

**SHASTA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' MEETING  
6:00 pm Tuesday, July 15th, 2025  
11570 School Street, Redding, CA 96001  
AGENDA**

**1. Pledge of Allegiance**

**2. Approve Agenda** pgs 1-2

**3. Public Comment Period**

This time is set aside for members of the public to address the District on matters not on the agenda and matters on the Consent Calendar. If your comments concern an item noted on the regular agenda, please address the Board after that item is open to public comments. By law, the Board of Directors cannot decide on matters not on the agenda. The Board will customarily refer these matters to the General Managers' Office. Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the District.

**4. Consent Calendar**

The Board considers matters listed under the Consent Calendar routine and will enact them by one motion in the form listed below. There will be no separate discussion of the items unless good cause is shown before the Board votes on the motion to adopt.

**Financial Reports for June 1<sup>st</sup> through June 30<sup>th</sup>, 2025**

- 4-1 SCSD Financial Report pg 3
- 4-2 SCSD Monthly Bank Transactions pgs 4-5
- 4-3 SCSD Budget vs Actual pgs 6-9

- 4-4 June 17<sup>th</sup>, 2025, meeting minutes pgs 10-13

**RECOMMENDATION: Approval and adoption of all items on the Consent Calendar.**

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- 5. Correspondence:** SDRMA letter RE: 2025 Board of Directors Election, official election ballot, and candidates' statements of qualifications. pgs 14-28

**6. General Business:**

- 6-1 General Manager Report pgs 29-52

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**7. Old Business:**

**8. New Business:**

**9. Oral Communications:**

These Comment sessions are for information and reporting purposes only. Board action cannot be taken. If it becomes apparent that action is necessary or desired, the matter(s) will be scheduled on a subsequent board agenda.

**9-1 Board Members:**

**9-2 Staff Members:**

**10. Adjourn:**

In compliance with the Americans with Disabilities Act, the Shasta Community Services District will make available to any member of the public who has a disability, a needed modification or accommodation, including an auxiliary aid or service, for that person to participate in the public meeting. A person needing assistance should contact the district office by mail at PO Box 2520 Shasta, CA 96087 48 hours before the meeting. Accommodations may include but are not limited to, interpreters, assistive listening devices, accessible seating, or documentation in an alternate format. If requested, this document and other agenda materials can be made available in an alternative format for persons with a disability who are covered by the Americans with Disabilities Act

Shasta Community Services District  
Financial Report for June 2025

	Tri Counties Bank		Umpqua
	935	970	839
	General	Money Mult.	State Reimb.
<b><i>Beginning Cash</i></b>	\$ 67,560.80	\$ 1,817,349.46	\$ 60,514.03
Voided Checks - Prior Period Reconciling Adjustments			
<b><i>Revenue</i></b>			
Customer Payments	34,642.38	52,344.29	
Bad Debt Recovery			
Hydrant Water Sales			
Property Tax Disbursements	43.13		
Capacity Expansion Fee			
Grants			
Scrap Metal			
Asset Disposal			
Vendor Refunds			
Interest		4,201.01	0.50
<b><i>Total Revenue</i></b>	\$ 34,685.51	\$ 56,545.30	\$ 0.50
<b><i>Transfers</i></b>			
Transfers In - Water	120,000.00		
Transfers Out - Water		(120,000.00)	
<b><i>Total Transfers</i></b>	\$ 120,000.00	\$ (120,000.00)	\$ -
<b><i>Disbursements</i></b>			
Bills Paid	(149,534.13)		
Payroll	(33,455.62)		
Revolving Fund Loan Payment			
USDA Loan Payment			
Customer NSF Returns			
Bank Fees	(97.54)		
<b><i>Total Disbursements</i></b>	\$ (183,087.29)	\$ -	\$ -
<b><i>Ending Cash</i></b>	\$ 39,159.02	\$ 1,753,894.76	\$ 60,514.53



# Shasta Water Department BANK TRANSACTIONS

6/1/2025 - 6/30/2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>131110 - TriC General Fund 935</b>							
Bill Pmt -Check	06/01/2025	EFT	Anthem Blue Cross	June 2025 employee health insurance		6,551.13	67,889.98
Bill Pmt -Check	06/01/2025	EFT	Humana	June 2025 employee vision/dental		809.46	61,338.85
Deposit	06/01/2025			Batch # 69 CC	230.65		60,529.39
Bill Pmt -Check	06/02/2025	EFT	California State Disbursement Unit	Employee Garnishment		349.00	60,180.39
Bill Pmt -Check	06/02/2025	17053	Badger Meter	May 2025 mbl hosting		66.64	60,113.75
Bill Pmt -Check	06/02/2025	17054	Wells Fargo Bank, N.A.	June 2025 copier lease inv 5034498634		116.20	60,000.00
Bill Pmt -Check	06/02/2025	17055	Christopher Hunter	May 2025		100.00	60,000.00
Bill Pmt -Check	06/02/2025	17056	David Cross	May 2025 board meeting & committee meeting		150.00	59,850.00
Bill Pmt -Check	06/02/2025	17057	Jo Ann Vayo	May 2025		100.00	59,750.00
Bill Pmt -Check	06/02/2025	17058	Randall Smith	May 2025		100.00	59,650.00
Bill Pmt -Check	06/02/2025	17059	Valerie Coon	May 2025 board meeting & committee meeting		150.00	59,500.00
Bill Pmt -Check	06/02/2025	EFT	Elan Cardmember Services	keyboard, mouse, copy paper, board packet supplies, sam renew...		1,596.49	58,000.00
Bill Pmt -Check	06/02/2025	EFT	AT&T	May 2025 office phone		107.00	57,900.00
Deposit	06/02/2025			Batch # 70 CC	90.46		58,000.00
Bill Pmt -Check	06/03/2025	EFT	TASC (Optilife)	Employee Supplemental Insurance June 2025		607.00	57,392.97
Deposit	06/03/2025			Batch # 71 CC	618.35		58,011.32
Deposit	06/04/2025			Batch # 72 CC	190.56		58,201.88
Paycheck	06/05/2025	17049	Hunt, Joshua E	pay period 5/15/2025 - 5/31/2025		2,305.48	55,896.40
Paycheck	06/05/2025	17050	Koeper, Chris D	pay period 5/15/2025 - 5/31/2025		3,886.48	52,009.92
Paycheck	06/05/2025	17051	Staup, Shawna P	pay period 5/15/2025 - 5/31/2025		2,281.49	49,728.43
Paycheck	06/05/2025	17052	Steele, Justin B.	pay period 5/15/2025 - 5/31/2025		2,988.19	46,740.24
Liability Check	06/05/2025		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 05/30/2025		5,896.17	40,844.07
Deposit	06/05/2025			Batch # 74 CC	1,830.53		42,674.60
Bill Pmt -Check	06/06/2025	17061	PG&E	May 2025 office & pumps electric		2,869.26	39,805.34
Bill Pmt -Check	06/06/2025	17062	Ed Staub & Sons	May 2025 fuel 2nd half		576.81	39,228.53
Bill Pmt -Check	06/06/2025	17063	Charles Schwab & Co.	June 2025		350.00	38,878.53
Bill Pmt -Check	06/06/2025	17064	verizon	May 2025 scada data & cell phones		217.53	38,661.00
Bill Pmt -Check	06/06/2025	17065	Hue & Cry, Inc.	July 2025 fire & burglary monitoring		178.00	38,483.00
Bill Pmt -Check	06/06/2025	17066	US Bureau of Reclamation	May 2025		2,669.50	35,813.50
Bill Pmt -Check	06/06/2025	17067	US Bureau of Reclamation	April 2025 restoration fund payment		192.68	35,620.82
Check	06/06/2025	17068	CUSTOMER REFUNDS	deposit refund for closed acct # 1429		66.85	35,553.97
Deposit	06/06/2025			Batch # 75 CC	433.07		36,000.00
Deposit	06/07/2025			Batch # 76 CC	207.46		36,200.00
Deposit	06/08/2025			Batch # 77 CC	70.82		36,270.82
Deposit	06/09/2025			Batch # 78 CC	252.87		36,523.69
Bill Pmt -Check	06/10/2025	EFT	California Public Employee's Retirement	May 2025		4,763.50	31,760.19
Bill Pmt -Check	06/10/2025	17069	Shasta Fire Department (V)	true up current year breakdown		6,073.22	25,686.67
Bill Pmt -Check	06/10/2025	17070	Waste Management	June 2025 office trash		53.21	25,633.46
Bill Pmt -Check	06/10/2025	17071	Carrell's Office Machines	May 2025 copier fees		93.86	25,539.60
Deposit	06/10/2025			Batch # 79 CC	1,193.81		26,733.41
Bill Pmt -Check	06/11/2025	17072	Dylan Bennett	weed eating/yard maintenance		80.00	26,653.41
Bill Pmt -Check	06/11/2025	17073	Western Growers Assurance Trust	membership dues for new health benefits plan		340.00	26,313.41
Deposit	06/11/2025			AU060125A property taxes	43.13		26,356.54
Deposit	06/11/2025			Batch # 81 CC	2,796.32		29,152.86
Bill Pmt -Check	06/12/2025	EFT	AT&T Mobility	June 2025 office phone		27.92	29,124.94
Bill Pmt -Check	06/12/2025	17074	Amazing Amy's Cleaning	June 25 office cleaning		275.00	28,849.94
Bill Pmt -Check	06/12/2025	17075	Batteries Plus	backhoe battery		328.65	28,521.29
Bill Pmt -Check	06/12/2025	17076	Usalco Modesto Plant LLC	polymer drum x 2		1,284.64	27,236.65
Deposit	06/12/2025			Batch # 82 CC	927.85		28,164.50
Check	06/12/2025			Service Charge		97.54	28,066.96
Deposit	06/13/2025			Batch # 85 CC	92.23		28,159.19
Deposit	06/14/2025			Batch # 83 CC	1,252.84		29,422.03
Deposit	06/15/2025			Batch # 84 CC	69.68		29,491.71
Bill Pmt -Check	06/16/2025	EFT	California State Disbursement Unit	Employee Garnishment		349.00	29,142.71
Bill Pmt -Check	06/16/2025	17077	Pace Analytical Services LLC	coliform & E. coli drinking water monitoring		185.50	28,957.21



