



AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS LA PUENTE VALLEY COUNTY WATER DISTRICT 112 N. FIRST STREET, LA PUENTE, CALIFORNIA MONDAY, SEPTEMBER 22, 2025, AT 4:30 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD OF DIRECTORS

President Escalera____ Vice President Barajas____ Director Argudo____
Director Hernandez____ Director Rojas____

4. PUBLIC COMMENT

Anyone wishing to discuss items on the agenda or pertaining to the District may do so now. The Board may allow additional input during the meeting. A five-minute limit on remarks is requested.

5. ADOPTION OF AGENDA

Each item on the Agenda shall be deemed to include an appropriate motion, resolution or ordinance to take action on any item. Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the District office, located at the address listed above.

6. APPROVAL OF CONSENT CALENDAR

There will be no separate discussion of Consent Calendar items as they are considered to be routine by the Board of Directors and will be adopted by one motion. If a member of the Board, staff, or public requests discussion on a particular item, that item will be removed from the Consent Calendar and considered separately.

- A. Approval of Minutes of the Regular Meeting of the Board of Directors held on September 8, 2025.

7. FINANCIAL REPORTS

- A. Summary of the District's Cash and Investments as of August 30, 2025.

Recommendation: Receive and File

- B. Statement of District's Revenue and Expenses as of August 30, 2025.

Recommendation: Receive and File

- C. Statement of the Industry Public Utilities Water Operations Revenue and Expenses as of August 30, 2025.

Recommendation: Receive and File

8. ACTION / DISCUSSION ITEMS

- A. Consideration of Resolution No. 312 Approving the Updated and Consolidated Injury and Illness Prevention Program.

Recommendation: Adopt Resolution No. 312

- B. Ratification of Purchase for a New 2025 GMC Terrain.

Recommendation: Ratify the General Manager's Purchase of a 2025 GMC Terrain

9. GENERAL MANAGER'S REPORT

10. OTHER ITEMS

- A. Upcoming Events
- B. Information Items

11. ATTORNEY'S COMMENTS

12. BOARD MEMBER COMMENTS

- A. Report on Events Attended
- B. Other Comments

13. FUTURE AGENDA ITEMS

14. ADJOURNMENT

POSTED: Friday, September 19, 2025.

President John P. Escalera, Presiding

Any qualified person with a disability may request a disability-related accommodation as needed to participate fully in this public meeting. In order to make such a request, please contact Mr. Roy Frausto, Board Secretary, at (626) 330-2126 in sufficient time prior to the meeting to make the necessary arrangements.

Note: Agenda materials are available for public inspection at the District office or visit the District's website at www.lapuentewater.com.



MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS LA PUENTE VALLEY COUNTY WATER DISTRICT 112 N. FIRST STREET, LA PUENTE, CALIFORNIA MONDAY, SEPTEMBER 8, 2025, AT 4:30 PM

1. CALL TO ORDER

President Escalera called the meeting to order at 4:30 pm.

2. PLEDGE OF ALLEGIANCE

President Escalera led the Pledge of Allegiance.

3. ROLL CALL OF BOARD OF DIRECTORS

| President Escalera | Vice President Barajas | Director Argudo | Director Hernandez | Director Rojas |
|--------------------|------------------------|-----------------|--------------------|----------------|
| Present | Present | Absent | Present | Present |

OTHERS PRESENT

Staff and Counsel: General Manager & Board Secretary, Roy Frausto; Operations & Treatment Superintendent, Cesar Ortiz; Customer Service & Accounting Supervisor, Shaunte Maldonado; HR Coordinator/Admin Assistant, Angelina Padilla; Distribution Supervisor, Miguel Molina; and District Counsel, James Ciampa was present.

4. PUBLIC COMMENT

Resident Georgene Navarrete attended the meeting and invited the Board to the Kiwanis Club's 10th Anniversary Celebration at the Community Center on Saturday, October 4th. She also asked if the Board would be interested in donating a gift basket for the event, with proceeds benefiting the Kiwanis scholarship fund. In addition, Ms. Navarrete informed the Board about the Walk Out of Darkness event, hosted by the Delhaven Community Center, and inquired if the District would like to support the event in any way.

Director Rojas suggested that the District consider donating water for the event.

5. ADOPTION OF AGENDA

Motion: Adopt the Agenda

1st: Director Rojas

2nd: Vice President Barajas

| | President Escalera | Vice President Barajas | Director Argudo | Director Hernandez | Director Rojas |
|------|--------------------|------------------------|-----------------|--------------------|----------------|
| Vote | Yes | Yes | Absent | Yes | Yes |

Motion carried by a vote of: 4 Yes, 0 No, 0 Abstain, 1 Absent.

6. APPROVAL OF CONSENT CALENDAR

Motion: Adopt the Consent Calendar

1st: Director Rojas

2nd: Director Hernandez

| | President Escalera | Vice President Barajas | Director Argudo | Director Hernandez | Director Rojas |
|-------------|---------------------------|-------------------------------|------------------------|---------------------------|-----------------------|
| Vote | Yes | Yes | Absent | Yes | Yes |

Motion carried by a vote of: 4 Yes, 0 No, 0 Abstain, 1 Absent.

7. ACTION / DISCUSSION ITEMS

A. Consideration of Updates to the District's Houseline Retrofit Program

Ms. Maldonado presented a memo on this item and was available for any questions.

Motion: Adopt Resolution No. 311 Approving the Updated Household Plumbing Retrofit Assistance Program.

1st: Director Rojas

2nd: Director Hernandez

| | President Escalera | Vice President Barajas | Director Argudo | Director Hernandez | Director Rojas |
|-------------|---------------------------|-------------------------------|------------------------|---------------------------|-----------------------|
| Vote | Yes | Yes | Absent | Yes | Yes |

Motion carried by a vote of: 4 Yes, 0 No, 0 Abstain, 1 Absent.

B. Consideration of Proposal from Franks Industrial Services (FIS) to Replace Programmable Logic Controllers (PLCs) at the District's BPOU Treatment Facility

Mr. Ortiz presented on the staff report for this item and was available for any questions.

Secretary's note: The published agenda listed Item 7.B as Consideration of Proposal from Franks Industrial Services (FIS) to Replace Programmable Logic Controllers (PLCs) at the District's BPOU Treatment Facility. The staff report and presentation correctly described the item as Consideration of Proposal from Franks Industrial Services (FIS) to Replace Programmable Logic Controllers (PLCs) at *District* Facilities. The Board considered the item as described in the staff report and approved the recommended action.

Motion: Authorize the General Manager to Enter into a Professional Services Agreement with FIS.

