

# CENTURY CIRCLE



COMMUNITY SERVICES DISTRICT

Regular Board Meeting of the Board of Directors  
Wednesday, September 18, 2024

7:00 PM

## **AGENDA**

TO ADDRESS THE BOARD DURING OPEN TIME OR NOTICED PUBLIC HEARINGS:  
pursuant to the Brown Act (Government Code Section 54950 et seq.) action or Board discussion can not be taken on open time matters other than to receive the comments, and if deemed necessary, to refer the subject matter to the District Manager for follow up and/or to schedule the matter on a subsequent Board agenda.

### ITEM

### FUNCTION

#### **PRELIMINARY BUSINESS**

- |   |   |             |
|---|---|-------------|
| 1 | Call to Order   |             |
| 2 | Public Comment Period – Open Time – This time is set for members of the public to address the Board on matters not on the agenda. If your comments concern an item noted on the regular agenda, please address the Board after that item is open for public comments. By law, the Board of Directors cannot discuss or make decisions on matters that are not on the agenda. The Board will customarily refer these matters to the District Manager’s Office. Each speaker is allocated (5) minutes to speak for a maximum of 20 minutes on each subject. Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the District. After receiving recognition from the Board President, please state your name and comments. |             |
| 3 | Approval of the minutes of:<br>August 21, 2024, Regular Board Meeting   | Action      |
| 4 | Authorize Payment of Bills for Current Expenses   | Action      |
| 5 | Status of the Budget Report   | Information |

#### **NEW BUSINESS**

None

#### **OLD BUSINESS**

- |   |   |        |
|---|---|--------|
| 1 | Authorization to Solicit Bids for the PLC, Radio, and Antenna Replacement Project | Action |
| 2 | Consider Resolution 2024-09 Adopting a Workplace Violence Prevention Plan         | Action |

- |   |  |             |
|---|--|-------------|
| 3 | Muletown Pump Station Generator Project Update | Information |
| 4 | Carr Fire Recovery Project Update              | Information |

**GENERAL BUSINESS**

- |   |  |             |
|---|--|-------------|
| 1 | Correspondence                               | Information |
| 2 | Director’s Report                            | Information |
| 3 | Manager’s Report                             | Information |
| 4 | Committee Reports                            | Information |
|   | Resource & Planning – Sept. 11 <sup>th</sup> |             |
| 5 | Announcements                                |             |
| 6 | Adjournment                                  |             |

Next Scheduled Board Meeting  
October 16, 2024 @ 7:00 P.M.

“This is an equal opportunity provider”

In compliance with the Americans with Disabilities Act, the Centerville 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 telephone at (530) 246-0680, or in person or by mail at 8930 Placer Road, Redding, California 96001, or by e-mail at [tteuscher@centervillecsd.com](mailto:tteuscher@centervillecsd.com), at least two working days in advance. Accommodation 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.

# Manager's Report

9/13/2024

## Administration

1. Joint Use Agreement                      Final draft provided to new Battalion Chief Dusty Gyves.  
Being reviewed by County attorney. Will continue after fire season.
  
2. Shop Building Permit                      Submitted for permit on 5/31. Plans are approved.  
Being routed for final signatures. Will begin obtaining bids  
once permit is available.
  
3. Audit    Onsite visit is complete.
  
4. Westridge                                      City approvals expiring in late September. Being presented at  
the Planning Commission and City Council requesting two (2)  
5-year extensions.

## Committee Meetings

<u>R&amp;P Committee</u>	Future Meeting:    Aug/Sept Capital Improvement Program Review and Prioritization Options for AC Pipe Table III - non-growth items
<u>Personnel Committee</u>	Future Meeting:    TBD Indoor Heat & Illness Policy
<u>Ordinance Committee</u>	Future Meeting:    TBD
<u>Finance Committee</u>	Future Meeting:    TBD
<u>Public Info. Committee</u>	Future Meeting: TBD

**Operations**

**1. Leaks**

	Current	FYTD
<u>Mainline Leaks - Repaired</u>	0	0
<u>Service Leaks - Repaired</u>	0	2
<u>Service Lines - Replaced</u>	0	5
<u>Service Lines - Planned</u>		

**2 New Meters - Installed**

This past month:	0	Fiscal Year TOTAL:	0
sold to:		Annual Projection:	4
		<b>WAC Total</b>	<b>0</b>

**3. Misc Activities**

<b>AV Program</b>	This past month	0	Total Done	29	of	90
<b>Customer Service Line ID</b>	Operators completed field work. Now finishing the report. Report due in October 2024.					
	This past month	125	Total Done	555	of	555
<b>Tank Maintenance Program</b>	C2 Tank - completed. Tracking the new air vent install.					
<b>Muletown Turn-Out</b>	Wire from the Pump Station to the Turn-Out is failing and is causing operational issues with the valves. Wagner Electric confirmed that the wire insulation is compromised. Pursuing multiple bids.					
	Reviewing all wires. Total of 2 conduits. Will present at the October meeting.					

CENTERVILLE COMMUNITY SERVICES DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING

Directors Present: President Richison, Vice President Hopson, Director Whitehead and Director Woodstrom

Absent: Director Oliver

Others Present: Tina Teuscher and Chris Muehlbacher

**PRELIMINARY BUSINESS:**

1. Call to Order: President Richison called the meeting to order at 7:00 pm.
2. Public Comment Period: President Richison opened the public comment period. No comments were received. The public comment period was closed.
3. Approval of the July 17, 2024, minutes: Vice President Hopson moved to approve the minutes. Director Woodstrom seconded. The vote was unanimous. Motion carried.
4. Authorize Payment of Bills for Current Expenses: Director Woodstrom moved to pay the bills. Vice President Hopson seconded. Mr. Muehlbacher stated that the payment to Automotive Plus is for the air bag suspension on Vehicle 501. The Texas Springs payment is taxes received in July. The CUSI payment is our annual dues for the billing software. The USA payment is our annual dues for the 811 locate service. The vote was unanimous. Motion carried.
5. Status of the Budget Report: Mr. Muehlbacher stated that the O&M revenue for the 2024/25 Fiscal Year was \$187,769 versus expenses of \$156,171. He mentioned that both Consumption and Zone A1 revenue is trending higher than budgeted. Regarding expenses, Clear Creek O&M is lower than expected, because they are using more water.

Mr. Muehlbacher stated that the Capital revenue was \$13,860 versus expenses of \$6,387. He stated all of the general property taxes received in July will be moved to June. The journal entry will be made during the audit preparation.

Reserve Fund Status Sheet: The total reserve is \$1,082,396. He stated that this statement reflects the LAIF Interest as well as taxes and capital expenses.

**NEW BUSINESS**

1. Consider Resolution 2024-07 Review of the District's Conflict of Interest Code: Mr. Muehlbacher stated that the Political Reform Act requires local agencies to review its Conflict of Interest Code every two years to ensure that it remains current and accurate. He stated that Mr. Bogener reviewed the document and no changes are required at this time.

Director Woodstrom moved to adopt Resolution 2024-07 Review of the District's Conflict of Interest Code. Vice President Hopson seconded. President Richison called for a roll call vote: Director Whitehead – yes; Director Woodstrom – yes; Vice President Hopson – yes and President Richison – yes. Director Oliver – absent. Motion carried.

