reported, red-tagged, and pulled out of operation.~~

~~(6) Any vehicle defect which has developed during the day that is unsafe shall be reported and corrected before further vehicle operation. All other defects shall be reported at the end of the day.~~

~~(7) Employees shall keep the vehicles they operate free of unnecessary materials and debris after use.~~

~~(8) Whenever possible, a vehicle shall be positioned to avoid the need of backing later.~~

## CHAPTER 2

### PERSONNEL RULES

~~(9) Drivers shall use extreme caution when backing a vehicle. If another employee is present, he shall station himself at the rear of the vehicle to assist the driver in backing safely.~~

~~(10) ——— When backing a vehicle which has an obstructed view to the rear:~~

- ~~i. ——— Use a reverse signal or back-up alarm audible above the surrounding noise level, or an OGS 1ver shall signal that it is safe to back.~~
- ~~ii. ——— Back slowly and watch both sides, but do not depend completely on the rear-view mirrors.~~

~~(11) ——— When refueling a vehicle, all ignition systems shall be turned off and no smoking shall be allowed.~~

~~(12) ——— Load poles, ladders, pipe and other lengthy material parallel with the vehicle length. Such material shall not extend beyond the normal sides of the vehicle.~~

~~(13) ——— Material which extends four feet beyond the back of the vehicle and more than the front of the vehicle shall have warning devices attached. Use red flags during the day; use red lights at night or during periods of poor visibility.~~

~~(w) Heavy Equipment:~~

~~(1) Only Agency authorized and qualified employees shall operate equipment.~~

~~(2) Before operation of equipment, operator will make a thorough safety inspection as follows:~~

- ~~i. ——— All control mechanisms for maladjustments.~~
- ~~ii. ——— All safety devices for malfunction.~~
- ~~iii. ——— Air or hydraulic systems for deterioration or leakage. Prior to the first lift of a day, the load shall be test lifted and the brakes checked.~~

## CHAPTER 2

### PERSONNEL RULES

~~iv. Hooks, slings, and load attachment devices.~~

~~v. Available fire extinguisher.~~

~~— If any defect is found, it shall be reported and corrected, or red tagged and pulled out of operation if not able to be corrected.~~

~~(3) Operators shall check to see that no persons or objects are in the way of the vehicles before moving it. Operators shall also check clearances in all directions, especially overhead clearances.~~

~~(4) When refueling equipment, all ignition systems shall be turned off and no smoking shall be allowed.~~

~~(5) Operators shall not allow other employees to ride on equipment except when seats and seat belts are provided for passengers.~~

~~(6) When equipment is left unattended, the booms, or outriggers shall be lowered, engine turned off, and the brake set. When equipment is parked on an incline, the wheels shall be chocked~~

~~(7) Operator shall not swing or suspend loads over other people or equipment. No persons shall stand or walk under elevated loads.~~

~~(8) When not handling a load, forklifts and front loaders shall be operated with the forks or front bucket as low as possible, but high enough to clear the ground.~~

~~(9) When picking up a load with a forklift, the forks shall be set squarely and as far as possible under the load. Forks shall be as wide as possible to fit the load.~~

~~(10) — Operator shall not raise or lower loads while traveling unless necessary. Loads shall be kept below eye level and carried just clear of the ground. If the height of the load would block the operator's vision, the load shall be trailed.~~

## CHAPTER 2

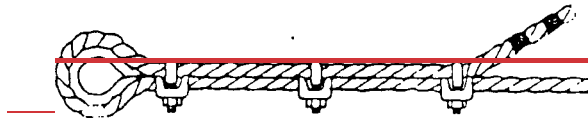
### PERSONNEL RULES

- ~~(11) All questionable loads shall be load tested by lifting load slightly off ground. Equipment shall not be loaded above its rated capacity or carry loads that would cause the rear wheels to raise off the ground. To prevent tipping or falling, all loads shall be lowered to a safe position.~~
- ~~(12) Under no circumstances shall manufacturer-specified load limits be exceeded. Procedures regarding operation and maintenance as specified by the manufacturer shall be followed. Load limits must be stenciled or shown on all hoisting equipment.~~
- ~~(13) To ensure safety and stability with every load, the slings and bindings shall be checked and readjusted as necessary.~~
- ~~(14) One employee shall be designated to give signals to the equipment operator. The operator shall obey only the signals of this person, except for a "stop" signal which can be given by any employee during an emergency situation. (See Appendix A)~~
- ~~(15) Employees shall not be under a suspended load or inside the angle of a winch line. Employees shall not stand or work near a cable, chain, or rope under tension.~~
- ~~(16) Operator shall take the necessary precautions when near energized lines or equipment.~~
- ~~(17) An employee shall not guide winch lines, ropes, or cables by hand when they are standing within the reach of the drum or sheave.~~
- ~~(18) Make wire-rope loops by roper splicing or mechanical clamping of the tail section. Wire-rope clips shall not be used to form eyes in wire rope bridles or slings.~~
- ~~(19) To form eyes in winch lines with U-bolt wire-rope clips, employees shall follow the pattern as shown below. The U-bolt shall be fastened so that the U section is in contact with the dead end of the rope.~~

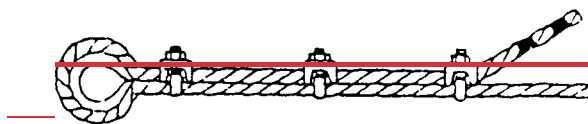
## CHAPTER 2

### PERSONNEL RULES

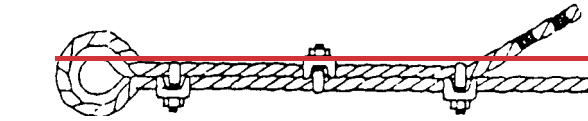
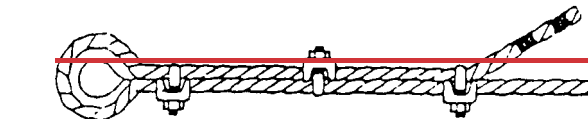
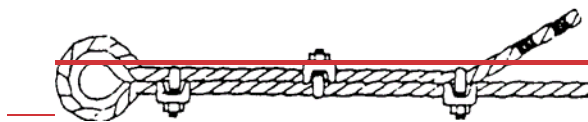
~~(20) No operator shall leave their position at the controls of a crane or other lifting equipment while the load is suspended.~~



~~Correct Method -u bolts of clips on short end of rope. (Live end not distorted.)~~



~~Wrong Method -u bolts on live end of rope. (This will kink strands of live end.)~~



~~Wrong method - staggered clips, two correct and one wrong.~~



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## MEMORANDUM

TO: Board of Directors

FROM: Matt Young, Director of Customer Services  
Jeremy Shepard, Director of Technical Services

DATE: March 26, 2024

RE: Modification to Chapter 4 of the Agency's Personnel and Administrative Manual

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### RECOMMENDATION:

Adopt Resolution 24-\_\_ Proposing Modifications to the Agency's Personnel and Administrative Manual, Chapter 4.

### BACKGROUND:

Chapter 4 of the Personnel and Administrative Manual consists of the Agency's Rules, Regulations, Rates, and Charges governing the distribution of water. Periodically staff will review the Rules and Regulations to determine if there are sections requiring edits to clarify Board direction and administrative processes. Changes generally originate from a periodic review by staff or as a result of interactions with customers. Typically, these edits are minor and do not change or adjust established policy.

### DISCUSSION:

The attached exhibit includes the proposed edits to Chapter 4 of the Agency Rules and Regulations. The changes in the exhibit are noted in strikethrough and bold text. The proposed changes include:

- (1) **Section 40400 Applications for Service.** Adds the option to sever service, as a permanent measure, after a temporary lock (a "termination") has already been imposed, pursuant to noncompliance with a condition of service.
- (2) **Section 41008 Severance of Service by Agency.** This change revises and adds language to remove the requirement that a customer need only be delinquent, before

the Agency severs a service. The language also adds the requirement that staff must provide the customer notification, prior to a severance of service.