1st: Director Rojas

2nd: Director Hernandez

| | President Escalera | Vice President Barajas | Director Argudo | Director Hernandez | Director Rojas |
|-------------|---------------------------|-------------------------------|------------------------|---------------------------|-----------------------|
| Vote | Yes | Yes | Absent | Yes | Yes |

Motion carried by a vote of: 4 Yes, 0 No, 0 Abstain, 1 Absent.

8. OPERATIONS AND TREATMENT REPORT

Mr. Ortiz presented the staff report on this item and Mr. Molina presented the distribution activities for the month of August. They were both available for any questions.

Motion: Receive and File.

1st: Vice President Barajas

2nd: Director Hernandez

| | President Escalera | Vice President Barajas | Director Argudo | Director Hernandez | Director Rojas |
|-------------|---------------------------|-------------------------------|------------------------|---------------------------|-----------------------|
| Vote | Yes | Yes | Absent | Yes | Yes |

Motion carried by a vote of: 4 Yes, 0 No, 0 Abstain, 1 Absent

9. ADMINISTRATIVE REPORT

Ms. Padilla went over her report and was available for any questions.

10. GENERAL MANAGER'S REPORT

Mr. Frausto presented his staff report on this item and was available for any questions.

11. OTHER ITEMS

A. Upcoming Events.

Ms. Padilla went over the upcoming conferences with the Board. Vice President Barajas asked to be signed up for the Watersmart conference.

B. Information Items.

None.

12. ATTORNEY'S COMMENTS

Mr. Ciampa gave an update on a budget trailer bill. He also gave an update on SB 707 which relates to the Brown Act and was available for any questions.

13. BOARD MEMBER COMMENTS

A. Report on Events Attended.

None.

B. Other Comments.

None.

14. FUTURE AGENDA ITEMS

None.

15. ADJOURNMENT

President Escalera adjourned the meeting at 5:02 pm.

Attest:

John P. Escalera, Board President

Roy Frausto, Board Secretary



Summary of Cash and Investments August 2025

La Puente Valley County Water District

| Investments | Interest Rate (Apportionment Rate) | Beginning Balance | Receipts/ Change in Value | Disbursements/ Change in Value | Ending Balance |
|--|---------------------------------------|-------------------|------------------------------|-----------------------------------|------------------------|
| Local Agency Investment Fund | 4.400% | \$ 24,203.26 | \$ - | \$ - | \$ 24,203.26 |
| California CLASS | 4.3283% | \$ 6,764,828.34 | \$ 24,852.40 | \$ - | \$ 6,789,680.74 |
| Checking Account | | | | | |
| Well Fargo Checking Account (per General Ledger) | | \$ 1,173,928.26 | \$ 517,030.15 | \$ 677,304.41 | \$ 1,013,654.00 |
| District's Total Cash and Investments: | | | | | \$ 7,827,538.00 |

Industry Public Utilities

| Checking Account | Beginning Balance | Receipts | Disbursements | Ending Balance |
|--|-------------------|---------------|---------------|------------------------|
| Well Fargo Checking Account (per General Ledger) | \$ 1,475,920.58 | \$ 417,510.01 | \$ 419,830.34 | \$ 1,473,600.25 |
| IPU's Total Cash and Investments: | | | | \$ 1,473,600.25 |

Puente Valley Operable Unit

| Checking Account | Beginning Balance | Receipts | Disbursements | Ending Balance |
|--|-------------------|----------|---------------|----------------------|
| Well Fargo Checking Account (per General Ledger) | \$ 641,206.58 | \$ - | \$ 119,364.15 | \$ 521,842.43 |
| PVOU's Total Cash and Investments: | | | | \$ 521,842.43 |

I certify that; (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy as set forth in Resolution No. 237 and, (2) the District will meet its expenditure obligations for the next six (6) months.

Roy Frausto

, General Manager

Date: 9/18/25



**La Puente Valley County Water District
Budget v. Actual Summary (Combined)
For The Period Ending August 31, 2025**

| | LPVCWD YTD Actual 2025 | BPOU YTD Actual 2025 | Total YTD Actual 2025 | Total Adopted Budget 2025 | Total YTD 66.7% | Total Prior Year Actual 2024 |
|---|---------------------------------|-------------------------------|--------------------------------|------------------------------------|-----------------------|---------------------------------------|
| Revenues | | | | | | |
| Rate Revenue | \$ 2,364,505 | \$ - | \$ 2,364,505 | \$ 3,409,700 | 69.3% | \$ 3,211,115 |
| Non-Rate Revenue | 1,535,229 | 1,068,718 | 2,603,948 | 4,104,997 | 63.4% | 4,138,480 |
| Non-Operating Revenue | 647,656 | - | 647,656 | 851,300 | 76.1% | 1,210,506 |
| Total Revenue | 4,547,390 | 1,068,718 | 5,616,108 | 8,365,997 | 67.1% | 8,560,101 |
| Expense | | | | | | |
| Supply & Treatment | 851,103 | 679,827 | 1,530,930 | 2,625,482 | 58.3% | 2,664,427 |
| Salaries & Benefits | 1,769,794 | 241,285 | 2,011,078 | 3,215,000 | 62.6% | 2,852,586 |
| Other Operating Expenses | 212,138 | 126,662 | 338,800 | 539,300 | 62.8% | 482,689 |
| General & Administrative | 212,397 | 20,624 | 233,021 | 475,500 | 49.0% | 558,251 |
| Total Expense | 3,045,432 | 1,068,397 | 4,113,830 | 6,855,282 | 60.0% | 6,557,953 |
| Net Income / (Loss) Before Other Items | 1,501,957 | 321 | 1,502,278 | 1,510,715 | 99.4% | 2,002,148 |
| Capital Expenses | (187,553) | - | (187,553) | (1,005,500) | 18.7% | (540,130) |
| Capital Reimbursements | - | - | - | 601,000 | 0.0% | 84,463 |
| Loan Payments - Interest | (71,572) | - | (71,572) | (77,900) | 91.9% | (74,264) |
| Loan Payments - Principal | (127,745) | - | (127,745) | (120,600) | 105.9% | - |
| Prepaid Inventory Purchases | - | - | - | (40,000) | 0.0% | - |
| Change in Cash | 1,115,087 | 321 | 1,115,408 | 867,715 | 128.5% | 1,472,216 |
| Non-Cash Items | | | | | | |
| GASB 87 Interest and Amortization | - | - | - | - | NA | 9,424 |
| Depreciation Expense | (300,000) | (103,607) | (403,607) | (555,000) | 72.7% | (663,929) |
| Loss on Asset Disposals | - | - | - | - | NA | (155,311) |
| Pension Expense | - | - | - | - | NA | (108,390) |
| Other Post-Employment Benefits Exp. | - | - | - | - | NA | (126,800) |
| Total Non-Cash Items | (300,000) | (103,607) | (403,607) | (555,000) | 72.7% | (1,045,007) |
| Add Back Capitalized Items | | | | | | |
| Line 13 Capital Expenses | 187,553 | - | 187,553 | 1,005,500 | 18.7% | 540,130 |
| Line 16 Loan Payments - Principal | 127,745 | - | 127,745 | 120,600 | 105.9% | - |
| Line 17 Prepaid Inventory Purchases | - | - | - | 40,000 | 0.0% | - |
| Total Add Back Capitalized Items | 315,298 | - | 315,298 | 1,166,100 | 27.0% | 540,130 |
| Net Income / (Loss) | \$ 1,130,385 | \$ (103,286) | \$ 1,027,099 | \$ 1,478,815 | | \$ 967,339 |