2. Consider Resolution 2024-08 Modifying the Meal Period as Included in the Employee Handbook: Mr. Muehlbacher stated that the proposed change would become effective Monday, August 26, 2024.

Vice President Hopson moved to adopt 2024-08 modifying the Meal Period as included in the Employee Handbook. Director Woodstrom seconded. President Richison called for a roll call vote: Director Whitehead – yes; Director Woodstrom – yes; Vice President Hopson – yes and President Richison – yes. Director Oliver – absent. Motion carried.

3. Consider Resolution 2024-09 Adopting a Workplace Violence Prevention Plan: Mr. Muehlbacher stated that this is a state mandated item. This resolution modifies the existing section in the handbook and provides a stand-alone policy. After much discussion the Board decided to table this item until next month. They asked for clarity of whether or not Board Members are considered employees and how to address concealed weapons.

4. Authorization to Solicit Bids for the PLC, Radio, and Antenna Replacement Project: Mr. Muehlbacher stated that he is asking for authorization to solicit bids for the project. He mentioned that the engineering design went over budget. Vice President Hopson was concerned about the engineering design being over budget. Director Woodstrom agreed. They asked that Mr. Muehlbacher look at the original job scope and see if PACE Engineering had inspected the initial installation. They also asked how PACE's contract was written and if the other items were included in their original contract or if those items can be bid on by other engineers. They also asked Mr. Muehlbacher to review the District's Bid Policy.

Director Whitehead asked that Mr. Muehlbacher gather all the information and bring it to the Resource and Planning Committee.

Director Woodstrom believes we should get a firm bid from PACE for the remainder of the project, as opposed to a time and material contract.

The Board directed Mr. Muehlbacher to present the information to the Resource and Planning Committee.

## **OLD BUSINESS**

1. Muletown Pump Station Generator Project Update: Mr. Muehlbacher stated that he met with CalOES on Monday. The engineer's bid from Mead and Hunt far exceeds the original estimate. CalOES suggested to obtain the bids and then decide to move forward or not.
2. Carr Fire Recovery Project Update: Mr. Muehlbacher stated that there is no additional information for this item.

## **GENERAL BUSINESS**

1. Correspondence: Mr. Muehlbacher stated that the Board of Director's letter from Horton, McNulty and Saeteurn was placed in the Board Packet. The audit is scheduled for early September.
2. Director's Report: None
3. Manager's Report: Mr. Muehlbacher stated that he received an email from the County with comments regarding the building permit for the shop building. Vice President Hopson asked if their comments were going to increase the cost. Mr. Muehlbacher stated that one of the comments was in regards to the landscaping and it may increase the cost of the project not knowing what Butler's response will be. They are requiring that the landscaping be designed by a licensed landscaper.

He mentioned that the field staff had replaced three service lines and repaired another one over the past month.

Mr. Muehlbacher stated that there are issues with the Turnout and SCADA. Field operators have been troubleshooting the problem. They changed out the limit switches; however, that did not fix the problem. Wagner Electric confirmed that the wire insulation is bad and the wires need to be replaced. Wagner's bid to replace the wiring was over \$10,000. Operations is now seeking additional bids.

4. Committee Reports: None
5. Announcements: The next regular Board Meeting will be held September 18, 2024.
6. Adjournment: Meeting adjourned at 8:04 pm.

CENTERVILLE COMMUNITY SERVICES DISTRICT  
RESOURCE & PLANNING COMMITTEE MEETING NOTES

Committee Present: Director Whitehead and Vice President Hopson

Absent: None

Others Present: Dan Peters, Bryan Gentles and Chris Muehlbacher

**RESOURCE & PLANNING COMMITTEE AGENDA**

- 1 Open Session  
No public comment was received.
- 2 Review of the PLC, Radio and Antenna Replacement Project  
The Committee discussed this project with Bryan Gentles of PACE Engineering and staff. The Committee concurs with the recommendation that the Board authorize solicitation of bids.
- 3 Review and Discussion of the Capital Improvement Program Planning  
The Committee concurred with the recommendation that Short Lived Assets be included in O&M Reserve funding. It also concurred that Morning Glory to be added to the program and that priority will be placed upon funding fire flow projects.
- 4 Adjournment



# Centerville Community Services District Profit & Loss Budget Performance

August 2024

Ordinary Income/Expense	Aug 24	Budget	% of Budget	Jul - Aug 24	YTD Budget	\$ Over Budget	% of Budget
<b>Income</b>							
<b>41000 · WATER SALES</b>							
41100 · Base Rate	47,938.75	48,000.00	99.87%	95,941.75	93,000.00	2,941.75	103.16%
41200 · Consumption Rate	112,454.07	107,900.00	104.22%	231,058.94	213,500.00	17,558.94	108.22%
41210 · Late Fees	1,828.55	1,500.00	121.9%	4,031.83	3,000.00	1,031.83	134.39%
41400 · Pump Zone A (Base Rate)	1,421.75	1,400.00	101.55%	2,855.25	2,500.00	355.25	114.21%
41450 · Pump Zone A (Power Comp)	4,305.73	3,100.00	138.9%	8,278.88	6,200.00	2,078.88	133.53%
41500 · Pump Zone A-1 (Base Rate)	418.50	400.00	104.63%	837.00	800.00	37.00	104.63%
41550 · Pump Zone A-1(Power Comp)	1,194.77	700.00	170.68%	2,275.92	1,400.00	875.92	162.57%
<b>Total 41000 · WATER SALES</b>	<b>169,562.12</b>	<b>163,000.00</b>	<b>104.03%</b>	<b>345,279.57</b>	<b>320,400.00</b>	<b>24,879.57</b>	<b>107.77%</b>
<b>41600 · RESERVE FUNDS</b>							
41605 · Consumption Surcharge	3,910.88	3,800.00	102.92%	8,135.48	7,600.00	535.48	107.05%
41700 · Water Treatment Plant Fee	7,728.30	7,600.00	101.69%	16,078.28	15,200.00	878.28	105.78%
41800 · Rate Stabilization Fee	11,591.01	11,400.00	101.68%	24,112.98	22,800.00	1,312.98	105.76%
56250 · Transfer Reserve Funds	-23,230.19	-22,800.00	101.89%	-48,291.94	-45,600.00	-2,691.94	105.9%
<b>Total 41600 · RESERVE FUNDS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>34.80</b>	<b>0.00</b>	<b>34.80</b>	<b>100.0%</b>
<b>43000 · INTEREST</b>							
43001 · LAIF	0.00	0.00	0.0%	12,592.49	7,500.00	5,092.49	167.9%
43002 · Other Interest	1.55	0.00	100.0%	3.46	0.00	3.46	100.0%
<b>Total 43000 · INTEREST</b>	<b>1.55</b>	<b>0.00</b>	<b>100.0%</b>	<b>12,595.95</b>	<b>7,500.00</b>	<b>5,095.95</b>	<b>167.95%</b>
<b>45000 · OTHER OPER. REVENUE</b>							
45850 · Backflow Prevention Testing	247.00	250.00	98.8%	494.00	500.00	-6.00	98.8%
<b>Total 45000 · OTHER OPER. REVENUE</b>	<b>247.00</b>	<b>250.00</b>	<b>98.8%</b>	<b>494.00</b>	<b>500.00</b>	<b>-6.00</b>	<b>98.8%</b>
<b>Total Income</b>	<b>169,810.67</b>	<b>163,250.00</b>	<b>104.02%</b>	<b>358,404.32</b>	<b>328,400.00</b>	<b>30,004.32</b>	<b>109.14%</b>
<b>Gross Profit</b>	<b>169,810.67</b>	<b>163,250.00</b>	<b>104.02%</b>	<b>358,404.32</b>	<b>328,400.00</b>	<b>30,004.32</b>	<b>109.14%</b>
<b>Expense</b>							
<b>51000 · WATER COSTS</b>							
51100 · Raw Water Charge	3,833.80	2,200.00	174.26%	8,407.92	4,800.00	3,607.92	175.17%
51300 · Oper.& Maint. - Clear Creek	11,389.38	12,800.00	88.98%	21,777.90	25,400.00	-3,622.10	85.74%
51305 · Administration - Clear Creek	6,903.74	7,800.00	88.51%	14,472.72	15,500.00	-1,027.28	93.37%
51315 · Restoration Fee	3,768.55	2,200.00	171.3%	8,264.82	4,800.00	3,464.82	172.18%
51325 · WINN Act Lawsuit	0.00	250.00	0.0%	0.00	500.00	-500.00	0.0%
<b>Total 51000 · WATER COSTS</b>	<b>25,895.47</b>	<b>25,250.00</b>	<b>102.56%</b>	<b>52,923.36</b>	<b>51,000.00</b>	<b>1,923.36</b>	<b>103.7%</b>