# Shasta Water Department BANK TRANSACTIONS

6/1/2025 - 6/30/2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Transfer	06/16/2025	17082	SDRMA	Funds Transfer	100,000.00		128,957.21
Bill Pmt -Check	06/16/2025	17084	PACE Civil Engineering, Inc.	2025/2026 property & liability insurance		70,191.95	58,765.26
Bill Pmt -Check	06/16/2025	17085	Shasta Fire Department (v)	office building final design & general engineering services		2,348.50	56,416.76
Deposit	06/17/2025			true up current year breakdown		148.38	56,268.38
Bill Pmt -Check	06/18/2025	17087	CASSIDY'S AUTO LUBE	Batch # 88 CC	1,391.25		57,659.63
Bill Pmt -Check	06/18/2025	17088	Ed Staub & Sons	u13 truck oil change		68.95	57,590.68
Deposit	06/19/2025			Fuel June 2025 1st half		470.47	57,120.21
Paycheck	06/20/2025	17078	Hunt, Joshua E	Batch # 90 CC	688.50		57,808.71
Paycheck	06/20/2025	17079	Koeper, Chris D	pay period 6/1/2025 - 6/15/2025		2,220.85	55,587.86
Paycheck	06/20/2025	17080	Staup, Shawna P	pay period 6/1/2025 - 6/15/2025		3,886.49	51,701.37
Paycheck	06/20/2025	17081	Steele, Justin B.	pay period 6/1/2025 - 6/15/2025		2,049.87	49,651.50
Liability Check	06/20/2025		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 06/16/2025		2,434.20	47,217.30
Paycheck	06/20/2025	17086	Steele, Justin B.	6/15/2025 - 6/30/2025 on call pay		5,279.46	41,937.84
Liability Check	06/20/2025		QuickBooks Payroll Service	Created by Payroll Service on 06/16/2025		190.03	41,747.81
Bill Pmt -Check	06/20/2025	17089	PACE Supply Corp	meter encoder resistors x 24		36.91	41,710.90
Transfer	06/20/2025			Funds Transfer	20,000.00	2,383.60	39,327.30
Bill Pmt -Check	06/20/2025	17090	State Water Resources Control Board	2008CX102 loan payment		28,627.32	59,327.30
Deposit	06/20/2025			Batch # 91 CC	357.95		30,699.98
Deposit	06/21/2025			Batch # 92 CC	441.96		31,057.93
Deposit	06/22/2025			Batch # 93 CC	134.87		31,499.89
Bill Pmt -Check	06/23/2025	17091	SCP	chem chlor		95.32	31,634.76
Deposit	06/23/2025			Batch # 94 CC	209.75		31,539.44
Bill Pmt -Check	06/24/2025	EFT	Western Growers Assurance Trust	July 2025 employee health insurance		6,412.62	31,749.19
Bill Pmt -Check	06/24/2025	17092	Ferguson DBA Groeniger & Co.	fire hydrant & parts for magical lane		25,336.57	25,336.57
Deposit	06/24/2025			Batch # 97 CC	792.05	5,282.22	20,054.35
Deposit	06/25/2025			Batch # 98 CC	373.59		20,846.40
Bill Pmt -Check	06/26/2025	17093	Usalco Modesto Plant LLC	polymer drum x2		1,376.75	21,219.99
Deposit	06/26/2025			Batch # 99 CC	2,851.32		19,843.24
Deposit	06/27/2025			Batch # 100 CC	302.70		22,694.56
Deposit	06/28/2025			Batch # 101 CC	379.51		22,997.26
Deposit	06/29/2025			Batch # 102 CC	74.07		23,376.77
Deposit	06/30/2025			Batch # 103 CC	177.19		23,450.84
Deposit	06/30/2025			Batch # 104 ACH	16,210.17		23,628.03
Bill Pmt -Check	06/30/2025	17111	Charles W. Pilon	2024/2025 tax allocation worksheet from Shasta County Auditor's...		350.00	39,638.20
Total 13110 · TrnC General Fund 935					154,685.51	183,087.29	39,488.20
TOTAL					154,685.51	183,087.29	39,488.20

# Shasta Community Services District

## Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
41000 · Water Sales			
41100 · Water Sales - Res. & Comm.	1,082,990.61	1,070,000.00	12,990.61
41150 · Hydrant Water Sales	115.78	500.00	-384.22
41200 · Water Sales/Pumping	9,352.91	9,500.00	-147.09
41800 · Late Fees	14,009.16	14,000.00	9.16
42230 · Service Connection Fee/Meters	0.00	0.00	0.00
Total 41000 · Water Sales	1,106,468.46	1,094,000.00	12,468.46
42000 · Special Service Fees	2,685.13	3,000.00	-314.87
42160 · Property Tax Revenue - SCSD	38,731.68	38,840.00	-108.32
42220 · Scrap Metal	469.00	469.00	0.00
44000 · Interest Revenue			
44100 · TriC Interest	55,917.05	55,000.00	917.05
44500 · Umpqua Interest	6.05	10.00	-3.95
Total 44000 · Interest Revenue	55,923.10	55,010.00	913.10
47000 · Copies, Faxes, Document Request	0.00	20.00	-20.00
47300 · SFD Reimbursement	2,711.05	2,712.00	-0.95
71000 · Gain/Loss Fixed Asset Disposal	2,800.00	2,800.00	0.00
Total Income	1,209,788.42	1,196,851.00	12,937.42
Gross Profit	1,209,788.42	1,196,851.00	12,937.42
Expense			
50500 · Bad Debt Expense	1,597.72	2,000.00	-402.28
51000 · Water Service Expenses			
51010 · Bureau of Reclamation	22,950.28	25,000.00	-2,049.72
51012 · Other Water Purchases/Deficit	0.00	0.00	0.00
51018 · Water Testing Expense	5,324.68	6,300.00	-975.32
Total 51000 · Water Service Expenses	28,274.96	31,300.00	-3,025.04
51020 · Pumping Expense			
51021 · Middle Brunswick - PGE 573 #1	1,151.98	1,250.00	-98.02
51022 · Benson - PGE 937 #6	1,107.52	1,150.00	-42.48
51023 · Bandana Tr. - PGE 337 #7	1,787.90	1,800.00	-12.10
51024 · Highland Cir - PGE 355 #3	114.94	150.00	-35.06
51025 · Highland Circle - PGE 013 #5	2,321.01	2,400.00	-78.99
51026 · Record Heights - PGE 206 #4	4,607.88	5,000.00	-392.12
51027 · Lower Brunswick - PGE 936 #2	5,659.68	5,900.00	-240.32
51028 · Keswick WTP - 956 #9	855.07	900.00	-44.93
Total 51020 · Pumping Expense	17,605.98	18,550.00	-944.02
51030 · Water Treatment Expense			
51031 · W.T. Chemicals	27,575.66	26,500.00	1,075.66
51032 · W.T. Filter Plant PGE 254 #8	5,072.95	5,000.00	72.95
51033 · W.T. Plant Repair/Maint.	8,144.09	8,150.00	-5.91
51034 · Backwash Sludge Disposal	5,415.00	5,415.00	0.00
51035 · W.T. Security/Telephone	739.46	750.00	-10.54