(3) **Section 40402 Irrigation Service.** Staff proposes a new paragraph that includes a process for staff to respond to a substantial canal failure. This change gives the General Manager authority to suspend untreated water service, which includes customer billing. The new language also directs staff to complete an evaluation, and to present their findings to the Board within one year.

(4) **Section 41001 Billings and Delinquency.** Adds language to clarify responsibilities of tenants and property owners. Similar language is already included on the bill, and staff recommends that it also be included in the Rules and Regulations.

(5) **Section 40407 Special Conditions for Water through Untreated Water Systems.** This change will align our untreated water billing for seasonal irrigation. The billing cycle for all customers would now start and stop on the same dates - April 15th and October 15th. Staff is recommending this change to assist with the setup of our new utility billing system, and for consistency among customer accounts.

(6) **Section 40613 Encroachment Permits.** This change corrects references and adds language that clarifies permit requirements.

(7) **Creates section 40614 Improvements Within Public Right-of-way.** Addresses improvements within the public right-of-way, which was not previously addressed in the Rules and Regulations.

The attached resolution, amending Chapter 4, is hereby presented for consideration and adoption by the Board.

**ATTACHMENTS:**

Description	Upload Date	Type
Resolution	4/25/2024	Resolution
Exhibit A Proposed Changes	4/25/2024	Backup Material

RESOLUTION 24- \_\_ OF THE BOARD OF DIRECTORS OF THE  
PLACER COUNTY WATER AGENCY  
PROPOSING MODIFICATIONS TO THE AGENCY’S PERSONNEL AND ADMINISTRATIVE MANUAL  
CHAPTER 4 RULES, REGULATIONS, RATES AND CHARGES GOVERNING  
THE DISTRIBUTION AND USE OF WATER

WHEREAS, The Agency’s Board of Directors (Board) is authorized to establish rules and regulations to, among other things, provide for the sale and distribution of water; and

WHEREAS, The Board has, by Resolution, adopted such rules and regulations and, on occasion, has amended those rules and regulations; and

WHEREAS, Agency staff conducts periodic reviews of the Agency’s rules and regulations and proposes changes to the Board for its consideration; and

WHEREAS, Agency staff recently undertook such review of Chapter 4 of the Agency’s rules and regulations of the Agency’s Personnel and Administrative Manual, and has determined that changes are warranted to provide clarity to Agency staff and its customers; and

WHEREAS, the proposed changes are mostly non-substantive and do not modify the policies of the Board; and

WHEREAS, new language was added to the Agency Rules and Regulations to address actions in the event of a significant canal failure; and

WHEREAS, a new section was added to the Agency Rules and Regulations to address improvements within a public right-of-way and improvements within an Agency easement or right-of-way; and

WHEREAS, the proposed changes to the Agency’s Personnel and Administrative Manual, Chapter 4 are included in the attached Exhibit A.

BE IT RESOLVED by the Board of Directors of the Placer County Water Agency as follows:

- (A) The Board hereby approved changes to the Agency’s Personnel and Administrative Manual, Chapter 4 – Rules, Regulations, Rates and Charges Governing the Distribution and Use of Water, as shown in Exhibit A.

This Resolution was duly adopted at a meeting of the Board of Directors of the Placer County Water Agency held on May 2, 2024, by the following vote on roll call:

AYES:

NOES:

ABSTAINED:

ABSENT

Signed and approved by me after its adoption this 2<sup>nd</sup> day of May, 2024.

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Robert Dugan, Chair of the Board  
Placer County Water Agency

ATTEST:

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Lori Young  
Clerk to the Board

## Exhibit A Rules and Regulation Changes

### 1. Sec. 40400 APPLICATIONS FOR SERVICE.

Customers who receive untreated water deliveries agree to complete an agreement as a condition of untreated water service. Failure to complete the agreement may result in a termination **or permanent severance** of service.

### 2. Sec. 41008 SEVERANCE OF SERVICE BY AGENCY.

~~Customers whose water service has been terminated pursuant to this Article, who remain delinquent in the payment of any charges for more than 180 days shall be mailed notice stating that unless they pay all such delinquent charges within 30 days of the date of the notice, the Agency shall sever its obligation to deliver water to the property and remove the water meter or other device.~~  
**who continue to violate the Agency Rules and Regulations during that termination, will be notified that their water service may be permanently severed. Customers will have 30 days from the date of notice to comply with the required conditions or the Agency may sever its obligation to deliver water to the property. A severance of service is a permanent action and once completed, a request for reinstatement of service is dependent on system capacity.**

**Customers who** remain delinquent in the payment of any charges for more than 180 days shall be mailed notice stating that unless they pay all such delinquent charges within 30 days of the date of the notice, the Agency shall sever its obligation to deliver water to the property and remove the water meter or other device.

### 3. Sec. 40402 IRRIGATION SERVICE.

**(e) In the event of a catastrophic canal failure the General Manager shall have the authority to suspend untreated water service, which may include customer billing. During the suspension period, Agency staff shall evaluate the economic feasibility of a repair, and present it to the Agency Board of Directors within one year of the failure for appropriate action.**

4. Sec. 41001 BILLINGS AND DELINQUENCY.

**Tenants are responsible for all services provided and charges until the date of termination of tenancy. Property owners are responsible for all services provided and charges owed once a tenant's termination notice is effective, until close of escrow, or recording of the deed when the property is sold.**

5. Sec. 40407 SPECIAL CONDITIONS FOR WATER THROUGH UNTREATED WATER SYSTEM.

- c) Irrigation seasons. Irrigation service during the calendar year is defined as having two seasonal delivery periods: summer irrigation season and winter irrigation season.

The summer irrigation billing period ~~for the lower system, consisting of areas in or near Auburn, Newcastle, the Loomis Basin, Rocklin, and Lincoln,~~ is from April 15 through October 15. The winter irrigation billing period ~~for the lower system~~ is from October 16 through April 14.

The annual PG&E maintenance outage for the lower system generally starts on the weekend just prior to October 15 of each year. PCWA must change out all of its customer's delivery orifices, from summer delivery rates to winter delivery rates before PG&E cuts its water for the outage. Customers should expect to have their orifices changed to winter delivery the week prior to the beginning of the PG&E outage. Customers who purchase 5 inches or more of summer water may apply to have their bill for summer prorated from October 15 to the date the winter orifice is installed if their summer water service is cut before October 12.

~~The summer irrigation billing period for the upper system, consisting of areas in or near Alta, Monte Vista, Colfax, and Applegate, is from May 1 through September 30. The winter irrigation billing period for the upper system is from October 1 through April 30.~~

6. Sec. 40613 ENCROACHMENT PERMITS.

- a) If an improvement is proposed to be constructed or installed which crosses over or is within the Agency's right-of-way **or easement**, the property owner or the property owner's agent (Applicant) ~~may~~ **shall** apply for an

Encroachment Permit by contacting the Agency's Real Property Program Manager, who will furnish the Applicant with an application. The application shall be completed and signed by the Applicant and shall be accompanied with a design plan detailing the proposed encroachment in relation to the Agency's Facility, easement, and/or right-of-way. An application for an Encroachment Permit may be approved or denied at the Agency's sole discretion.