# Centerville Community Services District Profit & Loss Budget Performance

August 2024

	Aug 24	Budget	% of Budget	Jul - Aug 24	YTD Budget	\$ Over Budget	% of Budget
<b>52000 · TRANSMISSION &amp; DISTRIB.</b>							
52100 · General Repair & Maint.	14,876.96	4,000.00	371.92%	18,562.44	8,000.00	10,562.44	232.03%
52200 · Operating Supplies & Expense	759.26	1,800.00	42.18%	2,985.04	3,600.00	-614.96	82.92%
52400 · Utilities - General Plant	61.35	150.00	40.9%	252.79	300.00	-47.21	84.26%
52425 · Elect., Muletown Pump Station	205.27	400.00	51.32%	417.23	800.00	-382.77	52.15%
52450 · Elect., Towerview Pump Station	498.41	200.00	249.21%	1,595.23	400.00	1,195.23	398.81%
52500 · Utilities Pump Zone A	6,006.58	4,200.00	143.01%	11,767.53	9,500.00	2,267.53	123.87%
52600 · Utilities Pump Zone A-1	0.00	800.00	0.0%	966.90	1,600.00	-633.10	60.43%
52850 · Backflow Prevention Testing	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 52000 · TRANSMISSION &amp; DISTRIB.</b>	<b>22,407.83</b>	<b>11,550.00</b>	<b>194.01%</b>	<b>36,547.16</b>	<b>24,200.00</b>	<b>12,347.16</b>	<b>151.02%</b>
<b>53000 · EQUIPMENT</b>							
53100 · Equipment Repairs & Maint.	0.00	700.00	0.0%	2,184.77	1,400.00	784.77	156.06%
53200 · Gasoline	637.02	700.00	91.0%	1,235.86	1,500.00	-264.14	82.39%
<b>Total 53000 · EQUIPMENT</b>	<b>637.02</b>	<b>1,400.00</b>	<b>45.5%</b>	<b>3,420.63</b>	<b>2,900.00</b>	<b>520.63</b>	<b>117.95%</b>
<b>54000 · ADMINISTRATIVE</b>							
54100 · Liability Insurance - District	0.00	0.00	0.0%	13,669.64	0.00	13,669.64	100.0%
54150 · Utilities-District Office	953.75	1,000.00	95.38%	2,040.07	2,000.00	40.07	102.0%
54200 · Telephone - District Office	594.10	700.00	84.87%	1,107.42	1,400.00	-292.58	79.1%
54325 · Employee Recognition	0.00	0.00	0.0%	90.74	0.00	90.74	100.0%
54375 · LAFCO	0.00	0.00	0.0%	3,081.47	4,000.00	-918.53	77.04%
54400 · Miscellaneous	200.00	0.00	100.0%	0.00	0.00	0.00	0.0%
54500 · Engineering - District Engineer	102.00	700.00	14.57%	4,686.00	1,400.00	3,286.00	334.71%
54550 · Legal-Dist. Attorney	0.00	900.00	0.0%	933.15	1,800.00	-866.85	51.84%
54600 · Accounting-Audit & Consult	0.00	0.00	0.0%	1,200.00	0.00	1,200.00	100.0%
54625 · Meals	161.46	100.00	161.46%	243.68	200.00	43.68	121.84%
54630 · Construction Meals	85.39	100.00	85.39%	314.28	200.00	114.28	157.14%
54650 · Office Supplies	461.37	800.00	57.67%	1,203.13	1,600.00	-396.87	75.2%
54680 · Merchant Fees	0.00	100.00	0.0%	95.85	200.00	-104.15	47.93%
54700 · Postage	107.55	800.00	13.44%	1,107.55	1,600.00	-492.45	69.22%
54750 · Office Equipment (Small)	798.51	1,900.00	42.03%	1,375.99	3,800.00	-2,424.01	36.21%
54800 · Office Building - R&M	1,249.10	400.00	312.28%	1,685.43	800.00	885.43	210.68%
54850 · Directors Compensation	300.00	500.00	60.0%	500.00	1,000.00	-500.00	50.0%
54900 · Subscription & Licenses	4,037.91	2,800.00	144.21%	5,237.60	5,600.00	-362.40	93.53%
<b>Total 54000 · ADMINISTRATIVE</b>	<b>9,051.14</b>	<b>10,800.00</b>	<b>83.81%</b>	<b>38,572.00</b>	<b>25,600.00</b>	<b>12,972.00</b>	<b>150.67%</b>