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Shasta Community Services District  
Profit & Loss Budget vs. Actual  
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget
Total 51030 · Water Treatment Expense	46,947.16	45,815.00	1,132.16
51039 · Transmission/Distribution			
51040 · Transmission/Distribution-Gen	30,096.79	27,000.00	3,096.79
51070 · Minor Equipment Expense	0.00	0.00	0.00
51082 · Maintenance/Misc.Equipment	0.00	0.00	0.00
51083 · Meters - New & Replacements	6,814.86	7,000.00	-185.14
51084 · Pump & Tank Level Telemetry	16,720.10	16,700.00	20.10
Total 51039 · Transmission/Distribution	53,631.75	50,700.00	2,931.75
51090 · Vehicle Maintenance			
51094 · Backhoe/Trailer/Generator	3,119.92	2,004.00	1,115.92
51098 · U11 Ford Ranger 2011	1,450.76	1,500.00	-49.24
51099 · U12 Ford F350 2016	0.00	0.00	0.00
51100 · U13 Ford F-150 2018	9.64	10.00	-0.36
51101 · U14 Ford F-150 2021	958.56	950.00	8.56
51102 · U15 Toyota Tacoma 2025	306.60	310.00	-3.40
Total 51090 · Vehicle Maintenance	5,845.48	4,774.00	1,071.48
51093 · Gas & Oil Expense			
51091 · Gas & Oil - Generator	1,258.39	1,200.00	58.39
51092 · Gas & Oil Ford 150 Truck #13	2,711.11	2,700.00	11.11
51093.1 · Gas & Oil 2021 F-150 Truck #14	4,961.92	5,000.00	-38.08
51093.2 · Gas & Oil - Backhoe	571.71	650.00	-78.29
51093.4 · Gas & Oil 2025 Toyota Truck #15	1,693.71	1,500.00	193.71
51093.8 · Gas & Oil 2011 Ford Truck #11	2,993.31	3,000.00	-6.69
51093.9 · Gas & Oil 2016 Ford 350 #12	862.99	950.00	-87.01
Total 51093 · Gas & Oil Expense	15,053.14	15,000.00	53.14
52000 · Training			
52001 · Training Course Fees	0.00	0.00	0.00
52002 · Travel	0.00	0.00	0.00
52003 · Lodging	0.00	0.00	0.00
52004 · Meals	35.90	0.00	35.90
Total 52000 · Training	35.90	0.00	35.90
55010 · Payroll Expenses			
55011 · Manager Salary			
55011.0 · Manager/Salary	124,401.25	129,810.00	-5,408.75
Total 55011 · Manager Salary	124,401.25	129,810.00	-5,408.75
55012 · Maintenance/Hourly			
55012.2 · Maintenance/Hourly	58,199.96	68,723.00	-10,523.04
55012.3 · Maintenance Hourly/Vacation	1,916.32		
55012.4 · Maintenance/Hourly/Sick	6,356.72		
55012.5 · Maintenance/Hourly/Holiday	3,700.48		
55012.6 · Maintenance/OT	9,928.11	10,000.00	-71.89
55012.7 · Maintenance 2 / Lead Operator	75,310.03	82,597.00	-7,286.97
Total 55012 · Maintenance/Hourly	155,411.62	161,320.00	-5,908.38
55013 · Office/Hourly			



Shasta Community Services District  
Profit & Loss Budget vs. Actual  
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget
55013.1 · Office/Hourly-FD Reimburse	-14,842.81	-14,850.00	7.19
55013.2 · Office Hourl/ Vacation	3,023.16		
55013.3 · Office/Hourly/Sick	3,221.40		
55013.4 · Office Hourly	56,068.88	68,723.00	-12,654.12
55013.5 · Office/Hourly/Holiday	3,700.48		
55013.6 · Office Hourly Overtime	1,437.24	1,500.00	-62.76
Total 55013 · Office/Hourly	52,608.35	55,373.00	-2,764.65
55014 · On Call Time	23,894.43	25,000.00	-1,105.57
55010 · Payroll Expenses - Other	1,878.23	1,850.00	28.23
Total 55010 · Payroll Expenses	358,193.88	373,353.00	-15,159.12
55029 · Employee Benefits			
55030 · Employee Health/Life Insurance	98,241.72	99,000.00	-758.28
55035 · Retiree Health Insurance	4,200.00	4,200.00	0.00
55040 · Workers Compensation Insurance	8,276.65	8,300.00	-23.35
55055 · CALPERS	57,744.51	58,000.00	-255.49
Total 55029 · Employee Benefits	168,462.88	169,500.00	-1,037.12
55060 · Payroll Tax Expense			
55062 · Employer Medicare Expense	5,580.81	5,600.00	-19.19
55063 · Employer Social Security Exp	23,862.81	24,000.00	-137.19
55070 · State Unemployment Insurance	1,736.00	1,736.00	0.00
Total 55060 · Payroll Tax Expense	31,179.62	31,336.00	-156.38
55130 · Office Expense			
55110 · Answering Service Expense	2,144.00	2,136.00	8.00
55121 · Office/Cellular Telephone	1,875.09	2,200.00	-324.91
55125 · Office/Security Expense	2,314.00	2,136.00	178.00
55131 · Office/PGE 761	7,541.73	8,700.00	-1,158.27
55132 · Office/Telephone	1,449.35	1,400.00	49.35
55133 · Office/Supplies	6,025.42	6,500.00	-474.58
55134 · Office/Postage	7,048.40	8,050.00	-1,001.60
55135 · Office/Equipment Expense	2,267.13	2,350.00	-82.87
55137 · Office/Employee Background Chec	0.00	0.00	0.00
55138 · Office/Propane	877.43	880.00	-2.57
55139 · Office/Building Maintenance	4,773.84	4,650.00	123.84
55141 · Office/Safety	367.22	370.00	-2.78
55142 · Emplpyoee Pre-emp. Physical	0.00	0.00	0.00
Total 55130 · Office Expense	36,683.61	39,372.00	-2,688.39
55140 · Advertising Expense	1,392.22	1,400.00	-7.78
55145 · Banking Fees	1,363.88	1,500.00	-136.12
55150 · Insurance - Liability & E&O	69,632.04	69,700.00	-67.96
55160 · Professional Services			
55162 · Legal Services	2,713.37	3,000.00	-286.63
55163 · Engineering Services	72,089.25	75,000.00	-2,910.75
55164 · Auditing Services	10,774.12	11,500.00	-725.88
55165 · Professional Services Misc.	52,513.04	53,000.00	-486.96

Shasta Community Services District  
Profit & Loss Budget vs. Actual  
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget
Total 55160 · Professional Services	138,089.78	142,500.00	-4,410.22
55170 · Directors Compensation	5,500.00	5,600.00	-100.00
55180 · Dues/Permit Fees	25,558.43	26,000.00	-441.57
55182 · maintenance contracts/support	1,158.07	1,160.00	-1.93
60000 · Interest	10,580.93	12,000.00	-1,419.07
Total Expense	1,016,787.43	1,041,560.00	-24,772.57
Net Ordinary Income	193,000.99	155,291.00	37,709.99
Other Income/Expense			
Other Income			
72000 · SRF Grant Reimbursement	116,375.25	116,376.00	-0.75
72100 · USDA Grant	0.00	0.00	0.00
72300 · Miscellaneous Grants	104,585.00	104,585.00	0.00
Total Other Income	220,960.25	220,961.00	-0.75
Net Other Income	220,960.25	220,961.00	-0.75
Net Income	413,961.24	376,252.00	37,709.24

SHASTA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' MEETING  
6:00 pm Tuesday, June 17th, 2025  
11570 School Street, Redding, CA 96001  
DRAFT MINUTES

**Board Members Present:** President Valerie Coon, Vice President Dave Cross, Director Randy Smith, Director Jo Ann Vayo.

**Board Members Absent:** Director Chris Hunter.

**Staff Members Present:** General Manager Chris Koeper, Secretary to the Board Shawna Staup.

President Valerie Coon called the meeting to order at **6:00 PM**.

**1. Pledge of Allegiance:** Was led by President Valerie Coon.

**2. Approve Agenda:** Director Jo Ann Vayo motioned to approve the June 17, 2025, agenda. Director Randy Smith seconded the motion. The motion passed unanimously.

**3. Public Comment Period**

This time is set aside for members of the public to address the District on matters not on the agenda but also matters on the Consent Calendar. If your comments concern an item noted on the regular agenda, please address the Board after that item is open to public comments. By law, the Board of Directors cannot decide on matters not on the agenda. The Board will customarily refer these matters to the General Managers' Office. Each speaker is given three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the District.

President Valerie Coon stated that there was no public present however by law the board of directors cannot decide on matters not on the agenda and the board will customarily refer these matters to the General Manager's office and each speaker has three minutes to speak.

**4. Consent Calendar**

The Board considers matters listed under the Consent Calendar routine and will enact them by one motion in the form listed below. There will be no separate discussion of the items unless a worthy cause is shown before the Board votes on the motion to adopt.

**Financial Reports for May 1<sup>st</sup> through May 31<sup>st</sup>, 2025**

- 4-1 SCSD Financial Report
- 4-2 SCSD Monthly Bank Transactions
- 4-3 SCSD Budget vs Actual

Initials\_\_\_\_\_ Initials\_\_\_\_\_



**RECOMMENDATION: Approval and adoption of all items on the Consent Calendar.** Vice President Dave Cross motioned to approve and adopt the consent calendar. Director Jo Ann Vayo seconded the motion. The motion passed unanimously.

5. Correspondence: None.

6. General Business:

6-1 General Manager Report

- Water consumption for May 2025 was 43 acre-feet compared to 41 in May 2024.
- We have the remaining meters being located on GPS by PACE Engineering.
- We're still updating the cross-connection control policy required by the State. We are required to have a certified cross-connection specialist, and every house will have to be inspected for a possible cross-connection. President Valerie Coon asked if we would be sending notices to customers when time for inspecting gets closer. The General Manager said that we have four years to do the initial inspections, so once we decide where to start in the district, we will notify customers when the time gets closer to doing their inspections. President Valerie Coon asked if the district has to absorb these costs. The General Manager said that the district will have to cover the costs associated with implementing the cross-connection program. President Valerie Coon suggested that there might be a website that our customers can go to that explains the cross-connection program and that we are required by the State to comply.
- gWorks software is getting a little easier to use.
- The Consumer Confidence Report is on the website.
- We met with a representative from SDRMA and got some guidance on creating safety policies. We are waiting for them to email us those templates.

7. Old Business: None.

8. New Business:

8-1 2024/2025 Shasta CSD Budget revisions

Vice President Dave Cross motioned to adopt the 2024/2025 Shasta Community Services District budget revisions. Director Jo Ann Vayo seconded the motion. The motion passed unanimously.