- e) Unless otherwise specified in the Encroachment Permit, all authorized improvements shall be at the Permittee's sole expense, built to current Agency ~~construction and engineering design standards~~, Improvement standards and shall remain under the sole ownership of the Permittee.
- g) Unpermitted Encroachments. No improvement which crosses over or is within an Agency right-of-way is permitted to be constructed or installed without first obtaining an Encroachment Permit as detailed above. If an encroachment is found to be unpermitted, the property owner shall be notified and shall correct the condition(s). Failure to remove the obstruction within 14 days after notification shall result in remediation of the problem by Agency crews, to be billed to the customer on a time and materials basis, and/or termination of service, at the Agency's sole discretion in accordance with Section ~~40406~~ 40610, 40612, 40920, 41005. Notwithstanding a 14-day notification, the Agency reserves the right to take immediate steps to address unpermitted encroachments.

**Sec. 40614 IMPROVEMENTS WITHIN PUBLIC RIGHT-OF-WAY.**

**If an improvement is proposed to be constructed or installed within a public street or right-of-way where there is an existing Agency facility, the plans for the proposed improvement shall be subject to the review and approval of the Agency for the protection of the public health and operations of the water system. At the Agency's discretion, the applicant of the proposed improvement may be required to make a deposit for and/or pay for the cost for staff time associated with such review.**

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## **M E M O R A N D U M**

TO: Board of Directors

FROM: Jeremy Shepard, Director of Technical Services

DATE: April 10, 2024

RE: Notice of Exemption for McCrary Reservoir Abandonment

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### **RECOMMENDATION:**

Declare the McCrary Reservoir Abandonment exempt from the California Environmental Quality Act (CEQA) and authorize the Clerk to the Board to file a Notice of Exemption.

### **BACKGROUND:**

The McCrary Reservoir is located in an unincorporated area of Newcastle and originally provided storage to the Newcastle Water Treatment Plant which since has been decommissioned. The reservoir is supplied water by the Boardman Canal. Water flows through the reservoir and discharges back into a downstream segment of the Boardman Canal as well as Upper Greeley and Newcastle canals, to ultimately supply water to the Foothill Water Treatment Plant and untreated water customers. The reservoir has had issues with seepage and has been leaking onto adjacent property near Indian Hill Road. Staff has evaluated the operation of the reservoir and canal system and has determined it does not provide adequate storage capacity nor does it provide operational flexibility.

### **DISCUSSION:**

In March, the reservoir was bypassed to investigate the seepage and has been dry for several weeks. This has led to a plan to permanently bypass and abandon use of the reservoir. The reservoir landscape will be returned to native condition with a road to access the west side of the property. Work will include removal of the inlet and outlet to/from the reservoir and sealing the canal with gunite. Trapped water will be removed and approximately 3,000 cubic yards of fill dirt will be placed in the dry



reservoir. The site will be excavated to allow for proper drainage into the Newcastle Canal.

The work will occur within the Foothill region of the Placer County Conservation Program (PCCP). Therefore, PCWA field crews will comply with PCCP Community Condition 2.4, which is comprised of best management practices for operations and maintenance of the raw water distribution system. Based on the review of the project, the Agency has determined that this activity would not have a significant environmental impact on sensitive resources. The project does not require further environmental assessments because it is categorically exempt from CEQA. A Notice of Exemption has been prepared for Board consideration.

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## **M E M O R A N D U M**

**TO:** Board of Directors

**FROM:** Michael A. Willihnganz, Director of Administrative Services

**DATE:** April 15, 2024

**RE:** Temporary Staffing in Support of ERP Project

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### **RECOMMENDATION:**

Consider approving one Limited Term position in the Drinking Water Operations (DWO) Division of the Technical Services Department for a two-year duration to complete the data clean-up and conversion which is necessary for implementation of the Agency's new enterprise resource planning (ERP) system.

### **BACKGROUND:**

The Agency is in the process of implementing a new ERP system. An ERP system is a suite of integrated software applications used to collect, store, manage and interpret data from many business activities including utility billing, financial management, human resources, payroll and maintenance management. Implementation activities will begin in August of this year on the ERP system's maintenance management module, referred to as a computerized maintenance management system (CMMS). The DWO Division, which is heavily dependent on a CMMS, will be migrating from the Agency's existing CMMS software product, Maintenance Connection, to a new CMMS product provided by Tyler Technologies. In preparation for this migration to the new CMMS software, a significant amount of data clean-up and conversion will be necessary.

The primary responsibility of the individual appointed to the Limited Term position in the DWO Division will be the preparation of data for migration to the new CMMS product within the ERP system. However, this individual will also provide administrative support for several other projects which are finite in duration. This includes supporting the Agency's compliance with the Lead and Copper Service Line

Assessment/Replacement Program, asset management support for the recently acquired Weimar Water System, as well as support for the design, construction, start-up and permitting of the new Colfax and Ophir Water Treatment Plants.

DISCUSSION:

The DWO Division of the Technical Services Department is requesting one Limited Term position for a period of two years to support the migration to a new CMMS software product within the Agency's ERP system, as well as to provide administrative support for several projects which are limited in duration and finite in nature. This is a temporary staffing solution. At the end of the two-year period, the Limited Term position will be eliminated.

FISCAL IMPACT:

Funding for this Limited Term position will come from the Water Division, Operations Budget, within the Drinking Water Division of the Department of Technical Services.

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## MEMORANDUM

TO: Board of Directors

FROM: Lori Young, Clerk to the Board

DATE: April 17, 2024

RE: March 21, 2024, Minutes

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### RECOMMENDATION:

Approve the March 21, 2024, Minutes.

### **ATTACHMENTS:**

Description	Upload Date	Type
March 21, 2024, Minutes	4/18/2024	Minutes

**MINUTES**  
**BOARD OF DIRECTORS**  
**PLACER COUNTY WATER AGENCY**

**Thursday, March 21, 2024**

**2:00 p.m. Regular Meeting**

Agency Personnel Present Who Spoke: ANDY FECKO, General Manager; DAN KELLY, General Counsel; LORI YOUNG, Clerk to the Board; BRIE ANNE COLEMAN, Communications Manager; TONY FIRENZI, Director of Strategic Affairs; KELLY SHIVELY, Engineering Services Manager

**A. CALL TO ORDER:**

Chair Dugan called the regular meeting of the Placer County Water Agency Board of Directors to order at 2:00 p.m. in the American River Room, Placer County Water Agency Business Center, 144 Ferguson Road, Auburn, California.

**1. Roll Call**

The Clerk to the Board called roll.

Present: Vice-Chair GRAHAM "GRAY" ALLEN, JOSHUA ALPINE, Chair ROBERT DUGAN, MICHAEL "MIKE" LEE, and PRIMO SANTINI, III

Absent: none

**2. Pledge of Allegiance**

Hank White, General Manager of the Foresthill Public Utility District, led the Pledge of Allegiance.

**3. Announcements, introductions, and recognitions**

On behalf of the Board of Directors, Chair Dugan congratulated Carol Cramer on being named City Historian for the City of Auburn.

**B. PUBLIC COMMENT:**

Patrick Dowden provided: 1) public comment regarding a water leak along King Road in Loomis, and 2) a photo of said area.

Carole Cory provided: 1) public comment regarding repair of the water leak along Kind Road in Loomis, and 2) a letter to the Board regarding said leak.

Chair Dugan directed General Counsel to set up a meeting with Patrick Dowden and Carole Cory.

Joanne English provided public comment regarding fire hydrant locations/installation in Newcastle.

Chair Dugan directed staff to follow-up with Joanne English.

C. REPORTS BY DEPARTMENT HEADS

Director of Field Services reported on damage at PG&E's Spaulding No. 1 Powerhouse and impacts to the Agency.

D. AGENDA CHANGES AND REVIEW:

There were no changes.