## Centerville Community Services District Profit & Loss Budget Performance August 2024

	Aug 24	Budget	% of Budget	Jul - Aug 24	YTD Budget	\$ Over Budget	% of Budget
<b>55000 · WAGES &amp; BENEFITS</b>							
55100 · Salaries	33,982.90	34,500.00	98.5%	63,265.16	69,000.00	-5,734.84	91.69%
55110 · Salaries - Standby	400.00	500.00	80.0%	825.00	1,000.00	-175.00	82.5%
55120 · Overtime	1,707.61	500.00	341.52%	2,726.85	1,000.00	1,726.85	272.69%
55200 · Salaries - Part Time Employees	679.36	1,600.00	42.46%	2,017.44	3,200.00	-1,182.56	63.05%
55300 · Pension - Retirement	3,463.12	3,100.00	111.71%	61,657.89	62,000.00	-342.11	99.45%
55400 · Insurance - Emp. Health&Dental	9,629.70	9,600.00	100.31%	19,259.40	19,200.00	59.40	100.31%
55500 · Workman's Comp. Insurance	0.00	0.00	0.0%	0.00	7,300.00	-7,300.00	0.0%
55600 · F.I.C.A.	2,248.01	2,300.00	97.74%	4,204.31	4,600.00	-395.69	91.4%
55700 · Medicare Tax	525.75	500.00	105.15%	983.26	1,000.00	-16.74	98.33%
<b>Total 55000 · WAGES &amp; BENEFITS</b>	<b>52,636.45</b>	<b>52,600.00</b>	<b>100.07%</b>	<b>154,939.31</b>	<b>168,300.00</b>	<b>-13,360.69</b>	<b>92.06%</b>
Total Expense	110,627.91	101,600.00	108.89%	286,402.46	272,000.00	14,402.46	105.3%
Net Ordinary Income	59,182.76	61,650.00	96.0%	72,001.86	56,400.00	15,601.86	127.66%
<b>Net Income</b>	<b>59,182.76</b>	<b>61,650.00</b>	<b>96.0%</b>	<b>72,001.86</b>	<b>56,400.00</b>	<b>15,601.86</b>	<b>127.66%</b>

**Centerville Community Services District**  
**Capital Profit & Loss Budget Performance**  
 August 2024

2:09 PM  
 09/13/24  
 Accrual Basis

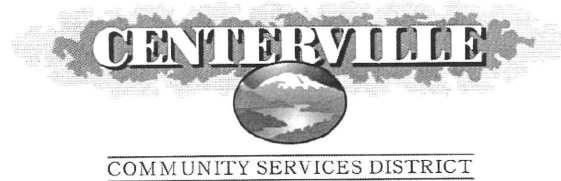
	Aug 24	Budget	Jul - Aug 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
46000 · CAPITAL FUNDS					
46100 · Capacity Charge	768.75	770.00	1,537.50	1,540.00	4,620.00
Total 46000 · CAPITAL FUNDS	768.75	770.00	1,537.50	1,540.00	4,620.00
49500 · OTHER CAPITAL REVENUE					
49505 · Other Interest	0.32	0.00	0.64	0.00	0.00
Total 49500 · OTHER CAPITAL REVENUE	0.32	0.00	0.64	0.00	0.00
Total Income	769.07	770.00	1,538.14	1,540.00	4,620.00
Gross Profit	769.07	770.00	1,538.14	1,540.00	4,620.00
Expense					
58000 · OTHER CAPITAL EXPENSES					
58070 · Muletown Pump - Generator	57.00	100.00	57.00	100.00	100.00
58080 · Telemetry Replacement Program	561.00	600.00	16,546.00	16,600.00	16,600.00
Total 58000 · OTHER CAPITAL EXPENSES	618.00	700.00	16,603.00	16,700.00	16,700.00
Total Expense	618.00	700.00	16,603.00	16,700.00	16,700.00
Net Ordinary Income	151.07	70.00	-15,064.86	-15,160.00	-12,080.00
Net Income	<b>151.07</b>	<b>70.00</b>	<b>-15,064.86</b>	<b>-15,160.00</b>	<b>-12,080.00</b>

# CENTERVILLE COMMUNITY SERVICES DISTRICT RESERVE FUND STATUS

**August 31, 2024**

DESCRIPTION	Balance as of 7-1-2023	Balance as of 7-1-2024	Balance as of Last Month	Current Balance	Projected Balance As of 7-1-2025	Goal Range
<b>DESIGNATED RESERVES:</b>						
Operation & Maintenance	\$204,925.15	\$202,305.90	\$266,461.47	\$328,440.79	\$335,000.00	\$546k - \$819k (2)
Water Treatment Plant	\$142,309.81	\$195,972.20	\$206,539.54	\$214,267.84	\$255,000.00	\$170k - \$250k (3)
Carr Fire Funds	\$144,040.80	\$149,460.79	\$151,201.57	\$151,201.57	\$152,000.00	
Pump Sta. Rep. & Rep. (Zones A & A1)	\$17,909.81	\$18,583.72	\$15,166.17	\$15,166.17	\$22,000.00	
Capital Improvement Reserve	\$434,276.16	\$395,481.74	\$295,877.99	\$293,401.62	\$346,000.00	
Subtotal	\$943,461.73	\$961,804.35	\$935,246.74	\$1,002,477.99	\$1,110,000.00	
<b>OBLIGATED RESERVES:</b>						
Capacity Charge	\$86,704.43	\$119,370.25	\$121,520.35	\$122,289.10	\$209,000.00	
Subtotal	\$86,704.43	\$119,370.25	\$121,520.35	\$122,289.10	\$209,000.00	
<b>RESTRICTED RESERVES;</b>						
						<u>Maturity Date</u>
1 1995-1 Redemption Fund	\$52,605.70	\$0.00	\$0.00	\$0.00	\$0.00	
2 Texas Springs Assessment	\$43,451.90	\$25,629.19	\$25,626.19	\$25,626.19	\$33,000.00	
Subtotal	\$96,057.60	\$25,629.19	\$25,626.19	\$25,626.19	\$33,000.00	
Total Reserve Balance	\$1,126,223.76	\$1,106,803.79	\$1,082,393.28	\$1,150,393.28	\$1,352,000.00	

- 1 Texas Springs Assessment This Assessment District was formed for the water distribution system within the Texas Springs area, matures in 2041.
- 2 O&M Goal Range Goal Range is projected to achieve the Reserve Policy range within 4 - 8 years using the Rate Stabilization Fee.
- 3 WTP Goal Range Goal Range is projected to achieve the Reserve Policy range within 1.5 - 3 years using the Water Treatment Plant Fee.



## MEMORANDUM

**DATE:** September 11, 2024  
**TO:** Board of Directors  
**FROM:** Chris Muehlbacher  
**Subject:** Old Business 1 – Authorization to Solicit Bids for the PLC, Radio, and Antenna Replacement Project

### Recommendation

ACTION – The Resource & Planning Committee concurs with the recommendation that the Board authorize the Manager to solicit bids for the project.

### Item Explanation

The action is for the Board to authorize getting bids for this project. This subject was reviewed by the Resource & Planning Committee with PACE Engineering and it is their concurrence that the Board authorize obtaining bids.

### Background

In September 2023, the Board provided authorization to solicit bids for the Telemetry Replacement Project. This project was included in the Capital Improvement Program (CIP) as well as the Capital Budget and included the replacement of all telemetry-related components at seven sites located throughout the District. PACE Engineering was authorized to provide Engineering Design, Bidding & Construction Administration, functional acceptance testing and programming of the radio components. These engineering services were contracted as lump sum with an amount not to exceed. The project included the following:

<u>Description</u>	<u>Estimated Cost</u>
Telemetry System Construction	\$49,500
Engineering Services (design, bid, construction, programming)	\$20,500
Contingency	<u>\$15,000</u>
<b>TOTAL</b>	<b>\$85,000</b>

On October 23, 2023, a workshop was held where the Board reviewed the CIP and identified the following capital projects in order of their priority:

1. Replace the Programmable Logic Controllers (PLCs)
2. Demolition of the Shop Mezzanine Structure
3. AMI System

During the workshop, the County COVID-related ARPA grant funds were also redirected from the proposed AMI System to that for use in funding the PLC project.