8-2 2025/2026 Shasta CSD Draft Budget

The General Manager, Chris Koeper, explained that the lead line service grant that we received did not go to a fixed asset because it was a service, so engineering services went down because PACE Engineering had a big part in the lead-line service project, but we did get reimbursed from the grant.

Initials \_\_\_\_\_ Initials \_\_\_\_\_

The General Manager, Chris Koeper, said that the professional services Misc. went down as well because of the lead-line services, but that he did keep something budgeted there because he was not sure how much the cross-connection specialist would be, and in case something else comes up. President Valerie Coon stated that our Insurance liability errors and omissions went down. The General Manager, Chris Koeper, said that our workers' comp went up due to the Modification factor from previous claims from the fire department, and that before the fire departments separation, they would pay for their portion of workers' comp and the increased modification factor due to their claims, but the district is absorbing that cost now. The modification factor went from 198% last year to 119% this year and should keep going down because SDRMA goes back three to four years, and those earlier fire department claims will not affect the modification factor. The General Manager, Chris Koeper, said that the health insurance for the employees was going to increase by 11%, but that we qualified with Western Growers, so the increase will only be 3%. President Valerie Coon asked if there was an increase for the fire insurance for the district. The General Manager, Chris Koeper, stated that the fire insurance was part of the property/liability insurance.

Director Jo Ann Vayo motioned to adopt the 2025/2026 Shasta Community Services District Budget. Director Randy Smith seconded the motion. The motion passed unanimously.

**9. Closed Session:**

Close the open session: **6:19 PM**

Open the closed session: **6:19 PM**

**9-1 "Closed Session. (Gov. Code 54957)**

**Public Employee Evaluation**

**Title: District Manager"**

Close the closed session: **6:33 PM**

Open the open session: **6:33 PM**

Report on closed session: President Valerie Coon made the motion to grant the General Manager Chris Koeper a 6% merit raise for the 2025/2026 fiscal year. Vice President Dave Cross seconded the motion. The motion passed unanimously.

**10. Oral Communications:**

These Comment sessions are for information and reporting purposes only. Board action cannot be taken. If it becomes apparent that action is necessary or desired, the matter(s) will be scheduled on a later board agenda.

**9-1 Board Members:** All board members present confirmed they would be attending the July board meeting.

**9-2 Staff Members:** The General Manager, Chris Koeper, thanked the board of directors and thought that everyone was doing a good job, the board and staff, and thought that we have a really good working environment. Vice President Dave Cross said that Josh helped his wife with something, and she thought he was a really good worker.

Initials\_\_\_\_\_ Initials\_\_\_\_\_

10. Adjourn: 6:36 PM.

In compliance with the Americans with Disabilities Act, the Shasta Community Services District will make available to any member of the public who has a disability, a needed modification or accommodation, including an auxiliary aid or service, for that person to take part in the public meeting. A person needing assistance should contact the district office by mail at PO Box 2520, Shasta, CA 96087, 48 hours before the meeting. Accommodations may include, but are not limited to, interpreters, assistive listening devices, accessible seating, or documentation in an alternate format. If requested, this document and other agenda materials can be made available in an alternative format for persons with a disability who are covered by the Americans with Disabilities Act

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Board President

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Secretary to the Board





June 16, 2025

Shawna Staup  
Administrative Assistant  
Shasta Community Services District  
Post Office Box 2520  
Shasta, California 96087-2520

RE: Notification of Election Ballot – 2025 SDRMA Board of Directors Election

Dear Shawna:

The Special District Risk Management Authority (SDRMA) Board of Directors 2025 Election began in March, with the opening of nominations. On May 22, 2025, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2024-08 Establishing Guidelines for Director Elections. The Election Committee confirmed that (5) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

This year, SDRMA is using an electronic voting system in MemberPlus, allowing the Primary Contact of each member agency to easily vote online on behalf of their agency. A member may not vote unless the member was a member of SDRMA in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.

**To vote, log in to MemberPlus and select the "Board Election" dropdown. The Primary Contact of each agency can electronically vote by selecting the "Submit Ballot" link. If you wish to submit a paper ballot, or designate an alternate contact to vote online, please contact Candice Richardson at [crichardson@sdrma.org](mailto:crichardson@sdrma.org).**

**The Official Election Ballot Document Packet has been posted to MemberPlus and includes the following:**

- *Election Ballot Instructions*
- *Official Election Ballot (Action Required in MemberPlus)*
- *Candidate's Statements of Qualifications (5)*





The Election Ballot **MUST** be submitted on or before 4:30 p.m. on Monday, September 22, 2025.

**Important Balloting and Election Dates** – The balloting and election dates are as follows:

- **September 22, 2025:** Deadline for members to submit your vote.
- **September 23-26, 2025:** Ballots are tabulated.
- **September 29, 2025:** Election results are announced, and candidates notified.
- **November 5-6, 2025:** Newly elected Directors are invited to attend SDRMA board meeting (Sacramento).
- **January 2026:** Newly elected Directors are seated, and Board officer elections are held.

If you have any questions or would like to request a printed copy of the election documents, please contact SDRMA's Management Analyst Candice Richardson at [crichardson@sdrma.org](mailto:crichardson@sdrma.org) or 800-537-7790.

Sincerely,  
Special District Risk Management Authority

Candice Richardson  
Management Analyst



**2025 Special District Risk Management Authority (SDRMA) Board of Directors Voting Page**

There are 4 seats open for the 2025 election year. To view the statement of qualifications for each candidate, select the button to the right of each candidate. Only the primary contact of your agency will have the ability to vote. If you'd like to designate an alternative to vote, contact Candice Richardson at [crichardson@sdrma.org](mailto:crichardson@sdrma.org). You may make up to 4 selections from the list of candidates. Once you have made your selection(s), click the submit ballot button below.

CURRENT NOMINEES				
Selected	Name	Agency	Job Title	Statement of Qualifications
<input type="checkbox"/>	Steven Ruetters	Kern Mosquito & Vector Control District	Director	<a href="#">View</a>
<input type="checkbox"/>	Tom Wright (Incumbent)	Clovis Veterans Memorial District	Chairman	<a href="#">View</a>
<input type="checkbox"/>	Mike Scheafer (Incumbent)	Costa Mesa Sanitary District	Board President	<a href="#">View</a>
<input type="checkbox"/>	Robert Housley, CSDM (Incumbent)	Midway City Sanitary District	General Manager	<a href="#">View</a>
<input type="checkbox"/>	Virginia Chang Kiraly	San Mateo County Harbor District	Commissioner	<a href="#">View</a>

[Submit Ballot](#)



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Candidate\* Steven Ruettgers  
District/Agency Kern Mosquito & Vector Control District  
Work Address 4705 Allen Road, Bakersfield, CA 93314  
Work Phone (661) 589-2744 Cell Phone (661) 332-8287

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

To serve the needs of the SDRMA members consistent with SDRMA's mission statement: to provide excellent risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner.

I recently retired from the Kern County Water Agency, and desire to continue to contribute to the needs of special districts as I have in the past. This opportunity matches well with my experience, education, and dedication.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Served 22 years on the Audit-Finance Committee of the ACWA JPIA\* (see below), which provided financial oversight to the organization and its programs (Liability, Property, Workers Compensation, Health Insurance, and pass through insurance).

Served 1 year on the Property Committee of the ACWA JPIA\* (see below) before I was asked to serve on the Audit-Finance Committee.

Kern Mosquito & Vector Control District (current Board Member)

North of the River Sanitary District (current Board Member with 17 years experience)

North of the River Recreation & Park District (past Board Member with 22 years experience)

\* ACWA JPIA (Association of California Water Agencies Joint Powers Insurance Authority) is a collection of risk pools similar to SDRMA serving nearly 400 California water districts, which has similar member services available and a captive insurance entity.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

Oregon State University, BS Finance, Minor Economics

California State University, Bakersfield, MBA

Business Manager, Kern County Water Agency, 33 years

**What is your overall vision for SDRMA? (Response Required)**

To remain consistent with the vision of the SDRMA as outlined in its mission statement. The goals of cost-effectiveness, stability, and reliability in the current insurance/risk market is difficult, though worth pursuing in earnest for all SDRMA members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Shawn M. Ferguson Date May 14, 2025



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate\* Thomas B. Wright  
District/Agency Clovis Veterans Memorial District  
Work Address 808 4th St. Clovis, CA 93612  
Work Phone 559-299-0473 Cell Phone 559-341-2857

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I was honored to be elected to the SDRMA Board for the first time four years ago. During my time on the Board I have come to appreciate the role of this organization and its extreme importance to Special Districts throughout the state. I believe SDRMA to be the finest example of "government" doing its job in the best possible manner. I would be honored to continue serving with this organization.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have been active in California Special Districts for decades. I am currently serving as Chairman of the Clovis Veterans Memorial District. Four years ago I was elected to the SDRMA Board of Directors, and subsequently appointed to the Special Districts Leadership Foundation board.

I have been involved in community and regional leadership activities all of my adult life; ranging from service clubs like Rotary and Lions Clubs, Chambers of Commerce, city and school district bond and tax elections, and local service organizations like the Clovis Rodeo Association. During my term with the SDRMA Board I have come to understand and appreciate the professionalism, extremely high standards, and effectiveness of the SDRMA in serving Special Districts.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I have served in leadership positions for many community organizations, local governments, educational boards and committees at all levels, and grassroots movements to assist with emergencies and special needs. Beyond local and state matters, I've been privileged to work with national and even international services in which people working together for the betterment of communities in need and make amazing things happen.