E. CONSENT CALENDAR:

Action:

1. Consider adopting Resolution 24-05 Declaring Certain Agency Items to be Surplus Property and No Longer Necessary for Agency Use; and Authorizing Disposal or Sale Thereof.
2. Consider approving payment of insurance premiums for the Agency's property and casualty insurance coverage programs in an amount not to exceed the 2024 insurance budget of \$2,010,494.

Information, Receive and File:

3. Treasurer's Investment Report for month ended February 29, 2024.
4. Check Register 24-05 expenses disbursed.
5. Board of Directors' expenses for February 2024.

There was no public comment.

Motion by Director Santini approving Consent Calendar items 1, 2, 3, 4, and 5; motion seconded by Director Alpine. Roll call vote: Director Allen AYE, Director Alpine AYE, Director Lee AYE, Director Santini AYE, and Chair Dugan AYE. The motion passed.

F. AGREEMENTS AND CONTRACTS:

Action:

1. Consider approving General Services Agreement No. FS-2460349 with Statewide Traffic Safety and Signs, Inc. in an amount not to exceed \$250,000 for on-call vehicular traffic control services.
2. Consider the following for the Covey Road Pipeline Replacement Project:

- a. Declaring the project exempt from the California Environmental Quality Act and authorizing the Clerk to the Board to file a Notice of Exemption; and
  - b. Awarding Construction Contract No. 2022-06 to Soracco, Inc. in the amount of \$446,607.
3. Consider approving the following treated water service applications:
  - a. Facilities Agreement (FA) 2797, Sunset West - Lot 1 (Atherton Center) West Oaks Bridge, Rocklin, 0.0 Units of Capacity (UOC); and
  - b. FA 2837, Whitney Ranch Unit 49, Rocklin, 75.2 UOC.

Reporting on agenda item F.2, the General Manager noted the Agency received an advisory letter alleging some irregularities with Soracco, Inc. Engineering Services Manager reported staff reviewed the information provided in the letter and has complied with legal requirements, and staff supports approval of item F.2.

There was no public comment.

Motion by Director Lee approving Agreement and Contract items 1, 2, and 3; motion seconded by Director Allen and adopted by unanimous vote of Directors present.

G. ADMINISTRATION:

1. In closeout of 2023 and planning for 2024:
  - a. Receive an overview of the 2023 Year End Report; and

Communications Manager provided a high-level review of PCWA's 2023 Year End Report (PowerPoint presentation provided).

Sean Bigley, City of Roseville, extended the City of Roseville's appreciation for the excellent work PCWA does relative to regional partnerships.

- b. Discuss the draft 2024 Strategic Plan.

Director of Strategic Affairs provided a brief overview of the proposed changes to the Strategic Plan highlighting five priority issues for 2024.

The Board of Directors provided feedback on the draft Strategic Plan. The Chair noted he is not comfortable removing *Information Technologies* from the Strategic Plan. Direction was provided to staff to consider reinserting *Information Technologies* back into the Strategic Plan at the policy level.

There was no public comment.

Communications Manager introduced Christine Kohn with IN Communications, and provided a PowerPoint presentation on the Agency's 2024 Outreach and Communications Program.

Carol Cramer provided public comment on the communications messaging noting the Agency needs to somehow emphasize that PCWA has enough water for today, tomorrow, and future generations.

On behalf of the IN Communications team, Christine Kohn thanked PCWA for the opportunity to work on the Agency's 2024 Outreach and Communications Program.

H. REPORTS BY DIRECTORS:

Director Santini reported on the General Manager's and Director of Strategic Affairs presentation at yesterday's North State Building Industry Association meeting.

Director Alpine reminded staff that the call for project applications for the Community Project Funding/Congressionally Directed Spending Projects is currently underway.

Chair Dugan reported he attended last week's Regional Water Authority (RWA) Board meeting.

I. REPORTS BY GENERAL COUNSEL:

General Counsel reported the Sacramento Superior Court has upheld the State Water Board's 2018 Bay Delta Plan update, denying all claims by petitioners.

J. REPORTS BY GENERAL MANAGER:

General Manager: 1) reminded the Board of the Form 700 deadline and to complete any state mandated trainings, 2) noted the Finance Committee will meet on April 4<sup>th</sup>, 3) reported Representative Kevin Kiley's office helped the Agency on a ~\$6 million Community Project Funding/Congressionally Directed Spending project for sediment removal from Ralston Afterday resulting from the Mosquito Fire, and 4) reported on RWA's Watershed Resilience Pilot Project.

K. CLOSED SESSION:

Due to a conflict of interest, Director Alpine recused himself from participating in the discussion of item K.1. He did not recess to the Closed Session.

With all members present, as heretofore designated, the meeting adjourned to closed session at 3:51 p.m. to consider the following:

1. Conference with Legal Counsel - Existing Litigation - Pursuant to Paragraph (1) of subdivision (d) of Section 54956.9 of the Government Code.  
Name of case: Mosquito Fire Cases  
San Francisco County Superior Court Case No. JCCP 5272

L. REPORT FROM CLOSED SESSION:

The Board returned from closed session at 5:06 p.m. with nothing to report.



M. ADJOURNMENT:

At 5:07 p.m. Director Lee made a motion to adjourn; motion seconded by Director Allen and adopted by unanimous vote of Directors present.

ATTEST:

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Lori Young, Clerk to the Board  
Placer County Water Agency

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## **M E M O R A N D U M**

TO: Board of Directors

FROM: Jeremy Shepard, Director of Technical Services

DATE: April 17, 2024

RE: Supply and Demand Report for Water Systems

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### **RECOMMENDATION:**

No action requested.

### **BACKGROUND:**

This report includes applications for water service for the May 2, 2024 Board Meeting and includes applications received as of April 17, 2024. Applications received after April 17, 2024, will be on the May 16, 2024 Board Agenda.

### **LOWER UNTREATED WATER SYSTEM:**

Staff has approved connections totaling 2.5 summer miner's inches and 1.5 winter miner's inches. These new connections are equivalent to 36.2 acre-feet (AF) of new untreated water commitment.

There are no reductions of previously authorized untreated water commitment.

The net change in untreated water commitment is an increase of 36.2 AF. The remaining supply is 25,330.1 AF.

### **UPPER UNTREATED WATER SYSTEM:**

There are no requests for untreated water commitment.

There is one customer discontinuance for a reduction of 0.5 AF of previously authorized untreated water commitment.

The net change in untreated water commitment is a decrease of 4.5 AF. The remaining supply is 14,676.3 AF.

**ATTACHMENTS:**

Description	Upload Date	Type
Supply Demand Report - 05-02-2024	4/17/2024	Backup Material



Supply and Demand Report for  
Western Water System (Zone 6)  
May 2, 2024 Board Meeting

Supply Summary	Acre Feet (AF)
PG&E Western Water System	100,400
PG&E Zone 3	25,000
Canyon Creek Water Rights <sup>(1)</sup>	3,400
PCWA Middle Fork Project <sup>(2)</sup>	35,500
NID Deliveries to Foothill WTP	1,920
<b>Total Supply</b>	<b>166,220</b>

Lower Untreated Water System		AF
Supply		141,220.00
Baseline Demand		
Realized (2021)		88,197.50
Realized Zone 5 (2021) <sup>(3)</sup>		14,944.00
Committed Demand		
Bickford Ranch		1,538.50
Auburn-Bowman		2,296.45
Foothill-Sunset-Ophir		7,337.44
Total Committed Demand		11,172.39
<b>Total Baseline Demand</b>		<b>114,313.89</b>
Commitments Post 2021		
Since Baseline <sup>(5)</sup>		1,539.78
Requests this Meeting		36.20
<b>Total Commitments Post 2021</b>		<b>1,575.98</b>
Remaining Supply upon approval of requests at this meeting.		25,330.13