No assurance is provided on the financial statements. A statement of cash flows and disclosures generally required by GAAP are not included. These statements represent preliminary, unaudited financial results.



La Puente Valley County Water District
Budget v. Actual
For The Period Ending August 31, 2025

| | August 2025 Actual | YTD Actual 2025 | Adopted Budget 2025 | YTD 66.7% | Prior Year Actual 2024 |
|-------------------------------------|--------------------------|-----------------------|---------------------------|--------------|------------------------------|
| Rate Revenue | | | | | |
| Water Sales | 297,671 | 1,408,019 | 1,953,900 | 72.1% | 1,876,135 |
| Service Charges | 104,780 | 767,968 | 1,170,000 | 65.6% | 1,053,593 |
| Surplus Sales | 1,031 | 39,312 | 70,000 | 56.2% | 67,969 |
| Customer Charges | 3,333 | 24,628 | 40,000 | 61.6% | 41,405 |
| Fire Service | 28,928 | 123,959 | 175,000 | 70.8% | 170,899 |
| Other Miscellaneous Charges | 248 | 620 | 800 | 77.5% | 1,116 |
| Total Rate Revenue | 435,990 | 2,364,505 | 3,409,700 | 69.3% | 3,211,115 |
| Non-Rate Revenue | | | | | |
| Management Fees | - | 219,174 | 352,197 | 62.2% | 380,147 |
| IPU Service Fees (Labor) | 101,512 | 803,840 | 1,149,000 | 70.0% | 1,055,417 |
| BPOU Service Fees (Labor) | 36,989 | 241,285 | 353,600 | 68.2% | 356,549 |
| PVOU IZ Service Fees (Labor) | 29,595 | 236,223 | 390,000 | 60.6% | 396,462 |
| PVOU SZ Service Fees (Labor) | 17,470 | 165,992 | 246,000 | 67.5% | 176,731 |
| Other O&M Fees | - | 110,000 | 115,000 | 95.7% | 100,177 |
| Total Non-Rate Revenue | 185,566 | 1,776,514 | 2,605,797 | 68.2% | 2,465,483 |
| Total Operating Revenue | 621,556 | 4,141,018 | 6,015,497 | 68.8% | 5,676,599 |
| Non-Operating Revenue | | | | | |
| Taxes & Assessments | 13,952 | 249,067 | 425,000 | 58.6% | 415,241 |
| Rental Revenue | 3,721 | 30,387 | 44,300 | 68.6% | 31,562 |
| Interest Revenue | 24,852 | 116,767 | 150,000 | 77.8% | 230,688 |
| Market Value Adjustment | - | - | - | N/A | 3,971 |
| PVOU Revenue | 3,374 | 46,530 | 177,000 | 26.3% | 268,214 |
| IPU Vehicle & Equipment Revenue | 4,052 | 31,256 | 47,500 | 65.8% | 37,853 |
| Miscellaneous Income | 112,814 | 112,997 | 7,500 | 1506.6% | 196,308 |
| Developer Fees | - | 60,651 | - | N/A | 26,669 |
| Total Non-Operating Revenue | 162,765 | 647,656 | 851,300 | 76.1% | 1,210,506 |
| Total Revenue | 784,321 | 4,788,674 | 6,866,797 | 69.7% | 6,887,104 |
| Supply & Treatment | | | | | |
| Purchased & Leased Water | 1,055 | 371,173 | 635,697 | 58.4% | 584,530 |
| Power | 21,649 | 135,376 | 212,000 | 63.9% | 211,498 |
| Assessments | 6,782 | 303,669 | 349,885 | 86.8% | 328,343 |
| Treatment | 1,140 | 40,824 | 80,000 | 51.0% | 55,991 |
| Well & Pump Maintenance | - | 62 | 60,000 | 0.1% | 26,213 |
| Total Supply & Treatment | 30,627 | 851,103 | 1,337,582 | 63.6% | \$ 1,206,574 |
| Salaries & Benefits | | | | | |
| Total District Wide Labor | 234,324 | 1,241,826 | 2,060,000 | 60.3% | 1,892,703 |
| Directors Fees & Benefits | 9,259 | 63,110 | 115,000 | 54.9% | 97,718 |
| Benefits | 35,316 | 257,642 | 415,000 | 62.1% | 360,220 |
| OPEB Payments | 9,955 | 79,639 | 110,000 | 72.4% | 112,039 |
| OPEB Trust Contributions | - | 30,000 | 60,000 | 50.0% | - |
| Payroll Taxes | 17,332 | 105,819 | 150,000 | 70.5% | 133,094 |

No assurance is provided on the financial statements. A statement of cash flows and disclosures generally required by GAAP are not included. These statements represent preliminary, unaudited financial results.