On October 27, 2023, a single bid was received that was slightly below the engineer's estimate. In considering that the PLC project was now identified as the District's highest priority project and that the District had only received a single bid for the Telemetry project, it was believed that more competitive bids would be received by combining the two projects into a single project. As a result, PACE Engineering provided a new proposal to provide the services required to include the PLC replacement with the existing Telemetry project.

On December 13, 2023, the Board authorized PACE Engineering to proceed with the engineering services proposed for the combined PLC, Radio and Antenna Replacement Project as summarized below:

1. Engineering Design (PLC)	\$ 36,000
2. Bidding & Construction Services	\$ 13,500
3. <u>Programming (Telemetry &amp; PLC)</u>	<u>\$ 72,000</u>
TOTAL	\$121,500

These services were contracted as time and materials. Doing so would require the use of contingency funds should activities exceed the proposed budgets. In contrast, a lump sum contract option was available for an additional \$13,500. At this time, PACE advised that it would require an additional \$14,500 to convert the remaining tasks (2&3 above) to that of a lump sum, not to exceed. Task 2 would increase by \$1,500 (\$15k total) and Task 3 would increase an additional \$13k (\$85k total).

During the design phase of the PLCs, PACE Engineering encountered numerous challenges due to discrepancies between the record drawings, panel drawings and the PLC code. While these projects have been designed by PACE Engineering (all sites were completed in 2001 with exception of the Muletown Pump Station and Diggins Repeater which were completed in 2009), PACE was not directly involved in the integration and programming of the components. To ensure that accurate plans are available for bidding and construction purposes, it was necessary for PACE Engineering to rectify these discrepancies and to identify the actual installation and system functionality to avoid potential future change order claims by the future contractor. Bryan Gentles of PACE Engineering will attend the Board meeting to provide further project details about the design and the challenges.

### Current Status

At present, the plans and specifications are ready for public bidding. The technical specifications and engineering drawing were completed by PACE Engineering while the remaining front-end documents were completed by the Manager.

Below is a summary of the PLC, Radio and Antenna Replacement projects which include an updated engineer's estimate of the construction cost, and PACE's design expense to date:

<b>PLC, Radio, and Antenna Replacement Project</b>			
	Original	Expenses to Date	Remaining
Engineering Design (Telemetry)	10,500	10,300	200
Engineering Design (PLC)	36,000	48,200	(12,200)
Bidding & Construction Support	13,500	0	13,500
PLC & Telemetry System	99k revised to 116k	0	116,000
Programming	72,000	8,100	63,900
Contingency	25,500 revised to 28k	12,200 – design	15,800
<b>Total</b>	<b>256.5k revised to 276k</b>		

The \$8k spent on programming is for configuring the PLC code for two of the District's sites and some of the required HMI (GeoSCADA) changes on the back end. PACE can continue programming efforts in advance of receiving the actual components since it will then be downloaded once the equipment is installed.

Upon authorization to solicit bids provided by the Board, competitive bids will be sought following a six-week bidding period which includes a mandatory pre-bid job walk. The contractor shall have 180 calendar days to complete the submittal and construction phases of this project once notice to proceed is provided. It is acknowledged that there is an estimated 20-week lead time to receive materials once the material submittals are approved which will not be counted against the 180-calendar day timeline.

It is important to note that the estimated useful life for these components is 15-20 years. With a majority of these critical components having been installed in 2001 and already exceeding the estimated useful lives, it remains important for the District to proceed with the project identified as having the highest priority and that the Board provide authorization to publicly solicit bids.

#### Financial Impacts

A portion of this project will be funded using a \$142k ARPA grant with the remainder being funded by the Capital Improvement Reserve.

Per PACE Engineering's estimate, the construction cost is expected to increase by \$17k, which will also impact the contingency fund. As a result, the overall project budget is projected to increase by nearly \$20k. This increase will be funded by the Capital Improvement Reserve which has adequate funds for this project. At present, the engineering design efforts have exceeded the anticipated budget by 12k which will utilize a portion of the contingency fund. Moving forward, PACE Engineering anticipates minimal further impacts to the remaining contingency fund due to their work to eliminate discrepancies discovered during the design phase.

At present, there is approximately \$16k remaining of the contingency funds available. Should it be desired to convert the remaining engineering tasks from a time and materials contract to that of a lump sum, PACE Engineering would require a change-order of approximately \$15k which would utilize the remaining contingency fund.

**Attachments** – None





## MEMORANDUM

**DATE:** September 12, 2024  
**TO:** Board of Directors  
**FROM:** Chris Muehlbacher  
**SUBJECT:** Old Business 2 – Consider Resolution 2024-09 Adopting a Workplace Violence Prevention Plan

### Recommendation

ACTION – The Personnel Committee concurs with the recommendation that the Board adopt Resolution 2024-09.

### Item Explanation

The District is required to have an updated Workplace Violence Prevention Plan. The attached plan is based upon templates provided by both ACWA JPIA and OSHA and has been reviewed by our attorney. This new policy considerably expands our current policy. Adopting this resolution also includes making minor changes to the existing policy as included in the Employee Handbook with changes highlighted below:

#### *Workplace Violence*

The Centerville Community Services District has adopted the following workplace violence policy to **ensure promote** a safe working environment for all employees.

The District has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work-related weapons, **including a carry-concealed weapon “ccw”**, on District premises, **work sites** and at District-sponsored events shall constitute a threat of violence.

It is every employee’s responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee **is expected and encouraged to shall** report any incident which may be threatening to you or your co-workers **or any event** which you reasonably believe is threatening or violent. You **may shall** report an incident to any supervisor or the Manager.

**A threat includes, but is not limited to, any indication of intent to harm a person or damage District property.** Threats may be direct or indirect, and they may be communicated verbally or non-verbally.

**For greater details, refer to the Workplace Violence Prevention Plan.**

Below is the Employee Handbook section with the changes included:

### ***Workplace Violence***

The Centerville Community Services District has adopted the following workplace violence policy to promote a safe working environment for all employees.

The District has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work-related weapons, including a carry-concealed weapon “ccw”, on District premises, work sites and at District-sponsored events shall constitute a threat of violence.

It is every employee’s responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee shall report any incident which may be threatening to you or your co-workers which you reasonably believe is threatening or violent. You shall report an incident to any supervisor or the Manager.

Threats may be direct or indirect, and they may be communicated verbally or non-verbally.

For greater details, refer to the Workplace Violence Prevention Plan.