Untreated Water Supply and Demand Summaries

Upper Untreated Water System (Zone 3)		
Supply		25,000.00
Baseline Demand		
Realized (2021)		9,676.90
Committed Demand		
Alta		138.35
Monte Vista		27.45
Colfax		244.77
Applegate		9.19
Total Committed Demand		419.75
<b>Total Baseline Demand</b>		<b>10,096.65</b>
Commitments Post 2021		
Since Baseline <sup>(5)</sup>		231.61
Requests this Meeting		-4.52
<b>Total Commitments Post 2021</b>		<b>227.08</b>
Remaining Supply upon approval of requests at this meeting.		14,676.27

Lower Treated Water Systems				
	Foothill-Sunset-Ophir <sup>(6)</sup>		Auburn-Bowman	
<b>Total Capacity <sup>(4)</sup></b>	<b>65.000 MGD</b>	<b>56,521.7 UOC</b>	<b>15.000 MGD</b>	<b>13,043.5 UOC</b>
Baseline Demand				
Realized (Summer 2021)	51.900 MGD		10.900 MGD	
Committed Demand <sup>(7)</sup>	8.846 MGD		1.091 MGD	
Entitlements <sup>(8)</sup>	5.874 MGD		0.290 MGD	
No Demand Meters <sup>(9)</sup>	0.160 MGD		0.084 MGD	
Drought Rebound <sup>(10)</sup>	2.812 MGD		0.636 MGD	
Consolidations <sup>(11)</sup>	0.000 MGD		0.082 MGD	
<b>Total Baseline Demand</b>	<b>60.746 MGD</b>	<b>52,822.7 UOC</b>	<b>11.991 MGD</b>	<b>10,427.1 UOC</b>
Commitments Post 2021				
Since Baseline <sup>(12)</sup>	2.199 MGD	1,912.5 UOC	0.100 MGD	86.8 UOC
Requests this Meeting	0.000 MGD	0.0 UOC	0.000 MGD	0.0 UOC
<b>Total Commitment</b>	<b>2.199 MGD</b>	<b>1,912.5 UOC</b>	<b>0.100 MGD</b>	<b>86.8 UOC</b>
Remaining Supply after approval of requests at this meeting:				
Based on Normal Capacity	2.055 MGD	1,786.6 UOC	2.909 MGD	2,529.6 UOC

Upper Treated Water Systems									
Applegate		Colfax		Monte Vista		Alta		Weimar <sup>(13)</sup>	
0.071 MGD	62.1 UOC	1.244 MGD	1,081.7 UOC	0.102 MGD	88.7 UOC	0.512 MGD	445.2 UOC	1.000 MGD	869.6 UOC
0.055 MGD		0.807 MGD		0.053 MGD		0.265 MGD		0.690 MGD	
0.005 MGD		0.076 MGD		0.004 MGD		0.111 MGD		0.108 MGD	
0.000 MGD		0.000 MGD		0.000 MGD		0.000 MGD		0.053 MGD	
0.001 MGD		0.013 MGD		0.000 MGD		0.005 MGD		0.000 MGD	
0.004 MGD		0.063 MGD		0.004 MGD		0.021 MGD		0.054 MGD	
0.000 MGD		0.000 MGD		0.000 MGD		0.085 MGD		0.000 MGD	
<b>0.060 MGD</b>	<b>52.6 UOC</b>	<b>0.883 MGD</b>	<b>767.8 UOC</b>	<b>0.057 MGD</b>	<b>49.7 UOC</b>	<b>0.376 MGD</b>	<b>326.6 UOC</b>	<b>0.798 MGD</b>	<b>693.6 UOC</b>
0.001 MGD	1.0 UOC	0.006 MGD	5.0 UOC	0.000 MGD	0.0 UOC	0.001 MGD	0.5 UOC	-0.001 MGD	-1.0 UOC
<b>0.000 MGD</b>	<b>0.0 UOC</b>	<b>0.000 MGD</b>	<b>0.0 UOC</b>	<b>0.000 MGD</b>	<b>0.0 UOC</b>	<b>0.000 MGD</b>	<b>0.0 UOC</b>	<b>0.000 MGD</b>	<b>0.0 UOC</b>
<b>0.001 MGD</b>	<b>1.0 UOC</b>	<b>0.006 MGD</b>	<b>5.0 UOC</b>	<b>0.000 MGD</b>	<b>0.0 UOC</b>	<b>0.001 MGD</b>	<b>0.5 UOC</b>	<b>-0.001 MGD</b>	<b>-1.0 UOC</b>
0.010 MGD	8.5 UOC	0.355 MGD	308.9 UOC	0.045 MGD	39.0 UOC	0.135 MGD	118.1 UOC	0.203 MGD	177.0 UOC

Footnotes:

- (1) Canyon Creek Water Right varies annually based on snow pack and flows in the creek. This water right can be used anywherein western Placer County; however, it is shown here to be assigned to the Lower Untreated Water System.
- (2) PCWA Middle Fork Project (MFP) water supply to City of Roseville, San Juan Water District, and others is delivered to Fokom Reservoir for diversion.
- (3) Zone 5 demand fluctuated between 4,014 - 14,944 AF between 2015 and 2021, the 2021 demand was used.
- (4) Reservation of untreated water for treatment plant build out of Alta at 0.512 MGD, Monte Vista at 0.102 MGD, Colfax at 1.244 MGD, Weimar at 1.000 MGD, Applegate at 0.071 MGD, Foothill at 60 MGD, Sunset at 5 MGD, Auburn at 8 MGD, and Bowman 7 MGD.
- (5) Includes Board approved untreated water requests 6 months (1/1/2021) before baseline to compensate for demand not yet realized.
- (6) Ophir WTP and associated infrastructure are planned facilities included within the Agency's Water Connection Charge program. The capacity gained from Ophir WTP will be added to this report once the plant is constructed and operational.
- (7) This amount reflects unrealized demand that is not included in the baseline demand and includes entitlements, no demand meters, drought rebound and consolidations.
- (8) This includes remaining capacity of water supply contracts and other agreements. The Foothill-Sunset-Ophir System unrealized demands included 3.87 MGD for the City of Lincoln and 0.853 MGD for Cal-Am. The Weimar Water System unrealized demand includes 0.053 MGD for Midway Heights CWD.
- (9) No demand meters are based on active accounts with a no demand rate class as of 8/10/2021.
- (10) Drought rebound is the estimated amount of treated water the retail system anticipates to recover after temporary conservation is achieved through ongoing drought regulations and messaging.
- (11) Consolidations includes those projects where a public water system has executed a consolidation agreement with PCWA to reserve capacity.
- (12) Includes Board approved facilities agreements after 1/1/2020 and infill requests after 1/1/2021 to compensate for demand not yet realized. This excludes any post baseline commitments from Weimar Water System prior to 10/2/2023.
- (13) The Weimar Water System acquisition was completed on 10/2/2023, demand and entitlements were included from the previous owner's 2021 calendar year records.

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## **M E M O R A N D U M**

**TO:** Board of Directors

**FROM:** Joseph H. Parker, CPA, Director of Financial Services

**DATE:** April 18, 2024

**RE:** Board Check Register 24-08

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**RECOMMENDATION:**

Check Register 24-08 expenses disbursed, receive and file.

**ATTACHMENTS:**

Description	Upload Date	Type
Board Check Register 24-08	4/18/2024	Backup Material

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PLACER COUNTY WATER AGENCY

BOARD MEETING DATE 5/02/2024

SUMMARY

OF

CHECK REGISTER #24-08

FOR THE PERIOD OF

4/06/2024 - 4/19/2024

AGENCY WIDE	\$245,575.10
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POWER SYSTEMS	790,069.90
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WATER SYSTEMS	1,057,065.18
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GRAND TOTAL	\$2,092,710.18
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## PLACER COUNTY WATER AGENCY

### Check Register # 24-08

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The Board of Directors of Placer County Water Agency as of this date, 5/02/2024, does hereby receive and file check register listing for the period from 4/06/2024 to 4/19/2024 in the amount of \$2,092,710.18.