La Puente Valley County Water District
Budget v. Actual
For The Period Ending August 31, 2025

| | August 2025 Actual | YTD Actual 2025 | Adopted Budget 2025 | YTD 66.7% | Prior Year Actual 2024 |
|--|--------------------------|-----------------------|---------------------------|--------------|------------------------------|
| CalPERS Retirement (Normal Costs) | 21,604 | 126,665 | 210,000 | 60.3% | 170,990 |
| CalPERS Unfunded Accrued Liability | - | 106,378 | 95,000 | 112.0% | 85,821 |
| Total Salaries & Benefits | 327,790 | 2,011,078 | 3,215,000 | 62.6% | 2,852,586 |
| Net District-Paid Salaries & Benefits Analysis: | | | | | |
| Total Salaries & Benefits | 327,790 | 2,011,078 | 3,215,000 | 62.6% | 2,852,586 |
| Less: Labor Service Revenue | (185,566) | (1,447,340) | (2,138,600) | 67.7% | (1,985,159) |
| Net District-Paid Salaries & Benefits | 142,224 | 563,739 | 1,076,400 | 52.4% | 867,427 |
| Other Operating Expenses | | | | | |
| General Plant | 2,038 | 15,195 | 60,000 | 25.3% | 34,229 |
| Transmission & Distribution | 17,366 | 112,961 | 120,000 | 94.1% | 115,268 |
| Vehicles & Equipment | 4,371 | 39,838 | 65,000 | 61.3% | 64,879 |
| Field Support & Other Expenses | 3,513 | 30,034 | 60,000 | 50.1% | 44,494 |
| Regulatory Compliance | 547 | 14,110 | 45,000 | 31.4% | 37,980 |
| Total Other Operating Expenses | 27,835 | 212,138 | 350,000 | 60.6% | 296,851 |
| General & Administrative | | | | | |
| District Office Expenses | 1,379 | 35,469 | 55,000 | 64.5% | 42,595 |
| Customer Accounts | 2,711 | 22,303 | 32,000 | 69.7% | 33,027 |
| Insurance | - | 46,138 | 130,000 | 35.5% | 116,889 |
| Professional Services | 3,176 | 61,951 | 115,000 | 53.9% | 167,765 |
| Training & Certification | 6,964 | 22,203 | 40,000 | 55.5% | 35,270 |
| Public Outreach & Conservation | 368 | 4,713 | 30,000 | 15.7% | 66,606 |
| Other Administrative Expenses | 2,116 | 19,620 | 51,500 | 38.1% | 66,793 |
| Total General & Administrative | 16,714 | 212,397 | 453,500 | 46.8% | 528,946 |
| Total Expense | 402,966 | 3,286,717 | 5,356,082 | 61.4% | 4,884,957 |
| Net Income / (Loss) before Other Items | 381,356 | 1,501,957 | 1,510,715 | 99.4% | 2,002,148 |
| Capital Expenses | | | | | |
| Nitrate Treatment System | - | (19,684) | (20,000) | 98.4% | (48,032) |
| Recycled Water System | (1,739) | (14,678) | (70,000) | 21.0% | (55,399) |
| Hudson Ave Pumping Improvements | - | - | - | N/A | - |
| SCADA Improvements | - | - | (60,000) | 0.0% | - |
| Service Line Replacements | - | (32,374) | (66,000) | 49.1% | (28,521) |
| Valve Replacements | - | (5,405) | (25,000) | 21.6% | (17,986) |
| Fire Hydrant Repair/Replacements | - | (42,476) | (48,000) | 88.5% | (17,046) |
| LP CIWS Interconnection (Ind. Hills) | - | - | - | N/A | - |
| Well 2 Rehabilitation | - | - | - | N/A | (272,250) |
| Fleet Trucks | (35,882) | (72,935) | (105,000) | 69.5% | (8,040) |
| Other Field Equipment | - | - | (75,000) | 0.0% | (22,473) |
| Ferrero/Rorimer St. Project | - | - | - | N/A | (43,039) |
| IT Hardware - Server Replacement | - | - | - | N/A | (27,344) |
| New Admin Building | - | - | (360,000) | 0.0% | - |
| Main St. VFD | - | - | (80,000) | 0.0% | - |
| Dalesford & Bamboo Project | - | - | (80,000) | 0.0% | - |

No assurance is provided on the financial statements. A statement of cash flows and disclosures generally required by GAAP are not included. These statements represent preliminary, unaudited financial results.



La Puente Valley County Water District
Budget v. Actual
For The Period Ending August 31, 2025

| | August 2025 Actual | YTD Actual 2025 | Adopted Budget 2025 | YTD 66.7% | Prior Year Actual 2024 |
|---|--------------------------|-----------------------|---------------------------|---------------|------------------------------|
| IT Hardware - Firewall | - | - | (16,500) | 0.0% | - |
| Total Capital Expenses | (37,621) | (187,553) | (1,005,500) | 18.7% | (540,130) |
| | | | | N/A | |
| Capital Reimbursements | | | | | |
| Capital Reimbursement (PVOU Projects) | - | - | 601,000 | 0.0% | - |
| Grant Revenues | - | - | - | N/A | 49,867 |
| Capital Contributions | - | - | - | N/A | 34,595 |
| Total Capital Reimbursements | - | - | 601,000 | 0.0% | 84,463 |
| | | | | | |
| Debt Service Payments | | | | | |
| Loan Payment - Interest | (35,615) | (71,572) | (77,900) | 91.9% | (74,264) |
| Loan Payment - Principal | (64,334) | (127,745) | (120,600) | 105.9% | - |
| Total Debt Service Payments | (99,949) | (199,317) | (198,500) | 100.4% | (74,264) |
| | | | | | |
| Prepaid Inventory Purchases | - | - | (40,000) | 0.0% | - |
| | | | | | |
| Change in Cash | 243,786 | 1,115,087 | 867,715 | 128.5% | 1,472,216 |
| | | | | | |
| Non-Cash Items | | | | | |
| GASB 87 Interest Value | - | - | - | N/A | 52 |
| GASB 87 Amortization | - | - | - | N/A | 9,372 |
| Depreciation Expense | (37,500) | (300,000) | (450,000) | 66.7% | (508,519) |
| Loss on Asset Disposal | - | - | - | N/A | (155,311) |
| Pension Expense | - | - | - | N/A | (108,390) |
| OPEB Expense | - | - | - | N/A | (126,800) |
| Total Non-Cash Items | (37,500) | (300,000) | (450,000) | 66.7% | (889,597) |
| | | | | | |
| Add Back Capitalized Items | | | | | |
| Line 86 Total Capital Expenses | 37,621 | 187,553 | 1,005,500 | 18.7% | 540,130 |
| Line 94 Loan Payment - Principal | 64,334 | 127,745 | 120,600 | 105.9% | - |
| Line 96 Prepaid Inventory Purchases | - | - | 40,000 | 0.0% | - |
| Total Add Back Capitalized Items | 101,955 | 315,298 | 1,166,100 | 27.0% | 540,130 |
| | | | | | |
| Net Income / (Loss) | 308,241 | 1,130,385 | 1,583,815 | | 1,122,749 |

No assurance is provided on the financial statements. A statement of cash flows and disclosures generally required by GAAP are not included. These statements represent preliminary, unaudited financial results.