**What is your overall vision for SDRMA? (Response Required)**

My vision for the SDRMA is to continue to build upon the services it offers its members, always with an eye upon the quality of what we offer and to keep its costs at fair and minimal levels. We have endured some excruciating challenges at SDRMA over the past four years, from wildfires to the abandonment of California by many of its traditional insurance companies. The sound financial condition of SDRMA and its determination to maintain its high standards has served our membership well.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Thomas B. Wight Date MARCH 24, 2025



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

**Candidate\*** MIKE SCHEAFER

**District/Agency** COSTA MESA SANITARY DISTRICT

**Work Address** 290 PAULARINO AVE, COSTA MESA, CA92626

**Work Phone** 949-645-8400

**Cell Phone** 714-552-9858

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As an incumbent of the SDRMA Board I wish to continue providing my expertise, decision making and ability to help Special Districts manage their insurance and risk management challenges and programs. I have dedicated many hours towards those efforts and feel I continue being a valuable asset to the member agencies.

I am uniquely qualified to continue serving on the SDRMA Board as I have over 50 years of experience in the private insurance field.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have served on the the SDRMA Board since 2014, with 3+ years as Board President. I have continued to work for policies that provide exceptional protection at rates that are reasonable. I am always mindful that public agencies need to protect their constituents at the most affordable rates.

I have been an insurance professional in my private career for over 50 years. I have been awarded numerous insurance industry awards and recognitions for service and dedication to my customers.

I currently hold a Community College teaching credential in insurance education. Additionally I have provided training course instruction for new insurance professionals.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I am the current Board President for the Costa Mesa Sanitary District, serving on that Board for 16 years. I am a former City Councilmember for the City of Costa Mesa, a former Parks and Recreation Commissioner and past President of the Costa Mesa Senior Center.

I have been a dedicated member of the Lions Club, serving as District Governor in 1997-1998.

I founded the Costa Mesa Little League, served as President and coached. I served as a Little League Assistant District Administrator. Served as President of the local Boys and Girls Club Board of Directors.

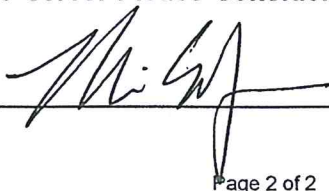
**What is your overall vision for SDRMA? (Response Required)**

My vision is to continue helping Special Districts have the very best, most comprehensive risk protection at the most affordable rates. To continue helping Districts and agencies with outstanding, innovative, and comprehensive programs that give them peace of mind knowing that unforeseen contingencies will not disrupt or destroy the services they provide.

Insurance can be very difficult, especially now with the state of issues in California. Districts need the experienced hand that I will continue to provide. I will work to make it less difficult and more affordable.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature \_\_\_\_\_



Date \_\_\_\_\_

5/12/25



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

**Candidate\*** Robert Housley, CSDM

**District/Agency** Midway City Sanitary District

**Work Address** 14451 Cedarwood Street, Westminster, CA 92683

**Work Phone** 714-893-3553

**Cell Phone** 562-239-7557

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I am seeking to continue my service on the SDRMA Board of Directors, to share my experience and insights, stay actively engaged, and continue learning from others in the industry. With 25 years of experience working in a variety of special districts, including those with very limited financial resources, I understand the challenges many agencies face in balancing fiscal responsibility with providing essential services.

Serving in this capacity would allow me to give back to other agencies by sharing my perspective, helping to shape policies, and supporting collaborative solutions that benefit members. I see this as an opportunity to strengthen risk management practices, advocate for special districts, and ensure that all agencies, regardless of size or resources, have access to the support they need to succeed and serve their communities.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I currently serve on the SDRMA Board of Directors and have additional board and committee experience as a member of the Alliance Executive Council (AEC), the CSDA Professional Development Committee, and, as a staff member at Midway City Sanitary District, I actively participate in the Legislative & Public Affairs Outreach Committee and the Franchise Committee.

With 26 years of experience in special districts, as a General Manager and previously as a Director of Finance & Human Resources, I have regularly collaborated with many governing bodies at many different levels and statewide associations, gaining practical experience in policy development, risk management, and member services, all of which directly support the responsibilities of an effective SDRMA Board Member.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I have an MBA from the University of La Verne with an emphasis in accounting and I am also a Certified Special District Manager (CSDM).

My other special skills and experience include being a forward-thinking, community-focused leader and a problem solver with more than 26 years of experience working in various special districts. I value collaboration, active listening, and service to others.

I have volunteered as an assistant coach for both Up & Running Again at the Orange County Rescue Mission and as a coach for Back on My Feet at the Long Beach Rescue Mission, both are programs that support individuals experiencing homelessness through community and goal setting. I have also volunteered with the food pantry at church, and I have coached and refereed for many years in AYSO soccer. These experiences reflect my long-standing commitment to public service and community involvement.

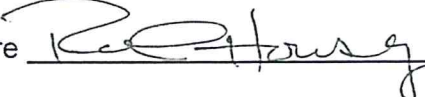
**What is your overall vision for SDRMA? (Response Required)**

I am eager to help advance the outstanding work currently being done by SDRMA. As a General Manager, I understand the critical importance of effective risk management for all Special Districts, as well as the fiscal constraints and limited access to resources that many districts face, particularly those with smaller operations or minimal staffing.

It is my vision to continue building on SDRMA's solid foundation by broadening awareness of its services and ensuring that all Special Districts recognize and benefit from the valuable support it provides. I believe SDRMA should serve as both a partner and an extension of every member district, delivering not only services but also the dependable support districts need to operate safely, efficiently, and confidently in service to their communities.

I am also committed to identifying and pursuing value-added services and new opportunities that enhance the benefits of membership while keeping costs manageable for all members. By expanding outreach and engagement, we can grow SDRMA's reach and deepen its impact across the state.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 5/1/2025



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates  
– no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate\*                      **Virginia Chang Kiraly**  
District/Agency              San Mateo County Harbor District  
Work Address                P.O. Box 1449, El Granada Ca, 94018  
Work Phone    650-583-4400              Cell Phone    650-868-8515

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I believe in SDRMA's mission to provide financially-sound pool resources for risk management, and risk financing for public agencies. Special districts throughout California provide services to tens of millions of Californians, and risk management becomes more crucial every year to safeguard against significant risk exposure.

I have personally seen the value that SDRMA has added for the San Mateo County Harbor District during the ten years I have been an elected Commissioner. Special districts like the Harbor District's commonly face challenges caused by specious claims or lawsuits, captious board governance, or providing affordable medical coverage for employees. SDRMA has been there for the Harbor District and the 780,000 San Mateo County residents to mitigate risk exposure and curb financial liability. I've seen firsthand the value SDRMA provided to the Harbor District, and want to ensure their services remain available.

**What Board or committee experience do you have that would help you to be an effective Board Member?  
(SDRMA or any other organization) (Response Required)**

My extensive board experience on elected and appointed boards/committees and on nonprofit boards/committees have given me knowledge about board governance, parliamentary procedure, the public process, organizational integrity and ethical standards, transparency, and accountability.

***Public Service & Elected Office***

For more than two decades, I have served on various nonprofit boards and currently serve on two independent special district elected boards: the Menlo Park Fire Protection District Board of Directors (Fire Board) and the San Mateo County Harbor District Board of Commissioners (Harbor Board).

I also served for seven years as a Commissioner on the California Commission for Economic Development, appointed by Governor Schwarzenegger. On the California Commission for Economic Development, I was appointed by then-Lt. Governor Garamendi to chair the Biotech Advisory Committee and serve on the Goods Movement Committee and the Agriculture Committee. In 2014, the Commission for Economic Development became Go Biz, which is the California Governor's Office of Business and Economic Development created by Governor Brown.

I have served as President, Vice President, Treasurer, and Secretary on both the Harbor and Fire Boards, as well as chairing and serving on various Brown Act committees, such as finance and human resources. Overseeing tens of millions of tax dollars, my experience in finance and budgeting have greatly contributed to the fact that both the Harbor Board and Fire Board are debt-free, have consistently paid down unfunded pension liabilities, hired an investment advisor for cash management, capitalized on macroeconomic factors to earn interest income, and

**Special District Risk Management Authority**  
**Board of Directors**  
**Candidate's Statement of Qualifications**

improved the readability of both budgets so that the public can understand how their tax dollars are spent.

For the Harbor Board, I have also served, and currently serve, on the Oyster Point Marina Liaison Committee, which works with two South San Francisco councilmembers and meets at least once a year, to ensure that the terms of the Memorandum of Understanding are being honored as the manager of the marina, and that any updates are discussed for the benefit of the public, Oyster Point Marina tenants, and the Water Emergency Transportation Authority (WETA) that is San Mateo County's only public ferry transportation provider.

In San Mateo County, I have served on the San Mateo County Civil Grand Jury as a juror and foreperson. I currently serve on the San Mateo County LAFCO Board as one of two special district representatives, and on the San Mateo County Treasury Oversight Committee, which was established after the county pool lost \$155 million from the Lehman Brothers bankruptcy. These two committees are important for good government, transparency, and accountability.