### **Attachment(s)**

- Resolution 2024-09
- Workplace Violence Prevention Plan

## RESOLUTION 2024-09

### A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK AND ESTABLISHING A WORKPLACE VIOLENCE PREVENTION PLAN

WHEREAS, the Board of Directors of the Centerville Community Services District adopted the "Employee Handbook" by Resolution 2012-12 passed and adopted December 19, 2012, and

WHEREAS, at the August 21, 2024 Regular Board Meeting, the Board of Directors was in support of the recommendations presented by the Personnel Committee regarding changes to the Employee Handbook as well as establishing a Workplace Violence Prevention Plan; and

WHEREAS, the District has the authority to update the "Employee Handbook" as well as establish a Workplace Violence Prevention Plan as needed to comply with Federal, State and local labor laws, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Centerville Community Services District does hereby amend its Workplace Violence policy as included in the Employee Handbook as follows below as well as establish a Workplace Violence Prevention Plan (see Exhibit "A"):

#### **Workplace Violence**

The Centerville Community Services District has adopted the following workplace violence policy to promote a safe working environment for all employees.

The District has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work-related weapons, including a carry-concealed weapon "ccw", on District premises and at District-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee shall report any incident which may be threatening to you or your co-workers which you reasonably believe is threatening or violent. You shall report an incident to any supervisor or the Manager.

Threats may be direct or indirect, and they may be communicated verbally or non-verbally.

For greater details, refer to the Workplace Violence Prevention Plan.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors does hereby adopt Resolution 2024-09 amending the Employee Handbook and establishing a Workplace Violence Prevention Plan as setting forth the applicable personnel policies for the Centerville Community Services District. It is further resolved that this Employee Handbook supersedes and replaces any other Employee Handbooks that have previously existed or been adopted by the Board of Directors as official documents reflecting the policies and procedures of Centerville Community Services District.

PASSED AND ADOPTED THIS 21<sup>st</sup> day of August 2024.

\_\_\_\_\_  
Walt Richison, President  
Centerville Community Services District  
Board of Directors

AYES: Directors Whitehead, Woodstrom, Hopson and Richison  
NOES: None  
ABSTAINING: None  
ABSENT: Director Oliver

ATTEST:

\_\_\_\_\_  
Tina Teuscher  
Secretary to the Board

# **WORKPLACE VIOLENCE PREVENTION PLAN**

**August 2024**

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## **WORKPLACE VIOLENCE PREVENTION PLAN FOR CENTERVILLE COMMUNITY SERVICES DISTRICT**

### **Responsibility**

The Workplace Violence Prevention Plan (“WVPP” or “Plan”) Administrator, the District Manager, has the authority and responsibility for implementing the provisions of this Plan for the Centerville Community Services District (“District”).

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

### **Employee Participation**

All District employees are expected to assist in maintaining a safe, healthy, and secure work environment. Everyone is responsible for using safe work practices, following this WVPP, following the Injury and Illness Prevention Plan and the Workplace Violence policy as included in the Employee Handbook. All employees and authorized employee representatives are encouraged to be actively involved in developing and implementing the WVPP by:

- Identifying, evaluating, and determining corrective measures to prevent workplace violence. As part of this Plan, the District surveyed all employees to obtain their feedback regarding workplace violence hazards and concerns in their specific workplace.
- Designing and implementing training. Employees are encouraged to participate in designing and implementing training programs, and their suggestions will be incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
- Reporting and investigating workplace violence incidents.

### **Employee Compliance**

Our system of ensuring that supervisory and nonsupervisory employees comply with the WVPP includes:

- Recognizing employees who follow safe work practices that promote the WVPP in the workplace.
- Training and retraining employees, supervisors, and managers on the provisions of this WVPP which includes general workplace violence prevention principles.
- Taking disciplinary action against employees who fail to comply with safe and healthful work practices following training, refresher training, or instruction. The District will not tolerate unsafe acts by its employees. If any employee violates workplace violence policies and rules or otherwise does not perform their job safely and healthfully, they may be subject to appropriate corrective action, up to and including termination.

- Implementing effective procedures to ensure that all employees, regardless of their title or classification, comply with the WVPP by conducting periodic assessments and training.

### **Prohibition on Retaliation**

The District has implemented effective procedures for accepting and responding to reports of workplace violence, as described below. We prohibit retaliation for reporting workplace violence incidents, and for participating in any investigation of such incidents. This commitment means that we will not discipline, terminate, or otherwise take negative action against any employee for reporting a workplace violence incident, or assisting the District in investigating such an incident. If you believe someone has retaliated against you for engaging in such conduct, please notify the WVPP Administrator immediately.

### **Communication with Employees**

We recognize that open, two-way communication among our management team, supervisors and staff about workplace violence is essential to a safe and productive workplace. Our communication system is designed to facilitate a continuous flow of workplace violence prevention information in a form that is readily understandable by all employees and consists of the following:

- New employee orientation that includes a discussion of workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Posted or distributed workplace violence prevention information.

Employees may report a violent incident, threat, or other workplace violence concern to the District or law enforcement without fear of reprisal or adverse action.

Employees also will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken. The District will also provide updates to employees on the status of investigations and corrective actions through email, at safety meetings, and via other appropriate methods. These updates may include information about the progress or results of investigations, and any corrective actions taken.

### **Reporting Workplace Violence Incidents, Threats, and Concerns**

#### **Definitions:**

“Workplace violence” means any act of violence or threat of violence that occurs in a place of employment including, but not limited to, the following:



- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

There are four types of workplace violence:

- Type 1 Violence: Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- Type 2 Violence: Workplace violence directed at employees by customers, associates, consultants, volunteers, or visitors.
- Type 3 Violence: Workplace violence against an employee by a present or former employee, supervisor, or manager.
- Type 4 Violence: Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

“Threat of violence” means any verbal or written statement including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

### **Reporting Procedures**

Employees must report any violent incident, threat, hazard, or other workplace violence concern to a supervisor, who will immediately inform the WVPP Administrator (District Manager). If the concern is related to the District Manager, the employee can report their concern to one of the Directors serving on the Personnel Committee. The employee can confirm the serving Directors from Administrative staff.

The District will promptly investigate all employee reports of violent incidents, threats, or concerns, and will notify the reporting employees of the results of the investigation and any actions taken to correct workplace violence hazards identified in the course of the investigation.

### **Responding to Workplace Violence Emergencies**

A “workplace violence emergency” is any act of violence or threat of violence that occurs at work, including circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

In case of a workplace violence emergency, the District will:

- Alert all employees of the presence, location, and nature of the workplace violence emergency by announcements.

In case of a workplace violence emergency, employees may contact the following entities for help:

- District Manager, 530-246-0680 (Office); 530-638-5631 (Cell)
- Shasta County Sherrif, 530-245-6540 (Non-emergency)
- City of Redding Police Dispatch, 530-225-4200 (Non-emergency)

If there is immediate danger, call for emergency assistance by dialing 9-1-1 and then notify the WVPP Administrator.

### **Training**

The District will develop and facilitate workplace violence prevention training for all employees, including managers and supervisors. Attendance is mandatory.

The following topics will be covered in the training:

- The District's WVPP, including how to obtain a copy of the Plan at no cost.
- How to participate in the development and implementation of the WVPP.
- Workplace violence prevention definitions and requirements under California law.
- How to report workplace violence incidents and concerns to the District or law enforcement without fear of retaliation.
- Worksite and job-specific information, including:
  - Workplace violence hazards specific to employees' jobs.
  - Corrective measures the District has implemented.
  - How to seek assistance to prevent or respond to workplace violence.
  - Strategies to avoid physical harm.
- Workplace Violent Incident Logs maintained by the District for each workplace violence incident.
- How to obtain copies of the following records:
  - Workplace violence hazard identification, evaluation, and correction.
  - Training records.