**LPVCWD BPOU Treatment Plant
Budget v. Actual
For The Period Ending August 31, 2025**

| | August 2025 Actual | YTD Actual 2025 | Adopted Budget 2025 | YTD 66.7% | Prior Year Actual 2024 |
|---|--------------------------|-----------------------|---------------------------|--------------|------------------------------|
| Reimbursement Revenue | | | | | |
| Reimbursements from CR's | 117,134 | 1,068,718 | 1,852,800 | 57.7% | 2,029,546 |
| Total Reimbursement Revenue | 117,134 | 1,068,718 | 1,852,800 | 57.7% | 2,029,546 |
| BPOU Treatment Plant Labor (1) | 36,989 | 241,285 | 353,600 | 68.2% | 356,549 |
| Supply & Treatment | | | | | |
| NDMA, 1,4-Dioxane Treatment | 4,988 | 105,632 | 240,700 | 43.9% | 297,969 |
| VOC Treatment | 17,435 | 54,099 | 32,900 | 164.4% | 5,130 |
| Perchlorate Treatment | 12,551 | 174,368 | 481,800 | 36.2% | 478,043 |
| Other Chemicals | 4,515 | 45,255 | 104,300 | 43.4% | 107,942 |
| BPOU Plant Power | 20,413 | 210,576 | 380,200 | 55.4% | 413,183 |
| BPOU Plant Maintenance | 1,570 | 38,350 | 48,000 | 79.9% | 155,121 |
| Well & Pump Maintenance | - | 51,547 | - | N/A | 465 |
| Total Supply & Treatment | 61,472 | 679,827 | 1,287,900 | 52.8% | 1,457,853 |
| Other Operating Expenses | | | | | |
| Contract Labor | - | - | 20,000 | 0.0% | - |
| General Plant | 1,641 | 22,406 | 25,000 | 89.6% | 31,202 |
| Transmission & Distribution | - | 2,110 | - | N/A | - |
| Vehicles & Equipment | 1,208 | 8,249 | 14,300 | 57.7% | 10,239 |
| Regulatory Compliance | 13,859 | 93,897 | 130,000 | 72.2% | 144,398 |
| Total Other Operating Expenses | 16,707 | 126,662 | 189,300 | 66.9% | 185,838 |
| General & Administrative | | | | | |
| District Office Expenses | - | - | 2,500 | 0.0% | - |
| Insurance | - | 12,399 | 12,000 | 103.3% | 21,080 |
| Professional Services | 1,645 | 8,225 | 7,500 | 109.7% | 8,225 |
| Total General & Administrative | 1,645 | 20,624 | 22,000 | 93.7% | 29,305 |
| Total Expense | 116,813 | 1,068,397 | 1,852,800 | 57.7% | 2,029,546 |
| Change in Cash | 321 | 321 | - | N/A | - |
| Non-Cash Items | | | | | |
| Depreciation Expense | (12,951) | (103,607) | (105,000) | 98.7% | (155,410) |
| Total Non-Cash Items | (12,951) | (103,607) | (105,000) | 98.7% | (155,410) |
| Net Income / (Loss) | \$ (12,630) | \$ (103,286) | \$ (105,000) | | \$ (155,410) |

(1) The cost of labor on line 4 is billed to the Baldwin Park Operating Unit by La Puente Valley County Water District and recognized as a revenue to the District. The cost of labor on this schedule matches line 12 BPOU Service Fees (Labor) revenue in the La Puente Valley County Water District Budget v. Actual report.

INDUSTRY PUBLIC UTILITIES - WATER OPERATIONS

Budget v. Actual Summary

For the Period Ending July 31, 2025

(Unaudited)

| | FISCAL | | BUDGET | 17% | YEAR END |
|-------------------------------------|----------------|----------------|------------------|------------|------------------|
| | August 2025 | YTD 2025/26 | 2025/26 | OF BUDGET | 2023/24 |
| REVENUE | | | | | |
| Operational Revenue | \$ 225,070 | \$ 554,263 | \$ 2,916,800 | 19% | \$ 2,553,674 |
| Non-Operational Revenue | - | - | 101,286 | 0% | 87,155 |
| TOTAL REVENUES | 225,070 | 554,263 | 3,018,086 | 18% | 2,640,829 |
| EXPENSE | | | | | |
| Salaries & Benefits | 101,512 | 202,935 | 1,134,100 | 18% | 826,138 |
| Supply & Treatment | 31,778 | 71,106 | 903,050 | 8% | 798,539 |
| Other Operating Expense | 14,001 | 33,008 | 375,250 | 9% | 255,851 |
| General & Administrative | 5,277 | 16,082 | 181,500 | 9% | 321,261 |
| System Improvements & Miscellaneous | 17,217 | 21,214 | 143,000 | 15% | 38,340 |
| TOTAL EXPENSE | 169,786 | 344,345 | 2,736,900 | 13% | 2,240,129 |
| NET INCOME / (LOSS) | 55,284 | 209,918 | 281,186 | 75% | 400,700 |

INDUSTRY PUBLIC UTILITIES - WATER OPERATIONS

Statement of Revenue and Expenses

For the Period Ending July 31, 2025

(Unaudited)

| | FISCAL | | | | |
|---------------------------------------|----------------|----------------|-------------------|------------------|---------------------|
| | August 2025 | YTD 2025/26 | BUDGET 2025/26 | 17% OF BUDGET | YEAR END 2023/24 |
| Water Sales | \$ 96,744 | \$ 310,369 | \$ 1,749,100 | 18% | \$ 1,483,964 |
| Service Charges | 53,868 | 140,194 | 921,800 | 15% | 832,021 |
| Customer Charges | 2,452 | 5,979 | 39,500 | 15% | 42,444 |
| Fire Service | 6,081 | 31,796 | 206,400 | 15% | 182,255 |
| Developer Fees | 65,925 | 65,925 | - | N/A | 7,313 |
| Water Capacity Fee | - | - | - | N/A | 5,678 |
| Misc Income | - | - | - | N/A | - |
| Total Operational Revenues | 225,070 | 554,263 | 2,916,800 | 19% | 2,553,674 |
| Contamination Reimbursement | - | - | 101,286 | 0% | 87,155 |
| Total Non-Operational Revenues | - | - | 101,286 | 0% | 87,155 |
| TOTAL REVENUES | 225,070 | 554,263 | 3,018,086 | 18% | 2,640,829 |
| Administrative Salaries | 33,173 | 66,345 | 391,400 | 17% | 287,985 |
| Field Salaries | 33,203 | 66,406 | 339,900 | 20% | 270,408 |
| Employee Benefits | 17,143 | 34,197 | 206,000 | 17% | 137,260 |
| Pension Plan | 13,081 | 26,162 | 136,000 | 19% | 85,486 |
| Payroll Taxes | 4,912 | 9,825 | 53,600 | 18% | 38,332 |
| Workers Compensation | - | - | 7,200 | 0% | 6,668 |
| Total Salaries & Benefits | 101,512 | 202,935 | 1,134,100 | 18% | 826,138 |
| Purchased Water - Leased | - | - | 285,408 | 0% | 316,484 |
| Purchased Water - Other | 2,162 | 4,108 | 20,000 | 21% | 15,090 |
| Power | 22,999 | 46,780 | 279,000 | 17% | 207,313 |
| Assessments | 6,618 | 6,618 | 286,642 | 2% | 251,704 |
| Treatment | - | - | 7,000 | 0% | 6,976 |
| Well & Pump Maintenance | - | 13,600 | 25,000 | 54% | 972 |
| Total Supply & Treatment | 31,778 | 71,106 | 903,050 | 8% | 798,539 |
| General Plant | 2,162 | 3,528 | 150,000 | 2% | 7,891 |
| Transmission & Distribution | 2,460 | 7,935 | 95,000 | 8% | 123,876 |
| Vehicles & Equipment | 4,052 | 8,121 | 47,250 | 17% | 49,827 |