Serving as a public servant on elected and appointed boards carries a responsibility to ensure the public's work is done on policymaking, fiscal oversight, making recommendations for the benefit of all Californians, and ensuring that public services and revenue generation continue so that essential services are provided and local economies thrive.

***Nonprofit Board Service***

While I have served on various nonprofit boards locally, some of my more notable board service statewide and regionally include:

- Silicon Valley Chapter of the American Red Cross
- California State Parks Foundation
- The Tech Museum of Innovation in San Jose
- Cultural Initiatives Silicon Valley

For traditional nonprofits, I have primarily served on fundraising committees, finance committees, and nominating committees. From my community service, I have had the honor of being recognized by the Silicon Valley Business Journal as a "Woman of Influence" in 2015.

Currently, I serve on the board of the California Association of Local Agency Formation Commissions (CALAFCO). For CALAFCO's board, I was elected to represent special districts for the Coastal Region, which is comprised of 15 counties from Ventura County to Sonoma County and going as far east as Alameda County and Contra Costa County. As part of CALAFCO's Legislative Committee, I research state legislation and bills and discuss how they affect LAFCOs in California's 58 counties.

**What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)**

I have an extensive background in financial research, planning, investments, and the capital markets. I have been involved with stock compensation plans, cash management, and retirement planning, as well as selling insurance products when I had a Series 6 license to do so. Further, I traded options for hedging purposes and also traded stocks and bonds for middle-markets institutional investors and high-net worth retail investors. My experience with risk management and mitigation has afforded me critical skills to help my agencies plan for future capital projects, pay down unfunded pension liabilities, and invest tax dollars to capitalize on the current economic



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

conditions and fluctuations in the capital markets.

I have a BA in Government and a minor Economics from the University of Texas at Austin and a Masters of Public Administration from the University of Southern California's Sol Price School of Public Policy. With my educational background and experience in elected offices, I understand how government and public agencies work from the elected officials' and public administrators' perspectives.

I have been able to use my professional experience by developing investment policies for both the Harbor District and Fire District and followed these policies to ensure principle preservation and meeting cash-flow needs. Further, since being elected to both the Harbor Board and Fire Board, I am proud that both agencies are debt-free, have consistently paid down unfunded pension liabilities, hired an investment advisor for cash management, capitalized on macroeconomic factors to earn interest income, and improved the readability of both budgets so that the public can understand how their tax dollars are spent. I have also served on the Audit Committee of both districts, which have consistently had clean audits.

As a member of the San Mateo County Treasury Oversight Committee, overseeing approximately \$4 billion, my financial expertise and background have been put to use to navigate market uncertainties and an inverted-yield curve environment that required more short-term investments to capture higher yields over the last couple of years. Also, having served on San Mateo County's Measure G Parcel Tax Committee for the San Mateo County Community College District, I understand the importance of the role of oversight of tax dollars. Financial transparency and accountability are crucial for public agencies to keep the public's trust as fiduciaries of tax dollars, and I will bring this experience to the SDRMA Board.

Working on nonprofit boards has given me an opportunity to advocate for organizations whose work I believe in. I have primarily been an advocate for disaster preparedness, state parks, mental health, senior services, and education. I have served on various boards and committees that have allowed me to plan an author's salon to raise money for senior services and San Mateo County's Meals on Wheels program, to lobby the state legislators to protect California state parks during Park Advocacy Day, to provide mental-health services for first responders and the Asian community after the farmworker shooting in Half Moon Bay, and to raise money for my local public schools, among many other causes. Because of my background in business development, advocacy, and sales, I have generally been involved with fundraising committees for the nonprofits, which has allowed me to build partnerships with corporate sponsors and donors and work well with board colleagues and staff.

**What is your overall vision for SDRMA? (Response Required)**

My overall vision for SDRMA is to increase its membership and educate prospective members about how SDRMA's pool is important for special districts' risk management and why being an SDRMA member is a great investment for special districts. California has approximately 3,400 special districts, so there is a tremendous opportunity to increase membership. There is also an opportunity to provide members with more education about SDRG and the benefits of reinsurance for customized coverage and long-term stability for risk management. In the end, a special district's bottom line could benefit with more members, and these benefits should be part of the communication narrative to the public as an excellent way of protecting public services and public assets.

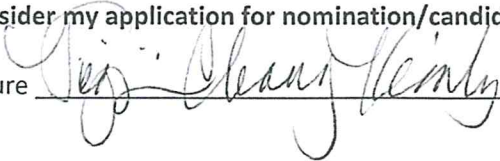
My professional background in finance and the capital markets and my role in elected office and oversight committees give me a great understanding of risk management for special districts, which provide essential

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

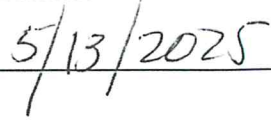
services funded by tax dollars. I would be honored to have your vote to serve on the SDRMA Board of Directors. Thank you for your consideration.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date





## General Manager Report

July 2025

- Water consumption for June:  
This Year – 60 Acre Feet  
Last Year – 38 Acre Feet
- I've been working on some safety programs. This will reduce our workers' compensation costs with SDRMA.
  - The injury & illness prevention program and heat illness prevention program have been completed.
  - I'm currently working on the fall protection program.
- I submitted the cross connection control policy to the state.
- We've been talking with gWorks to try to get them to create additional reports that we had in UB Max.

**Shasta Community Services District**

**INJURY AND ILLNESS PREVENTION  
PROGRAM**

**June 25, 2025**

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- B. Accident/Incident Investigation Form
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## Policy

The District believes that everyone benefits from a safe and healthy work environment, and we are committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety. No function at Shasta Community Services District is so critical as to require or justify a compromise of safety and health.

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping

Our IIPP and related forms are located at 11570 School Street, Redding, CA 96001.

### Responsibility and Authority

#### **IIPP Administrator:**

The District's General Manager is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP. The role of the IIPP Administrator is to assist in the development, implementation, and maintenance of the IIPP. This includes:

- Ensuring all district employees understand their roles in the implementation of the IIPP.
- Developing an accountability system to ensure departments are complying with the IIPP requirements, including educating and training employees on their respective IIPP requirements.
- Periodically reviewing the IIPP to ensure its effectiveness and welcoming feedback from the district's employees.

#### **Managers and supervisors:**

The General Manager/IIPP Administrator is responsible for implementing and maintaining the IIPP in all work areas and for answering employee questions about the IIPP. This includes:

- Ensuring IIPP procedures and requirements are implemented and followed within their department.
- Conducting appropriate safety orientation and training, including department-specific procedures, including the use and care of required personal protective equipment (PPE).



- Conducting required accident investigations, safety inspections, hazard identification, and hazard correction requirements as outlined in the IIPP.
- Encourage employees to report unsafe conditions with assurance that action will be taken without fear of reprisal.
- Recognize employee safety performance.

### **Employees:**

Employees are responsible for the following:

- Following all written and verbal safety policies, procedures, and directives.
- Reporting all work-related injuries immediately to the General Manager/IIPP Administrator.
- Perform their duties using safe work practices.
- Report unsafe conditions, work practices, or hazards and equipment failures immediately to the General Manager/IIPP Administrator.
- Asking questions when direction is unclear.

### **Compliance**

All employees, including the General Manager/IIPP Administrator, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language
- Training all employees on general safety policies, rules, and work practices
- Recognizing employees who perform safe and healthful work practices
- Providing additional training to employees whose safety performance is deficient
- Disciplining employees for failure to comply with safe and healthful work practices. Please see the disciplinary action section in the employee handbook (pages 53-54).

### **Communication**

We recognize that open, two-way communication is essential to a safe workplace. The General Manager/IIPP Administrator is responsible for communicating with employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform the General Manager/IIPP Administrator about workplace hazards without fear of reprisal. Employees can report unsafe workplace conditions by talking to the General Manager/IIPP Administrator and/or by completing the Unsafe Condition Report form (Appendix A). Employees can submit the form anonymously by routing the form to the IIPP Administrator.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Safety training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information

## Hazard Assessment

The District has conducted a hazard assessment to identify potential hazards and exposures in our workplace. To continue to identify unsafe conditions, periodic inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. The periodic inspection schedule is as follows:

Department/Facility/Location	Frequency
Water Treatment Plant	Daily
District Office / Shop	Daily
Pump Stations	Weekly
Water Tanks	Weekly

In addition to the periodic inspection schedule, inspections will be conducted as required in the following situations:

- When we initially established our IIPP;
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection

## Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards.

When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard, except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

## **Accident/Incident Investigations**

### **Reporting**

In the event you are injured or become ill as a result of your work activities, you must immediately notify the General Manager. If life threatening call 911 and seek emergency treatment. If non-life-threatening, contact 24/7 Nurse at 844-391-8071.

If you require medical treatment, you will be directed to the District's designated medical clinic or your personal physician to treat your workplace injuries. The General Manager/IIPP Administrator can provide you with additional information or answer any questions you may have.