- Workplace Violent Incident Logs.
- Records of workplace violence investigations.
- Opportunities for interactive questions and answers with a person knowledgeable about the District's Plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
  - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
  - Ways to defuse hostile or threatening situations.

Training and instruction will be provided as follows:

- When the WVPP is implemented and annually thereafter.
- To all employees with respect to workplace violence hazards specific to each employee's job assignments/work location.
- To all new employees and/or employees given new job assignments/work location for which they have not previously received training.
- When new processes or procedures are introduced to the workplace and present a new workplace violence hazard.
- When the District is made aware of a new or previously unrecognized workplace violence hazard.
- When the District changes the WVPP.

### **Workplace Violence Hazard Assessment**

The WVPP will always be in effect and be applicable in all work areas and is specific to the hazards and corrective measures for each work area and operation.

The District will implement and enforce procedures to identify and evaluate workplace violence hazards including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns.

Periodic inspections to identify and evaluate workplace violence hazards will be performed by the District Manager, Executive Assistant and/or Lead Operator.

Periodic inspections are performed according to the following schedule:

- When the WVPP is implemented.
- After any workplace violence incident.

- When the District is made aware of a new or previously unrecognized hazard.
- Inspections will include an assessment of:
  - The need for violence surveillance measures, such as mirrors and cameras.
  - Procedures for reporting suspicious persons or activities.
  - Effective location and functioning of emergency buttons and alarms (as applicable).
  - Whether employees have access to a telephone with an outside line.
  - Whether employees have effective escape routes from their work areas.
  - Whether employees have a designated safe area where they retreat in an emergency.
  - The adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
  - The effectiveness of systems and procedures to warn others of actual or potential workplace violence danger or that summon assistance.

The District will review all submitted/reported concerns of potential hazards and take appropriate steps to address them.

### **Employee Access to the WVPP**

All employees, their designated representatives, and Cal/OSHA representatives have the right to examine and receive a copy of the WVPP. This access will be accomplished by providing unobstructed access through the intranet and internet.

### **Recordkeeping**

The District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year, including the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of people conducting the training.

- Names and job titles of people attending the training sessions.
- Maintain Workplace Violent Incident Logs for a minimum of five (5) years.
- Maintain records of Workplace Violence Incident Investigation Reports for a minimum of five (5) years, which will not contain medical information per California Civil Code Section 56.05(j).
- All records required by California Labor Code Section 6401.9(f) will be made available to Cal/OSHA upon request for examination and copying.

### **Correcting Workplace Violence Hazards**

The District will correct workplace violence hazards in a timely manner when they are observed or discovered, and according to the following procedures:

- When an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s) and/or property, the District will remove all employees from the area, except those necessary to correct the existing condition. Employees required to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms, including the Workplace Violent Incident Log and Workplace Violent Incident Investigation Report forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.
- Provide workplace violence systems, such as door locks, and physical barriers by:
  - Ensuring the adequacy of workplace violence systems.
  - Controlling access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
- Provide employee training/re-training (refreshers) on the WVPP, which could include but not limited to the following:
  - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
  - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.

- Improve how well District management and employees communicate with each other.
- Procedures for reporting suspicious persons, activities, and packages.
- Establish a policy for Prohibited Conduct as included in the Employee Handbook, which includes the District's no-weapons policy.

### **Post-Incident Response and Investigation**

After a workplace incident, the WVPP Administrator or their designee will implement and enforce procedures for post-incident response and investigation including but not limited to:

- Visiting the workplace violence incident scene as soon as safe and practicable.
- Interviewing employees and witnesses, and any other involved parties.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator, if any.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from reoccurring.
- Obtaining copies of any reports completed by law enforcement.
- Recording the findings and corrective actions taken, using a Workplace Violent Incident Log, which will include information such as:
  - The date, time, and location of the incident.
  - The workplace violence type or types involved.
  - A detailed description of the incident.
  - A description of the relationship of the perpetrator to the workplace, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
  - A description of the circumstances at the time of the incident, including, but not limited to, whether employees were completing their usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, or working in a community setting or in an unfamiliar or new location.
  - A description of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.

- The type of incident, including, but not limited to, whether it involved any of the following:
  - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
  - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
  - Threat of physical force or threat of the use of a weapon or other object.
  - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
  - Animal attack.
  - Other.
- Consequences of the incident, including, but not limited to:
  - Whether other employees or law enforcement were contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified because of the incident.
  - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Ensuring that no personal identifying information is recorded or documented in the Violent Incident Log. This prohibition includes information that would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

### **Review and Revision of the WVPP**

The District will implement and enforce procedures to review the effectiveness of this WVPP and revise it as needed including, but not limited to, obtaining the active involvement of employees in reviewing the Plan, as described above.

The District will review the WVPP at least annually, when a deficiency is observed or becomes apparent, after a workplace violence incident, and as needed. All such reviews will include, but not limited to:

- Review of incident investigation and Workplace Violent Incident Log(s).
- Assessment of the effectiveness of security systems, including alarms, and emergency response.
- Ensure violence risks are being properly identified, evaluated, and corrected, and any necessary revisions are made promptly and communicated to all employees; revisions may involve changes to procedures, updates to contact information, and additions to training materials.

The District also will update the WVPP to include any procedures or other information determined by Cal/OSHA's Occupational Safety and Health Standards Board to be necessary and appropriate to protect the health and safety of employees.

### **District Reporting Responsibilities**

As required by California Code of Regulations ("CCR"), Title 8, Section 342(a), "Reporting Work-Connected Fatalities and Serious Injuries," the District will immediately report to Cal/OSHA any employee's serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any injury, illness, or death due to workplace violence) occurring at work or related in any way to employment with the District.



**Revision(s)**

Date of Last Review:

Date of Last Revision(s):

## WORKPLACE VIOLENT INCIDENT LOG

<b>INCIDENT INFORMATION:</b>					
DATE OF INCIDENT:		TIME OF INCIDENT:			
INCIDENT LOCATION:					
CITY:		STATE:		ZIP CODE:	
<b>WORKPLACE VIOLENCE TYPE:</b>					
<ul style="list-style-type: none"><li><input type="checkbox"/> <b>Type 1:</b> Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.</li><li><input type="checkbox"/> <b>Type 2:</b> Workplace violence directed at employees by customers, associates, consultants, volunteers, or visitors.</li><li><input type="checkbox"/> <b>Type 3:</b> Workplace violence against an employee by a present or former employee, supervisor, or manager.</li><li><input type="checkbox"/> <b>Type 4:</b> Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.</li></ul>					
<b>DETAILED DESCRIPTION OF THE INCIDENT:</b>					

**WAS THE PERPETRATOR OF VIOLENCE A:**

- Customer or client
- Family or friend of a customer or client
- Stranger with criminal intent
- Coworker
- Supervisor or manager
- Partner or spouse
- Parent or other relative
- Other:

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**AT THE TIME OF THE INCIDENT, WAS THE EMPLOYEE (CHECK ALL THAT APPLY):**