INDUSTRY PUBLIC UTILITIES - WATER OPERATIONS

Statement of Revenue and Expenses

For the Period Ending July 31, 2025

(Unaudited)

| | FISCAL | | | | |
|--|----------------|----------------|-------------------|------------------|---------------------|
| | August 2025 | YTD 2025/26 | BUDGET 2025/26 | 17% OF BUDGET | YEAR END 2023/24 |
| Field Support & Other Expenses | 1,972 | 3,804 | 45,000 | 8% | 40,912 |
| Regulatory Compliance | 3,355 | 9,620 | 38,000 | 25% | 33,345 |
| Total Other Operating Expenses | 14,001 | 33,008 | 375,250 | 9% | 255,851 |
| Management Fee | - | - | - | N/A | 137,377 |
| Office Expenses | 2,287 | 4,240 | 35,000 | 12% | 59,114 |
| Insurance | - | 1,871 | 34,000 | 6% | 20,756 |
| Professional Services | - | 3,934 | 60,000 | 7% | 64,504 |
| Customer Accounts | 2,928 | 5,850 | 34,000 | 17% | 31,155 |
| Public Outreach & Conservation | - | - | 12,000 | 0% | 5,255 |
| Other Administrative Expenses | 63 | 188 | 6,500 | 3% | 3,100 |
| Total General & Administrative | 5,277 | 16,082 | 181,500 | 9% | 321,261 |
| Fire Hydrant Repair/Replace | 13,653 | 17,650 | 39,000 | 45% | 3,226 |
| Service Line Replacements | - | - | 47,000 | 0% | 24,055 |
| Valve Replacements & Installations | 3,564 | 3,564 | 42,000 | 8% | 9,910 |
| SCADA Improvements | - | - | 15,000 | 0% | 1,149 |
| Total Other & System Improvements | 17,217 | 21,214 | 143,000 | 15% | 38,340 |
| TOTAL EXPENSES | 169,786 | 344,345 | 2,736,900 | 13% | 2,240,129 |
| NET INCOME / (LOSS) | 55,284 | 209,918 | 281,186 | | 400,700 |

STAFF Report



Date: September 22, 2025
To: Honorable Board of Directors
Subject: Consideration of Resolution No. 312 Approving the Updated and Consolidated Injury and Illness Prevention Program
Purpose: *Adopt Updated Injury and Illness Prevention Program*
Recommendation: *Adopt Resolution No. 312 Approving the Updated Injury and Illness Prevention Program*
Fiscal Impact: *None*

BACKGROUND

The District has long maintained an Injury and Illness Prevention Program (IIPP) to comply with Cal/OSHA requirements. In 2024, the Board approved a standalone Heat Illness Prevention Program (HIPP) to further protect employees working outdoors or in hot environments.

District staff, in coordination with the District legal counsel, have thoroughly updated the IIPP, and incorporated the HIPP provisions into the consolidated document. The updated program reflects current Cal/OSHA regulations, best practices, and District operations.

SUMMARY

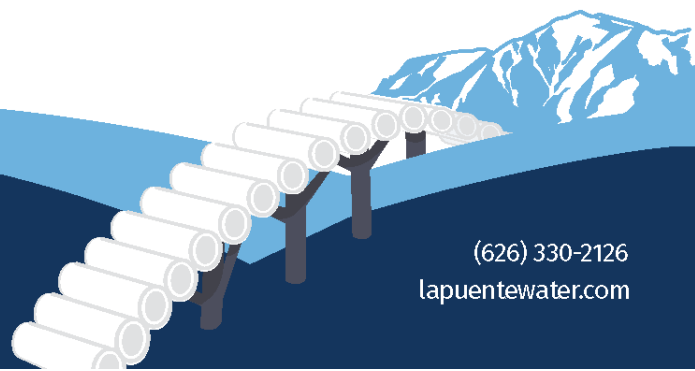
- The IIPP has been substantially revised, including improvements to hazard identification, employee communication, training, and recordkeeping procedures.
- The standalone HIPP adopted in 2024 has been integrated into the consolidated program, ensuring that heat illness prevention requirements (water, shade, rest, training, and emergency response) are fully addressed.
- The new consolidated program replaces all prior program documents for clarity and consistency

FISCAL IMPACT

None.

RECOMMENDATION

Adopt Resolution No. 312 Approving the Updated Injury and Illness Prevention Program.