### **Investigation**

Workplace accidents/incidents resulting in injury or illness will be investigated by completing the The General Manager's/IIPP Administrator Accident/Incident Investigation form (Appendix B). The goal of the investigation is to identify contributing factors and develop prevention measures to reduce reoccurrence. Procedures for investigating workplace accidents and hazardous substance exposures include:

- Examining the workplace for factors associated with the accident/exposure
- Interviewing injured employees and witnesses
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Recording the findings and actions taken

## **Training and Instruction**

All employees will participate in safety training on general and job-specific hazards and safe work practices. The General Manager/IIPP Administrator will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established
- New employees are hired
- Employees are reassigned to a new area or task with no prior training
- New substances, operations, or equipment are introduced

## **Record Keeping**

All the following IIPP documentation is maintained for three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers
- Accident investigations, including the person(s) conducting the investigation; the unsafe conditions and work practices identified, and corrective action
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken



- Periodic program reviews

## Appendix A

### Hazardous/Unsafe Condition Report

#### Reporting Unsafe Condition or Practice

Department: \_\_\_\_\_

Person Reporting: \_\_\_\_\_ Contact Information  
(optional) \_\_\_\_\_ (optional): \_\_\_\_\_

Location of Hazard: \_\_\_\_\_

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Room: \_\_\_\_\_

Date and time the condition or hazard was observed: \_\_\_\_\_

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor, manager, or the IIPP Administrator.

Description of unsafe condition or hazard: \_\_\_\_\_

What changes would you recommend to correct the condition or hazard? \_\_\_\_\_

Employee Signature: (optional) \_\_\_\_\_ Date: \_\_\_\_\_

#### IIPP Administrator/Manger Investigation

Name of person investigating unsafe condition or hazard: \_\_\_\_\_

Results of investigation. What was found? Was condition unsafe or a hazard?  
(Attach additional sheets if necessary.)

Proposed action to be taken to correct hazard or unsafe condition:

Signature of Investigating Party: \_\_\_\_\_ Date: \_\_\_\_\_

Date reporting employee was notified of action taken (if not an anonymous report) \_\_\_\_\_

**Appendix B**  
**General Manager's/IIPP Administrator Accident/Incident Investigation Form**

Department	Incident Date	Date Reported
Injured Employee	Position/Title	Full Time/Part Time/Other
Incident Location	Incident Time	Supervisor
Type of Injury/Illness	Affected Body Parts	Lost Time?
Type of Equipment, chemical, hazardous material involved:		
<b>DESCRIPTION:</b> Describe clearly what took place. How did the incident occur? What were the conditions? Who was involved? Describe the location?		
<b>ANALYSIS:</b> Determine the primary and secondary causes of the incident. Determine what could have been done to avoid the accident. Analyze who, what, when, where, and why and determine the connections to each other.		
<b>PREVENTION:</b> Describe the management action or controls that have been, or will be, taken to reduce the potential for a reoccurrence, as well as actions to mitigate the severity of this and/or future losses.		
Investigated By	Date Completed	Suggested Action Due Date
Reviewed By	Date Reviewed	Comments



Attachment C  
Employee Safety Training Matrix

SHASTA COMMUNITY SERVICES DISTRICT	Training Frequency	Cal/OSHA Section Reference	General Manager	Water Operators	Administrative Assistant			
<b>EMPLOYEE SAFETY TRAINING MATRIX</b>								
Asbestos Awareness	I/A	<u>1529, 5208</u>	X	X				
Code of Safe Practices (Department specific, where applicable)	I/U/R	<u>3203</u>	X	X	X			
Driver Safety/Defensive Driving (Applicable employees)	I/R	<u>3203</u>	X	X				
Emergency Action/Fire Prevention	I/U/R	<u>3220, 3221</u>	X	X	X			
Equipment Operation Safety (Department-specific)	I/U/R	<u>Title 8 Index</u>	X	X				
Ergonomics – Office Workstations	I/R	<u>5110</u>			X			
Excavation/Trenching/Shoring	I/U/R	<u>1540</u>	X	X				
Fall Prevention (General awareness/Office)	I/U/R	<u>3203</u>	X	X	X			
Hazard Communication (General)	I/U/R	<u>5194</u>	X	X	X			
Heat Illness Prevention	I/A-Spring	<u>3395</u>	X	X	X			
Injury & Illness Prevention Program	I/U/R	<u>3203</u>	X	X	X			
New Employee Safety Orientation/Specific Job Hazards	I/U/R	<u>3203</u>	X	X	X			

SHASTA COMMUNITY SERVICES DISTRICT  EMPLOYEE SAFETY  TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	General Manager	Water Operators	Administrative Assistant			
Respiratory Protection	I/A	<u>5144</u>	X	X				
Tools – Hand & Power (Department specific)	I/U/R	<u>Article 20</u>	X	X				
Traffic Control & Flagger Training	I/U/R	<u>1599</u>	X	X	X			
Workplace Violence Prevention	I/U/R	<u>SB553</u>	X	X	X			

# **Shasta Community Services District**

## **Outdoor Heat Illness Prevention Program**

**June 24, 2025**



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- A. List of applicable locations & job classifications
- B. Types of heat illnesses, sign/symptoms, and what to do

## Purpose & Scope

The Shasta Community Services District (SCSD) has determined our employees may be exposed to excessive heat exposure from outdoor work environments. This program is in place to protect employees from heat hazards, as required by the Outdoor Heat Illness Prevention regulation CCR 3395.

### Outdoor Work Environments:

The District is required to comply with the requirements when outdoor work areas exceed 80° F.

The District is committed to preventing heat-related illnesses by implementing the following key steps:

- Identifying outdoor work environments and conditions.
- Establishing water provisions.
- Ensuring access to shade in outdoor workspaces.
- Monitoring weather conditions for outdoor work environments.
- Establishing high-heat and heat wave procedures for outdoor work environments.
- Monitoring employee acclimatization for working in heat.
- Developing emergency response procedures and handling an ill employee who is showing symptoms of a heat related illness.
- Providing supervisor and employee training.

Our program is located at 11570 School Street, Redding, Ca 96001

## Responsibilities

### Program Administrator

The General Manager has the overall responsibility for implementing and maintaining the Outdoor Heat Illness Prevention Program. Duties include:

- Establishing and updating the program as needed.
- Ensuring managers and supervisors have the training and resources to implement the program.

### Managers/Supervisors

Managers and supervisors have the authority and responsibility for implementing the program at the affected worksites. Duties include:

- Notifying the Program Administrator when job duties or assignments change.
- Following all safety policies and procedures as outlined in the program.
- Attending required training.
- Training affected employees under their direction.

### Employees

Employee responsibilities include:

- Following all safety policies and procedures as outlined in the program, and asking clarifying questions when warranted.
- Attending required training.

## **Applicable Locations & Job Classifications**

Refer to Appendix A for a list of positions/job classifications that have been identified as working in outdoor environments.

## **Water Provision Procedures**

**Water Availability** – The District will provide fresh, pure, suitably cool water, without charge, to our employees during work hours, regardless of the temperature. Typically, water will be made available through the use of water fountains, dispensers, and water bottles. Where drinking water is not plumbed or otherwise continuously supplied, drinking water containers will be brought to the worksite at the beginning of the shift, so at least one quart per employee per hour is available during the entire shift.

**Water Quality** - Operators will check the water throughout the day to ensure it stays fresh, pure, and suitably cool. During hot weather or high indoor heat work conditions, the water will be cooler than the ambient temperature but not so cool as to cause discomfort.

**Outdoor Water Locations** - Water will be located as close as practicable to the areas where employees are working. If field terrain prevents the water from being placed as close as possible to the employees, bottled water or personal water containers will be made available, so employees will have drinking water readily accessible.

**Water Drinking Reminders** – Employees are encouraged to drink small quantities of water frequently throughout their shift. This will be done through tailgate meetings.

**Sanitary Conditions** - All water containers will be kept in sanitary condition. Water from non-approved or non-tested water sources is not permitted. If hoses or connections are used, they must be governmentally approved for potable drinking water systems as shown on the manufacturer's label.

**Outdoor High Heat Temperatures** - When the temperature is expected to equal or exceed 95°F, or during a heat wave, pre-shift meetings will be conducted to encourage employees to drink plenty of water and remind employees of their right to take a cool-down rest period when necessary. Additionally, the number of water breaks will be increased. Supervisors will lead by example, and employees will be reminded throughout the work shift to drink water.

## **Shade Access – Outdoor Workspaces**

- Shade will be as close as practicable to the employees when outdoor temperatures exceed 80°F or more. When the temperature is below 80°F, access to shade will be provided promptly, when requested by an employee. Depending on the worksite, shade may be



provided by trees or buildings. When natural shade is not available, other acceptable means of shade such as umbrellas, canopies, etc. to block the sunlight will be provided. In these instances, chairs, benches, sheets, towels, or any other items will be provided to allow employees to sit and rest without contacting the bare ground. Shade structures will be relocated as the work environment or location changes.

**Note:** The interior of a vehicle will not be used to provide shade unless the vehicle has a working air conditioner and is cooled down ahead of time.

- Enough shade will be available at the site to accommodate all of the employees who are on a break at any point in time. During meal periods, there will be enough shade for all employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. To ensure that the provided shade will be enough, we will rotate employees in and out of breaks, including meal periods, and recovery and rest periods, if the number of employees in the crew is higher than the number that can fit comfortably under the shade.
- Employees will be informed of the location of the shade and will be encouraged to take a five-minute cool-down rest in the shade. Such access will be permitted at all times. Employees can take as many breaks and for as long a duration as they need, and in no event less than 5 minutes in addition to the time needed to access the shade. ***Refer to the Emergency Response section for additional information.***
- As crews move, shade structures will be relocated to be placed as close as practicable to the employees so that access to shade is provided at all times. All employees on a recovery, rest break, or a meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.
- Before trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated to ensure that sufficient shadow is cast to protect employees throughout the workday, as the shade moves.
- In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), the unsafe or unfeasible conditions will be documented, and alternative procedures will be used to provide access to shade that provides equivalent protection, such as resting in the shade of a work truck with the air conditioning running.