- Completing usual job duties
- Working in poorly lit area(s)
- Rushed
- Working during a low staffing level
- Isolated or alone
- Unable to get help or assistance
- Working in a community setting
- Working in an unfamiliar or new location

**WHERE DID THE INCIDENT OCCUR?**

- Inside the workplace
- In a parking lot or other area outside the workplace
- Other:

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**DID THE INCIDENT INVOLVE ANY OF THE FOLLOWING? (CHECK ALL THAT APPLY):**

- Physical attack without a weapon including, but not limited to biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting

- Attack with a weapon or object including, but not limited to a firearm, knife, or other object
- Threat of physical force or threat of the use of a weapon or other object
- Sexual assault or threat including, but not limited to rape, attempted rape, physical display, or unwanted verbal or physical sexual contact
- Animal attack
- Other:

\_\_\_\_\_

\_\_\_\_\_

**WHERE THERE ANY INJURIES?**

- Yes
- No

Please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONSEQUENCES OF THE INCIDENT:**

- Security or law enforcement was contacted  
 Agency contacted: \_\_\_\_\_  
 Agency response: \_\_\_\_\_
- Emergency medical responders (other than law enforcement) who were contacted, such as fire department, paramedics, on-site first aid certified personnel, etc. Explain:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Actions taken to protect employees from a continuing threat or from any other hazards identified because of the incident:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**RECEIVED BY:**

NAME:		DATE RECEIVED:	
JOB TITLE:			
Records Retention Date (5-years)			



## WORKPLACE VIOLENT INCIDENT INVESTIGATION REPORT

<b>INCIDENT INFORMATION:</b>					
DATE OF INCIDENT:		TIME OF INCIDENT:			
INCIDENT LOCATION:					
CITY:		STATE:		ZIP CODE:	
<b>INCIDENT DESCRIPTION:</b>					
[Enter details, including all events that led up to the incident. No medical information is to be included.]					
<b>EMPLOYEES INVOLVED:</b>					

**UNDERLYING CAUSE(S) OF THE INCIDENT:**

**CORRECTIVE ACTIONS TAKEN:**

[Provide details, including potential solutions to the root cause(s), if applicable.]

**NEXT STEPS:**

[For example, any corrective actions not completed, follow-up with employees involved, other referrals, etc.]

<b>FORM COMPLETED:</b>	
MANAGER RESPONSIBLE:	
DATE:	
Records Retention Date: (5-years)	



## EVALUATION OF WORKPLACE VIOLENCE HAZARDS

**Person(s) conducting evaluation:** [Insert name(s)]

**Date:** [Insert date]

**Name(s) of employee and authorized employee representative who participated:**

[Insert name(s)]

<b>Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to workplace violence hazards</b>	<b>Applicable Places and times</b>	<b>Potential for workplace violence hazards</b>	<b>Existing and/or additional workplace violence prevention controls</b>
[Reception area, exchanging money with the public, working with volatile, unstable people.]	[Intermittently throughout the workday.]	[Low risk (visitors are infrequent).]	[Employee training consistent with this WVPP, secure entrances, etc.]

**Records Retention Date (5-years):** \_\_\_\_\_



## **MEMORANDUM**

Date: September 13, 2024  
To: Board of Directors  
From: Chris Muehlbacher  
Subject: **Old Business 3 – Muletown Pump Station Generator Project Update**

### **Recommendation**

Information – This provides updated information related to the project.

### **Discussion**

Recently, it has been confirmed that the District will need to request a change in scope from CalOES and FEMA for this project. During the design, it was recommended that two generators be designed since there was a large range of power demands. Under the typical scenario the power demands only require power for lighting and controls. In contrast, during high water demands the pumps would be required which requires significantly higher power needs. In designing a generator, a minimum load of 30% of its capacity is needed to avoid risking damage to the generator. The original scope of work was for a single 350-kW generator to power the station. During design, the generator sizing changed to that of a 250-kW generator for powering the pumps with a second 25 kW generator to be used for all remaining appurtenances.

Moving forward, once submitted it is anticipated that the change in scope of work review will take upwards of two to three weeks by CalOES. In contrast, it is anticipated that the FEMA review may take upwards to 90-plus days since it will be reviewed by various departments including programmatic, financial and EHP. A meeting has been scheduled with the design engineer to further discuss this subject on Monday, September 16<sup>th</sup>.

**Attachment(s)** – None



## MEMORANDUM

Date: September 13, 2024  
To: Board of Directors  
From: Chris Muehlbacher  
Subject: **Old Business 4 – Carr Fire Recovery Project Update**

### **Recommendation**

Information – This is a project update and an agenda place holder. No additional information is currently available.

The remaining \$151k continues to be held in the District's LAIF account compounding interest.

### **Discussion**

CalOES has completed its review and has submitted it to FEMA on June 24<sup>th</sup> for its review as an Application Closeout. No timeframe is available for their processing time. Moving forward we will receive notice once completed.

### **Fiscal Impact**

It is anticipated that the remaining reserve funds will be retained by the District. It has been reaffirmed by the consultant that part of the close-out process is to confirm that the projects were completed, the expenses are valid, and that there were no additional funding sources such as an insurance claim.

In summary, FEMA awarded a total of seven (7) projects totaling \$347k for the benefit of this District because of Carr Fire impacts. At present, there remains approximately \$151k in reserve which was not used in completing the approved projects and continues to compound interest.

Attachment(s) – None



# United States Department of the Interior



BUREAU OF LAND MANAGEMENT  
Redding Field Office  
6640 Lockheed Drive  
Redding, CA 96002  
[www.blm.gov/office/redding-field-office](http://www.blm.gov/office/redding-field-office)

AUG 14 2024

RECEIVED CM  
AUG 16 2024  
CENTERVILLE C.S.D.

In Reply Refer To:  
2800P  
CACA 043945  
CA 360

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

Centerville Community Services District  
Attn: Chris Muehlbacher, District Manager  
8930 Placer Road  
Redding, CA 96001

Dear Chris Muehlbacher,

This letter is to acknowledge our receipt of the right-of-way (ROW) renewal application filed on January 30, 2024, for your water facility, serialized as CACA 043945. We are hereby writing to inform you that we will be unable to meet the customer service standard of processing your application within the 60-calendar day period. Due to a backlog in cases, we will be unable to issue a decision until approximately April 2025.

This determination is made pursuant to Title 43 Code of Federal Regulations (CFR) §2804.25, (d), which states BLM will notify applicants if processing will take more than 60 calendar days and inform them when they can expect a final decision.

In the interim until we can renew your ROW, you may continue using the water facility in a casual use manner. Casual use is defined as activities ordinarily resulting in no or negligible disturbance of the public lands, resources, or improvements.

If you have any questions, please contact Katie Allan, Realty Specialist at (530) 224-2123 or [kallan@blm.gov](mailto:kallan@blm.gov).

Sincerely,

JENNIFER MATA

Digitally signed by JENNIFER  
MATA  
Date: 2024.08.13 14:00:30 -07'00'

Jennifer Mata  
Field Manager

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CALIFORNIA\*, NEVADA\*, OREGON\*  
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