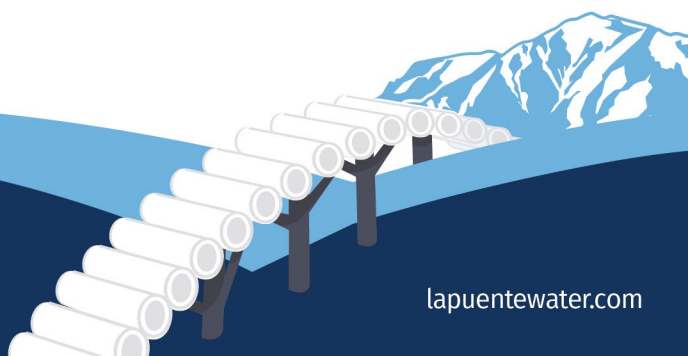
Respectfully Submitted,



Angelina Padilla
HR Coordinator/Admin Assistant

ENCLOSURES

- Resolution No. 312





RESOLUTION NO. 312

A RESOLUTION OF THE BOARD OF DIRECTORS OF LA PUENTE VALLEY COUNTY WATER DISTRICT ADOPTING AN UPDATED INJURY AND ILLNESS PREVENTION PROGRAM

WHEREAS, the La Puente Valley County Water District ("District") is committed to providing a safe and healthful workplace for its employees; and

WHEREAS, California Occupational Safety and Health Administration (Cal/OSHA) regulations require employers to establish and maintain a written Injury and Illness Prevention Program (IIPP), and to implement a Heat Illness Prevention Program (HIPP) for employees working outdoors or in hot conditions; and

WHEREAS, the District has previously implemented both an Injury and Illness Prevention Program and a Heat Illness Prevention Program, with the latter approved by the Board in 2024; and

WHEREAS, District staff has thoroughly updated the IIPP and incorporated the HIPP provisions into the consolidated program to ensure compliance with Cal/OSHA regulations and to reflect best practices,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the La Puente Valley County Water District does hereby adopt the consolidated Injury and Illness Prevention Program (IIPP) which includes the Heat Illness Prevention Program (HIPP), as set forth in Exhibit "A" attached hereto, which shall be effective upon adoption by the Board of Directors, and which shall control over any conflicting District rule, regulation or policy.

ADOPTED, SIGNED AND APPROVED by the Board of Directors of La Puente Valley County Water District at a duly noticed, open and public meeting held on September 22, 2025.

Ayes:

Nays:

Abstains:

Absent:

John P. Escalera, President
Board of Directors
La Puente Valley County Water District

ATTEST:

Roy Frausto, Board Secretary

EXHIBITS

- Exhibit A – Injury and Illness Prevention Program

LA PUENTE VALLEY COUNTY WATER DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM



September 2025

General Statement of Safety Policy

To our employees:

At La Puente Valley County Water District, it is our policy to maintain the highest possible standards of workplace safety. Our goal is to provide every employee with safe and healthful working conditions, free from recognized hazards, and to minimize the risk of accidents and injuries. In doing so, the District will comply with all applicable workplace safety and health regulations, including those established by Cal/OSHA.

Workplace injuries can have serious consequences – not only for the individual affected and their family, but also for the District as a whole. They bring personal hardship and financial strain, while also creating both direct and indirect costs for the organization. For this reason, the Board of Directors is committed to reducing or eliminating accidents through effective administrative practices, engineering controls, and the active promotion of safe work habits.

Every employee plays an important role in accident prevention. You are expected to cooperate with established safety measures and take responsibility not only for your own well-being, but also for the safety of your family, coworkers, community, and employer. Following safety rules, operating procedures, and supervisor instructions is essential to ensuring efficient and safe operations. True safety is achieved only when all employees remain alert and conscious of their surroundings.

The District has established an Injury and Illness Prevention Program to support these efforts. With your participation, we can maintain a safe, healthy, and positive workplace. Everyone benefits when safety comes first, and your cooperation is both expected and appreciated. The results will be well worth the effort.

Sincerely,

Roy Frausto, General Manager

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PURPOSE

The purpose of the IIPP is to create an organized approach to employee accident prevention. This section is intended to demonstrate that the La Puente Valley County Water District (“the District”), a public water agency, meets the requirements of Title 8, California Code of Regulations, Section 3203.

RESPONSIBILITY

The District’s IIPP/Safety Administrator is the Operations and Treatment Superintendent and/or Field Operations Engineer, who shall serve as the District’s Safety Officer and has the authority and responsibility to implement the provisions of this IIPP. It is important to note, however, that the prevention of accidents is a shared objective that affects all levels of the organization and its operations. Each manager and supervisor is expected to make employee safety an integral part of their management responsibilities. Likewise, every employee is responsible for understanding and adhering to established safety regulations and procedures.

Managers and supervisors share the responsibility of assisting the Safety Officer in implementing and maintaining the District’s IIPP—particularly within their respective work areas. This includes answering employee questions regarding the IIPP, ensuring a copy of the IIPP is readily accessible to all employees, providing necessary safety training, and consistently modeling safe workplace practices.

Human Resources also plays an integral role in supporting the ongoing implementation of the IIPP, particularly in the areas of safety training and recordkeeping.

Employees are responsible for reviewing, understanding, and following the policies and procedures outlined in this IIPP, practicing safe work habits at all times, and actively contributing to the prevention of workplace accidents.

COMPLIANCE

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

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

Our system of ensuring that all workers comply with the rules and maintain a safe work environment include:

- (1) Informing workers of the provisions of our IIPP.
- (2) Evaluating the safety performance of all workers.
- (3) Recognizing employees who perform safe and healthful work practices.
- (4) Providing training to workers whose safety performance is deficient.
- (5) Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

The District expects open communication between management and staff on matters pertaining to safety. Employees are encouraged to express, without fear of reprisal, any safety concern or suggestion during safety meetings, individually to their supervisor, or anonymously in writing using the safety suggestion form. All safety concerns and suggestions will be given serious consideration, and each will receive a response. The following system of communication is

designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

The District's communication system includes the following:

- (1) New employee orientation, including a discussion of safety and health policies and procedures.
- (2) Regular Review of the IIPP.
- (3) Workplace safety and health training programs.
- (4) Regularly scheduled safety meetings.
- (5) Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- (6) Posted or distributed safety information.
- (7) A system for workers to anonymously inform management about workplace hazards.
- (8) A Safety Committee that is comprised of management and hourly employees that:
 - o Meets at least quarterly
 - o Prepares written minutes and records of the Safety Committee
 - o Reviews results of worksite inspections
 - o Reviews investigations of alleged hazardous conditions
 - o Submits recommendations to assist in the evaluation of employee safety suggestions
 - o Addresses anonymous safety-related suggestions or complaints from employees

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- (1) When the IIPP is first established.
- (2) To all workers given new job assignments for which training was not previously provided.
- (3) Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
- (4) Whenever the District is made aware of a new or previously unrecognized hazard.
- (5) To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- (6) To all workers with respect to hazards specific to each employee's job assignment.
- (7) General safety meetings for all field operations employees shall be held each morning prior to crews beginning work in the field.
- (8) Supervisors shall conduct weekly tailgate safety meetings with mandatory attendance for all field operations employees.
- (9) Office management staff shall conduct departmental safety meetings quarterly or as needed to review and encourage safe work practices.

Workplace safety and health practices applicable to the District include, but are not limited to, the following:

- (1) Explanation of the IIPP and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- (2) Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- (3) Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- (4) Availability of toilet, handwashing and drinking water facilities.
- (5) Provisions for medical services and first aid, including emergency procedures.