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## Monitoring Weather – Outdoor Workspaces

When environmental risk factors create the possibility for heat illness, the supervisor/lead person will monitor the two-week forecast for the work area. Supervisors will review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index to evaluate the risk level for heat illness. It is important to keep in mind the temperature at which these warnings occur must be lowered as much as 15°F if the employees under consideration are in direct sunlight.

Weather information will be obtained by using the AccuWeather phone app. Work schedules will be planned in advance, based upon the forecast. Modifications to the work schedules may

be made accordingly, especially if a heat wave is expected. This monitoring will take place in high-heat conditions.

Prior to each workday, supervisors will be responsible for monitoring the weather. This weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

If schedule modifications are not possible and employees have to work during a high heat condition, supervisors will provide a tailgate meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the employees. In addition, supervisors will provide employees with an increased amount of water and rest breaks. Supervisors will ensure employees stop and take these breaks and closely observe all employees for signs of heat illness. Supervisors will also assign each employee a buddy to watch for signs of heat illness and ensure emergency procedures are initiated when someone displays signs of heat illness.

Supervisors will be responsible for periodically checking the temperature to monitor for sudden increases. Once the temperature exceeds 80°F, access to shade will be made available to employees. Once the temperature equals or exceeds 95°F, additional preventive measures such as the high-heat procedures will be implemented. See Access to Shade and High Heat Procedures for additional information.

## High-Heat Procedures for Outdoor Workspaces

High heat procedures are additional preventive measures that are implemented when the temperature equals or exceeds 95°F.

- **Supervisor/Lead Communication** - Effective communication by voice, direct observation, mandatory buddy system, or electronic means will be maintained, so employees at the worksite can contact a supervisor/lead person when necessary. If the supervisor/lead person is unable to be near the employees to observe them or communicate with them, an electronic device, such as a cell phone, two-way radio, satellite phone, may be used.
- **Working Alone or Small Groups** - Frequent communication will be maintained with employees working solo or in smaller groups to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day, since an employee in distress may not be able to summon help on his or her own.
- **Signs of Heat Related Illness** - Effective communication and direct observation for alertness and/or signs and symptoms of heat illness will be conducted frequently. When the supervisor/lead person is not available, a designated alternate responsible person will be assigned to look for signs and symptoms of heat illness. If a supervisor/lead person, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor/lead person or designated person will take



immediate action commensurate with the severity of the illness (see Emergency Response Procedures).

- **Water & Cool-Down** - Employees are encouraged throughout the work shift to drink plenty of water and take preventative cool-down rest break when needed.
- **Pre-shift Meetings** - Pre-shift meetings will be held to review the high-heat procedures to advise employees to drink plenty of water, and remind them to take cool-down rest periods when necessary.

## Heat-Wave Procedures for Outdoor Workspaces

Heat wave means any day in which the predicted high temperature for the day will be at least 80°F *and* at least 10°F higher than the average high daily temperature in the preceding five days.

- During a heat wave, all employees will be closely observed by a supervisor or designee, as outlined in the High-Heat procedures.
- During a heat wave, workloads may be reduced, rest periods added, or the workday cut short or rescheduled.
- During a heat wave and before starting work, tailgate meetings will be held to review the heat illness prevention procedures, the weather forecast, and emergency response. In addition, if schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.
- Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

## Acclimatization

- Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. The body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the employee to heat to which the employee’s body hasn’t yet adjusted. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that employees are not accustomed to.
- The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which employees haven’t been exposed for several weeks or longer.
- New employees and those who have been newly assigned to a high-heat area will be closely observed by the supervisor or designee for the first 14 days. This will include



visual observation and regular communication with employees about how they are feeling and any symptoms they may be experiencing.

- The intensity of the work will be lessened during a two-week break-in period by using procedures such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.
- Employees and supervisors will be trained in the importance of acclimatization, how it is developed, and how these company procedures address it.

## Emergency Response & Handling A Sick Employee

- **Before an Emergency Occurs** - Prior to assigning a crew to a particular worksite, the supervisor will:
  - Provide employees and the foreman with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to avoid a delay of emergency medical services.
  - Ensure responsibility for calling emergency medical service is assigned to an English-speaking employee at the site.
  - Verify all employees carry cell phones, two-way radios, or other means of communication to ensure emergency medical services can be called.
  - Ensure all communication devices are functional at the worksite prior to each shift.
- **Signs of Severe Heat Illness** - Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (e.g., cool the employee by placing the employee in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). We will not let a sick employee go home, because even if they start to feel better, their condition could worsen, and they may die before reaching a hospital.
- **Calling Emergency Medical Services** - When emergency medical services are called, a supervisor will remain with the sick employee until emergency help arrives. If the area is remote, the supervisor must be able to provide clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to clearly communicate the location to emergency medical services. If needed, the supervisor/lead person will designate someone to physically go to the nearest road or highway where emergency responders can see them. If necessary, employees will be transported to a place where they can be reached by emergency medical services.

- **Heat Wave/High-Heat Conditions** - During a heat wave, heat spike, or hot temperatures, employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
- **Training** - Employees and supervisors will be trained in these written procedures for emergency response.

## **Supervisor and Employee Training Requirements**

Documented training will be conducted initially and annually thereafter. Where applicable, new employees will be assigned to an experienced co-worker, to ensure they understand the training and District procedures.

### **Supervisors**

- Supervisors, who have employees that may be exposed to heat illness at the workplace, will be trained prior to being assigned to supervise their employees. Training will include the District's written procedures and the steps to follow when employees exhibit symptoms of heat illness at the workplace.
- Supervisors will be trained on the District's procedures on how to track weather and how weather information will be used to modify work schedules, increase water and rest breaks, or cease work when necessary.

### **Employees & Supervisors:**

All exposed employees will be trained on the following:

- Procedures for complying with the requirements of the heat illness prevention regulation.
- The District's requirements to provide water and the importance of frequent consumption of small quantities of water.
- Location and access to outdoor shade.
- Access to preventable cool-down rest breaks.
- The concept, importance, and methods of acclimatization.
- The different types of heat illness and the common signs and symptoms of heat illness.
- The importance of employees immediately reporting symptoms for themselves and co-workers.
- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- The appropriate first aid and/or emergency responses to the different types of heat illness and training on how heat illness may progress quickly from mild signs and symptoms to serious and life threatening illness.
- Procedures for contacting emergency medical services as outlined in the Emergency Response section.

## Record Keeping

The following documentation will be maintained 3 years.

- Supervisor and employee heat illness prevention training will be conducted annually. Documentation will include the employee's name, training dates, type of training, and training provider.
- When access to outdoor shade is not safe or feasible (i.e.: during high winds), the unsafe or unfeasible conditions must be documented, as well as the alternate procedures used to provide access to shade that provides equivalent protection.



## Appendix A – Applicable Outdoor Job Classifications

The District has identified the following job classifications where employees may be exposed to outdoor temperatures that exceed 80°F.

Outdoor Job Classifications	
General Manager	
Water Operator 1	
Water Operator 2	

## Appendix B

### Types of heat illness, sign/symptoms, and what to do

The complete Safety Talk training handouts for both Outdoor Heat Illness Prevention are available in [MemberPlus](#) on the Risk Control page.



# SAFETY talk

## ➤ HEAT ILLNESS PREVENTION

When outdoor temperatures exceed 80° Cal/OSHA requires employers to have additional prevention measures in place to protect employees from heat illnesses. Everyone can be susceptible to heat illness because it is about temperature, acclimatization, exertion, and hydration. This Safety Talk will help you understand the four types of heat illness and proactive measures you can take to prevent heat illness.

### HEAT RASH

Heat rash is typically red clusters of small blisters/pimples on the skin. Usually on the neck, chest, groin, or in elbow creases.

**What to do** – Take a recovery break in a shady, cool area. Drink slightly cool water and keep rash dry.

### HEAT CRAMPS

Cramps, muscle pain, or spasms are felt most in the arms and legs and can even occur after the work has stopped.

**What to do** – Take a recovery break in a shady, cool area. Drink slightly cool water. Wait for cramps to stop before doing any physical activity. Seek medical help if cramps last more than (1) hour or if you're on a low sodium diet or have heart problems.



### HEAT EXHAUSTION

The body becomes overly stressed with symptoms such as:

- Cool, pale, clammy skin
- Heavy sweating
- Fatigue or weakness
- Shortness of breath
- Headache, dizziness, or fainting
- Nausea or vomiting
- Rapid heartbeat and breathing
- Thirst

**What to do** - Get out of the heat immediately. Loosen/remove clothing. Apply cool water/ice packs to the body. Drink slightly cool water and electrolytes. *Seek medical help.*

### HEAT STROKE

This is the most serious stage of heat illness. Symptoms may include:

- Red, hot, dry skin with very little sweating
- High body temperature, 105° F or higher
- Headache, dizziness, confusion
- Nausea or vomiting
- Rapid pulse

### **What to do**

#### CALL 911 IMMEDIATELY

- ✓ Get to a shady cool area and remove unnecessary clothing
- ✓ Drink slightly cool water if possible
- ✓ Fan vigorously
- ✓ Apply cool water to clothing or skin
- ✓ Apply ice packs under arms, to the neck, back, and groin area