DEPT OF WATER RESOURCES	DAM FEES	293,573.00
P G & E	WATER PURCHASE	209,761.88
PUBLIC EMPLOYEES RETIREMENT SYSTEM	PAYROLL SUMMARY	186,210.77
PUBLIC EMPLOYEES RETIREMENT SYSTEM	PAYROLL SUMMARY	185,992.37
PLACER COUNTY	PAYMENT PER MOA	177,478.25
SIMPSON & SIMPSON, INC.	PAVING	62,508.50
GE DIGITAL LLC	SUPPLIES EXPENSE	60,610.27
MARSH MANAGEMENT SERVICES INC.	PROFESSIONAL SERVICES	58,372.02
SACRAMENTO PRESTIGE GUNITE LLC	GUNITE	56,230.24
GANNETT FLEMING, INC.	PROFESSIONAL SERVICES	54,813.63
WESTERN AREA POWER ADMIN	WHOLESALE POWER	51,348.16
BLACK & VEATCH CORPORATION	PROFESSIONAL SERVICES	48,371.75
ATLAS BUILDING SOLUTIONS	MAINTENANCE EXPENSE	36,638.74
NORTHWEST HYDRAULIC CONSULT	PROFESSIONAL SERVICES	35,756.82
CDW GOVERNMENT INC.	SUPPLIES EXPENSE	24,618.57
SACRAMENTO PRESTIGE GUNITE LLC	GUNITE	22,316.36
PETERSON BRUSTAD, INC	PROFESSIONAL SERVICES	22,065.00
CORROSION INTEGRITY, LLC	MAINTENANCE EXPENSE	20,746.00
DATAPROSE	PRINTING EXPENSE	19,751.97
ING CAL PERS PLAN 457	PAYROLL SUMMARY	19,310.19
NORTHWEST HYDRAULIC CONSULT	PROFESSIONAL SERVICES	18,904.13
BUILTWARE FABRICATION INC	MAINTENANCE EXPENSE	17,979.85
THERMOFIN	SUPPLIES EXPENSE	17,810.00
BLACKBURN CONSULTING	PROFESSIONAL SERVICES	17,437.50
AIRGAS NCN	SUPPLIES EXPENSE	15,383.03
EMPOWER RETIREMENT, LLC	PAYROLL SUMMARY	13,126.92
CINTAS CORPORATION	UNIFORM EXPENSE	12,953.36
THATCHER COMPANY OF CALIFORNIA, INC	CHEMICAL EXPENSE	11,614.06
LINKEDIN CORPORATION	ADVERTISING EXPENSE	11,187.49
GRAINGER	SUPPLIES EXPENSE	11,161.53
A & P HELICOPTERS, INC	HELICOPTER SERVICE	11,088.00
UNIVAR SOLUTIONS USA, INC	CHEMICAL EXPENSE	10,602.07

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## PLACER COUNTY WATER AGENCY

### Check Register # 24-08

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WATER WORKS ENGINEERS, LLC.	PROFESSIONAL SERVICES	10,416.21
CDW GOVERNMENT INC.	SUPPLIES EXPENSE	8,297.58
MVP REPAIR SERVICE CO	MAINTENANCE EXPENSE	8,050.00
HUNT & SONS LLC	FUEL EXPENSE	7,866.67
AT&T	UTILITY EXPENSE	7,472.65
KRUGER INC	SUPPLIES EXPENSE	7,036.61
OLIN CORP SOLE MEMBER PIONEER AMER	CHEMICAL EXPENSE	6,800.57
HARRIS TRUCKING INCORPORATED	ROAD BASE	6,685.57
P G & E	UTILITY EXPENSE	6,563.84
APPLIED INDUSTRIAL TECHNOLOGIES LLC	SUPPLIES EXPENSE	6,521.34
HDR ENGINEERING INC	PROFESSIONAL SERVICES	6,282.66
CRANMER ENGINEERING INC	WATER TESTING	6,250.00
LOCAL 39 STATIONARY ENGINEERS	PAYROLL SUMMARY	6,007.11
REXEL USA, INC.	SUPPLIES EXPENSE	5,452.39
SAFETY ONE TRAINING INTL., INC.	TRAINING EXPENSE	5,370.00
PACE SUPPLY CORPORATION	SUPPLIES EXPENSE	5,265.25
AT&T	UTILITY EXPENSE	5,097.32
LIFEGUARD FIRST AID AND SAFETY	SUPPLIES EXPENSE	5,045.37
HUNT & SONS LLC	FUEL EXPENSE	4,767.84
HILLS FLAT LUMBER COMPANY	SUPPLIES EXPENSE	4,597.61
WOODARD & CURRAN INC.	PROFESSIONAL SERVICES	4,500.00
RECOLOGY	UTILITY EXPENSE	4,483.14
PACE SUPPLY CORPORATION	SUPPLIES EXPENSE	4,038.16
DAVIS2 CONSULTING	PROFESSIONAL SERVICES	3,950.31
PSOMAS	PROFESSIONAL SERVICES	3,791.40
TRIHYDRO CORPORATION	PROFESSIONAL SERVICES	3,783.75
EVOTEK, INC.	MAINTENANCE AGREEMENT	3,675.03
GRAINGER	SUPPLIES EXPENSE	3,451.05
HOLT OF CALIFORNIA	SUPPLIES EXPENSE	3,246.08
STANTEC CONSULTING SERVICES, INC	PROFESSIONAL SERVICES	3,171.25
AMAZON CAPITAL SERVICES, INC.	SUPPLIES EXPENSE	3,152.32
AMAZON CAPITAL SERVICES, INC.	SUPPLIES EXPENSE	2,902.18



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## PLACER COUNTY WATER AGENCY

### Check Register # 24-08

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QUINCY COMPRESSORS LLC	SUPPLIES EXPENSE	2,848.60
JOHNSON, NICK	EXPENSE REIMBURSEMENT	2,737.39
BLACK & VEATCH CORPORATION	PROFESSIONAL SERVICES	2,516.27
THOMAS R JOHNSON LLC	PROFESSIONAL SERVICES	2,450.00
SYDOW, GREGG	EXPENSE REIMBURSEMENT	2,410.32
AUBURN BODY SHOP, INC	VEHICLE MAINTENANCE	2,403.50
CB PACIFIC, INC.	MAINTENANCE AGREEMENT	2,400.00
GAMEZ, GERARDO	EXPENSE REIMBURSEMENT	2,279.82
GLATFELTER CLAIMS MANAGEMENT	SETTLEMENT EXPENSE	2,251.13
BLUE TARP FINANCIAL	SUPPLIES EXPENSE	2,089.48
HUNT AND SONS, INC	FUEL EXPENSE	2,047.07
HD SUPPLY CONS & INDUST - WHITE CAP	SUPPLIES EXPENSE	1,930.50
ELITE SUPPLY SOURCE, INC.	SUPPLIES EXPENSE	1,921.06
CERULEAN STUDIOS, LLC	MAINTENANCE AGREEMENT	1,800.00
WEST YOST & ASSOCIATES	PROFESSIONAL SERVICES	1,766.00
AQUA SIERRA CONTROLS, INC	MAINTENANCE EXPENSE	1,761.84
DEPT OF TOXIC SUBSTANCES CONTROL	PERMIT FEES	1,734.24
BIG BRAND TIRE & SERVICE	VEHICLE MAINTENANCE	1,691.75
LANDMARK ENVIRONMENTAL, INC	PROFESSIONAL SERVICES	1,661.25
WAVEDIVISION HOLDINGS LLC	UTILITY EXPENSE	1,659.95
TRUCKSMART	VEHICLE MAINTENANCE	1,620.32
HANSON BRIDGETT LLP	LEGAL SERVICES	1,536.85
WILLIAMS SCOTSMAN, INC.	RENTAL EXPENSE	1,501.24
SILKE COMMUNICATIONS SOLUTIONS, INC	VEHICLE MAINTENANCE	1,474.00
PACO VENTURES, LLC	MAINTENANCE EXPENSE	1,423.86
NAPA AUTO PARTS	VEHICLE MAINTENANCE	1,343.36
CALIFORNIA STATE DISBURSEMENT UNIT	PAYROLL SUMMARY	1,292.30
ODP BUSINESS SOLUTIONS, LLC	SUPPLIES EXPENSE	1,279.90
APS ENVIRONMENTAL	MAINTENANCE EXPENSE	1,269.75
BAY ALARM COMPANY	SECURITY EXPENSE	1,236.12
LIFE IS GOOD RENTALS	RENTAL EXPENSE	1,197.00
FASTENAL COMPANY	SUPPLIES EXPENSE	1,178.91

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## PLACER COUNTY WATER AGENCY

### Check Register # 24-08

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HACH COMPANY	SUPPLIES EXPENSE	1,141.43
JENSEN LANDSCAPE SERVICES, LLC	LANDSCAPING SERVICE	1,137.00
TRUCKSMART	VEHICLE MAINTENANCE	1,129.34
PENGUIN'S CATERING	MEETING EXPENSE	1,048.37
JEREMY D. WEINSTEIN,	LEGAL SERVICES	990.00
GEXPRO	SUPPLIES EXPENSE	984.96
ARC DOCUMENT SOLUTIONS, LLC	PRINTING EXPENSE	982.56
FASTENAL COMPANY	SUPPLIES EXPENSE	950.26
ARC DOCUMENT SOLUTIONS, LLC	PRINTING EXPENSE	928.03
WAREHOUSE PAINT	SUPPLIES EXPENSE	924.82
DE LAGE LANDEN FINANCIAL SRV	COPIER LEASE	893.70
SIERRA SAFETY COMPANY	SUPPLIES EXPENSE	889.21
HOME DEPOT USA, INC.	SUPPLIES EXPENSE	868.75
INLAND BUSINESS MACHINES	MAINTENANCE AGREEMENT	868.46
PROCESS INNOVATIONS/PROCESS PLUGINS	SOFTWARE EXPENSE	860.00
UNIVAR SOLUTIONS USA, INC	CHEMICAL EXPENSE	853.20
TREJO, HEATHER	EXPENSE REIMBURSEMENT	786.80
RECOLOGY	UTILITY EXPENSE	780.52
RAFTELIS FINANCIAL CONSULTANTS INC	PROFESSIONAL SERVICES	772.50
CONTRACTOR COMPLIANCE & MONITORING	PROFESSIONAL SERVICES	750.00
CVPWA	MEMBERSHIP EXPENSE	750.00
MALLORY SAFETY AND SUPPLY	SUPPLIES EXPENSE	736.81
BOYLE FUTURE TECHNOLOGY	VEHICLE MAINTENANCE	731.92
KIMBALL MIDWEST	SUPPLIES EXPENSE	724.03
INLAND BUSINESS MACHINES	MAINTENANCE AGREEMENT	663.36
XEROX FINANCIAL SERVICES LLC	COPIER LEASE	662.24
OTIS ELEVATOR COMPANY	MAINTENANCE EXPENSE	656.05
AETHER ADVISORS LLC	PROFESSIONAL SERVICES	625.00
TREE PRO TREE SERVICE, INC	TREE REMOVAL SERVICE	623.99
NAPA AUTO PARTS	VEHICLE MAINTENANCE	615.92
FLOODPLAIN MANAGEMENT ASSOC.	SPONSORSHIP EXPENSE	600.00
PACO VENTURES, LLC	SUPPLIES EXPENSE	586.77

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## PLACER COUNTY WATER AGENCY

### Check Register # 24-08

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The Board of Directors of Placer County Water Agency as of this date, 5/02/2024, does hereby receive and file check register listing for the period from 4/06/2024 to 4/19/2024 in the amount of \$2,092,710.18.

THE PERMANENTE MEDICAL GROUP	MEDICAL SERVICES	575.00
AUBURN FORD	VEHICLE MAINTENANCE	569.22
BATTERIES PLUS	SUPPLIES EXPENSE	540.19
ASBURY ENVIRONMENTAL SERVICES	MAINTENANCE AGREEMENT	525.08
SAC ICE	MAINTENANCE EXPENSE	510.29
HOME DEPOT USA, INC.	SUPPLIES EXPENSE	509.23
LEAF	COPIER LEASE	492.87
SGS NORTH AMERICA INC	TESTING EXPENSE	480.00
SIERRA SAFETY COMPANY	SUPPLIES EXPENSE	470.56
MC MASTER-CARR SUPPLY COMPANY	SUPPLIES EXPENSE	443.35
GOLD MOUNTAIN CALIFORNIA NEWS MEDIA	ADVERTISING EXPENSE	401.46
PREMIER TRAINING NETWORK	TRAINING EXPENSE	395.00
MASON BRUCE & GIRARD, INC.	PROFESSIONAL SERVICES	382.50
LOOMIS ARMORED US, LLC	TRANSPORT SERVICES	376.42
SCOTT TECHNOLOGY GROUP SACRAMENTO	MAINTENANCE AGREEMENT	372.83
KRONICK MOSKOVITZ TIEDEMANN	LEGAL SERVICES	370.00
P G & E	UTILITY EXPENSE	369.69
GOLDEN 1 CREDIT UNION	PAYROLL SUMMARY	366.06
WAREHOUSE PAINT	SUPPLIES EXPENSE	354.35
OREILLY AUTOMOTIVE STORES	VEHICLE MAINTENANCE	353.86
YOUNG, LORI	EXPENSE REIMBURSEMENT	340.07
SCOTT TECHNOLOGY GROUP SACRAMENTO	MAINTENANCE AGREEMENT	332.34
RS AMERICAS, INC.	SUPPLIES EXPENSE	324.31
AUBURN ACE HARDWARE	SUPPLIES EXPENSE	317.72
AT&T INTERNET SERVICES	UTILITY EXPENSE	309.01
CV INDUSTRIAL CORP	SUPPLIES EXPENSE	305.71
FOOTHILL FIRE PROTECTION	MAINTENANCE EXPENSE	290.00
DIRECT TV	UTILITY EXPENSE	285.96
ROADSAFE TRAFFIC SYSTEMS	CREDIT BALANCE REFUND	280.30
CWE	PROFESSIONAL SERVICES	275.00
BAXTER CANYON WATER COMPANY	WATER SERVICE	272.00
LIFE IS GOOD RENTALS	RENTAL EXPENSE	250.00

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## PLACER COUNTY WATER AGENCY

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BATTERIES PLUS	SUPPLIES EXPENSE	244.07
WHOLESALE TRAILER SUPPLY	VEHICLE MAINTENANCE	224.07
CONFIDENTIAL DOCUMENT CONTROL	RECORDS DESTRUCTION	205.00
RAMOS ENVIRONMENTAL SERVICES	MAINTENANCE EXPENSE	200.00
ROCKLIN 41 LLC	CREDIT BALANCE REFUND	197.49
AUBURN ACE HARDWARE	SUPPLIES EXPENSE	177.93
RALEY'S DRUG	SUPPLIES EXPENSE	170.62
HAZEN AND SAWYER, D.P.C.	PROFESSIONAL SERVICES	165.00
ODP BUSINESS SOLUTIONS, LLC	SUPPLIES EXPENSE	154.69
ALEXANDER, CLINTON	EXPENSE REIMBURSEMENT	145.00
REINTJES, DARIN	EXPENSE REIMBURSEMENT	133.64
SWRCB-DWOC	LICENSE EXPENSE	120.00
SWRCB-DWOC	LICENSE EXPENSE	120.00
ATLAS COPCO COMPRESSORS LLC	SUPPLIES EXPENSE	119.23
RICKARDS, BRIAN	EXPENSE REIMBURSEMENT	110.88
KASSBOHRER ALL TERRAIN VEHICLES INC	VEHICLE MAINTENANCE	110.58
ASBURY ENVIRONMENTAL SERVICES	MAINTENANCE EXPENSE	105.00
CAMPBELL, LUCAS	EXPENSE REIMBURSEMENT	105.00
DITCH WITCH WEST	SUPPLIES EXPENSE	104.47
STUCK, TIMOTHY	EXPENSE REIMBURSEMENT	100.06
THORNTON, BRIANNA	CREDIT BALANCE REFUND	100.00
SWRCB-DWOC	LICENSE EXPENSE	100.00
SIERRA SAW	SUPPLIES EXPENSE	98.43
FEDERAL EXPRESS CORP.	SHIPPING EXPENSE	93.36
WORTON'S FORESTHILL GROCERY, INC	SUPPLIES EXPENSE	88.40
WALKERS OFFICE SUPPLY	SUPPLIES EXPENSE	80.44
EIRAS, STACIE	CREDIT BALANCE REFUND	79.79
CONRAD, ETHAN	CREDIT BALANCE REFUND	77.83
FLOOD, DAVID	CREDIT BALANCE REFUND	75.64
MERCER, EVE	CREDIT BALANCE REFUND	73.28
NICHOLS, MAIJA	CREDIT BALANCE REFUND	72.85
QUINCY COMPRESSORS LLC	SUPPLIES EXPENSE	70.79

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## PLACER COUNTY WATER AGENCY

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LANE, PATRICIA & JOEL	CREDIT BALANCE REFUND	69.72
DOBBS PETERBILT	VEHICLE MAINTENANCE	66.85
ESTATE OF FRANK BRUNO	CREDIT BALANCE REFUND	65.45
WOFFORD, SUNNY	CREDIT BALANCE REFUND	65.00
GREENSIDE, MICHAEL & NORA	CREDIT BALANCE REFUND	61.78
GRANT PLUMBING & HARDWARE CO.	SUPPLIES EXPENSE	60.31
BAILEY, CONNIE	CREDIT BALANCE REFUND	57.82
ESTATE OF ELIZABETH WINTER	CREDIT BALANCE REFUND	54.63
SOMACH SIMMONS & DUNN	LEGAL SERVICES	50.40
ESTATE OF EDWARD PERRY	CREDIT BALANCE REFUND	50.28
MOMI, PARMINDER	CREDIT BALANCE REFUND	50.04
DUNNINGTON, JANE	CREDIT BALANCE REFUND	48.61
MRO INVESTMENTS INC	CREDIT BALANCE REFUND	42.99
HARRIS INDUSTRIAL GASES	SUPPLIES EXPENSE	41.29
CAMPIZ, ROBIN	CREDIT BALANCE REFUND	39.46
THE BACKFLOW DEPOT	SUPPLIES EXPENSE	38.60
FERGUSON ENTERPRISES, INC.	SUPPLIES EXPENSE	37.53
FEDERAL EXPRESS CORP.	SHIPPING EXPENSE	29.23
PRATT, BRIANA	CREDIT BALANCE REFUND	29.16
MITCHELL, BRIANA	CREDIT BALANCE REFUND	27.90
WINCHESTER, EMILY	CREDIT BALANCE REFUND	27.72
PETERSON, JEFF AND SHAWN	CREDIT BALANCE REFUND	26.90
OREILLY AUTOMOTIVE STORES	VEHICLE MAINTENANCE	25.17
GARCIA, JOSE	CREDIT BALANCE REFUND	24.36
KELLY, DANIEL	EXPENSE REIMBURSEMENT	24.00
AUTENRIETH, JORDAN	CREDIT BALANCE REFUND	21.99
BERGER, CYNTHIA	CREDIT BALANCE REFUND	18.97
ESTATE OF MICHELINE TURNER	CREDIT BALANCE REFUND	18.58
PALLIKALA, SREEKANTH & INDR	CREDIT BALANCE REFUND	18.55
HANCOCK, KEN	EXPENSE REIMBURSEMENT	17.60
CAMILLUCCI, CINDY	CREDIT BALANCE REFUND	17.55
KLAWITER, MARK	CREDIT BALANCE REFUND	17.15

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**PLACER COUNTY WATER AGENCY**  
**Check Register # 24-08**

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UNITED PARCEL SERVICE	SHIPPING EXPENSE	16.90
AUBURN FORD	VEHICLE MAINTENANCE	14.65
WREGIS	CERTIFICATE EXPENSE	14.28
PLACER FARM SUPPLY	SUPPLIES EXPENSE	6.94
AT&T	UTILITY EXPENSE	4.43
CHECK REGISTER TOTAL		\$2,092,710.18

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## **M E M O R A N D U M**

TO: Board of Directors

FROM: Aaron Sullivan P.E., Director of Power Generation Services

DATE: March 21, 2024

RE: 2022 GEI Consultants, Inc., Design Professional Services Agreement,  
Amendment No. 1

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### **RECOMMENDATION:**

Approve Amendment No. 1 to the Design Professional Services Agreement with GEI Consultants, Inc. for 2022 On-call Dam Safety Consulting & Engineering Services, to:

- a. Extend the time of performance through March 17, 2027;
- b. Revise the original Agreement by adding a not-to-exceed amount of \$700,000, increasing the total Agreement amount from \$300,000 to \$1,000,000;
- c. Revise the hourly billing rates.

### **BACKGROUND:**

The Power System Department uses on-call professional services to enhance or supplement existing staff engineering services used for the Middle Fork American River Project (MFP). These services are necessary and called upon in support of various projects where time is of the essence or specialized services are needed. Often times, due to the complexity of the Agency's hydroelectric system, time-critical problems periodically occur that warrant quick-response services to keep electrical production reliable and to protect facilities. Additionally, PCWA utilizes consultants and subject matter experts to support various federal and state regulatory agency requirements to ensure adequate resources are dedicated to maintaining dam safety at critical facilities.

### **DISCUSSION:**

Staff proposes an amendment to the existing agreement. Services under this agreement are authorized by task orders for civil, geotechnical, mechanical, and

electrical engineering services. Additionally, GEI Consultants, Inc. provides critical Federal Energy Regulatory Commission (FERC) regulatory support related to the regular assessment, reporting, and improvements of PCWA's dam facilities, including dam safety procedures and monitoring. GEI Consultant Inc.'s services have excelled in the first couple years of the contract, and staff would like to expand the use of their services within the MFP.

Anticipated task orders under this agreement are planned for the following planned projects: FERC Part 12D Inspections and follow-up analyses, Hell Hole Dam updated stability analysis, 3rd party evaluation of proposed modification at Hell Hole Dam for flood capacity, and regulatory coordination for annual dam safety correspondence. Additional task orders may be issued for slope failure mitigation, monitoring movement of dam structures, other small items, and task orders to be defined over the rest of the agreement term. These services are only utilized via task order when needed and are not a guarantee of work.

#### FISCAL IMPACT:

Funding for this \$700,000 Amendment will be charged to individual Power Division Capital Projects or to the Power Division Operations Budget within the Department of Power Systems. On-call services are only utilized when needed and although there is a not-to-exceed amount, this does not mean that the total amount will be used.