In addition, the District provides specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

HAZARD ASSESSMENT

Unsafe or unhealthy work conditions, practices, or procedures will be corrected in a timely manner based upon the severity of the hazards. Periodic inspections to identify and evaluate workplace hazards shall be performed using the appropriate Hazards Checklist(s), Attachments B and C, according to the following schedule:

- (1) District offices and the operations facilities shall be inspected quarterly or more frequently if necessary. District management in charge of operations will ensure pump stations, reservoirs and well sites are inspected at least annually.
- (2) When new substances, processes, procedures or equipment, which present potential new hazards, are introduced into the workplace.
- (3) When new, previously unidentified hazards are recognized.
- (4) When an employee is hired and/or reassigned to processes, operations, or tasks for which a hazard evaluation has not previously been conducted.
- (5) When occupational injuries and illnesses occur.
- (6) Whenever workplace conditions warrant an inspection.

Periodic inspections consist of the identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist and any other effective methods to identify and evaluate workplace hazards.

HAZARD CORRECTION

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

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

ACCIDENT/EXPOSURE INVESTIGATIONS

The supervisor and/or Safety Administrator will investigate all accidents for the purpose of determining the cause or causes. Documentation of the accident will be done using the District's Accident/Exposure Investigation Report (**Attachment A**). Procedures for investigating workplace accidents and hazardous substances exposure include:

- (1) Visiting the accident scene as soon as possible.
- (2) Interviewing injured workers and witnesses.
- (3) Examining the workplace for factors associated with the accident/exposure.

- (4) Determining the cause of the accident/exposure.
- (5) Taking corrective action to prevent accidents/exposure from reoccurring.
- (6) Recording the findings and corrective actions taken.

TRAINING AND INSTRUCTION

Training is a fundamental part of any job or task. It is particularly important that employees are trained to perform their job and work safely. In general, the LPVCWD Injury and Illness Prevention Program (IIPP) requires training to instruct employees in general safe work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment. It also requires training be provided to supervisors to ensure they are familiar with the hazards to which employees under their control may be exposed.

The IIPP requires safety training:

1. Initially, before the employee is first assigned duties;
2. To all employees given new job assignments for which training has not been previously provided;
3. When new substances, processes, procedures or equipment are introduced to the workplace that represent a new occupational safety and/or health hazard; and
4. Whenever the employee is made aware of a new or previously unrecognized hazard.

The District trains its employees about the following checked training subjects:

- ☒ The employer's Code of Safe Practices, as set forth below.
- ☒ Confined spaces.
- ☒ Good housekeeping, fire prevention, safe practices for operating any construction equipment.
- ☒ Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery.
- ☒ Safe access to working areas.
- ☒ Protection from falls.
- ☒ Electrical hazards, including working around high-voltage lines.
- ☒ Trenching and excavation work.
- ☒ Proper use of powered tools.
- ☒ Guarding of belts and pulleys, gears and sprockets, and conveyor nip points.
- ☒ Machine, machine parts, and prime movers guarding.
- ☒ Lock-out/tag-out procedures.
- ☒ Materials handling.
- ☒ Chainsaw and other power tool operations.
- ☒ Yarding operations, including skidding, running lines, unstable logs, rigging, and communication.
- ☒ Landing and loading areas, including the release of rigging, landing layout, moving vehicles and equipment, and log truck locating, loading, and wrapping.
- ☒ Fall protection from elevated locations.
- ☒ Use of elevated platforms, including condors and scissor lifts.
- ☒ Driver safety.

- ☑ Slips, falls, and back injuries.
- ☑ Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time.
- ☑ Personal protective equipment.
- ☑ Respiratory equipment.
- ☑ Hazardous chemical exposures.
- ☑ Hazard communication.
- ☑ Physical hazards, such as heat/cold stress, noise, and ionizing and non-ionizing radiation.
- ☑ Bloodborne pathogens and other biological hazards.
- ☑ Other job-specific hazards, such as

EMPLOYEE ACCESS TO THE IIPP

Our employees—or their designated representatives—have the right to examine and receive a copy of our IIPP. This will be accomplished by:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
 - a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester with a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
 - b. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the District may charge reasonable, non-discriminatory reproduction costs for the additional copies.
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Any copy provided to an employee, or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIPP.

Where the District has distinctly different and separate operations with distinctly separate and different IIPPs, the District may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

RECORDKEEPING

Records maintained by the Human Resources Coordinator include:

- 1) IIPP review record
- 2) Accident/Exposure investigations
- 3) Safety/Hazard Inspections and Corrections
- 4) Safety and Health Training Record
- 5) CPR and First Aid Training Certification
- 6) Cal/OSHA Worker's Compensation Claim Forms, including Employer Form 5020, Medical Exposure Records and Injury Report Forms 300 and 301
- 7) Disciplinary Actions
- 8) DMV Driver Record Reports
- 9) Vehicle Inspection Forms

CODE OF SAFE PRACTICES

Employee Responsibilities:

- A. Report all unsafe conditions and equipment to your supervisor or Safety Administrator.
- B. Report all accidents, injuries and illnesses to your supervisor or Safety Administrator.
- C. Inform management about security hazards or threats of violence.
- D. Sound alarm and evacuate in the event of fire.
- E. Stop work, proceed to the nearest exit and meet at the District's designated meeting area upon hearing fire alarm.
- F. Only attempt to respond to a fire or other emergency if trained to do so.
- G. Ensure that the exit doors comply with fire safety regulations during business hours.
- H. Keep exits unblocked, well lighted and unlocked during work hours.
- I. Keep stairways clear of items that can be tripped over and do not store combustibles under stairways that are exit routes.
- J. Do not store materials and equipment against doors, exits or fire extinguisher stations.
- K. Keep aisles clear at all times.
- L. Keep work area maintained in a neat, orderly manner. Trash and refuse are to be disposed of in proper waste containers.
- M. Clean up spills immediately or blockade the area until it can be cleaned up.
- N. Store files and supplies in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Store the heaviest items closest to the floor and lightweight items above.
- O. Ensure that all pieces of furniture and computer equipment is adjusted, positioned and arranged to minimize strain on all parts of the body.
- P. Avoid leaning backward too far in a chair.
- Q. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.

R. Never open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.

S. Tape down or insert through rubber protectors all cords running into walk areas to preclude them from becoming tripping hazards.

T. Avoid stacking materials in an unstable manner.

U. Avoid stacking material precariously on top of lockers, file cabinets or other higher places.

V. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. Contact a supervisor when help is needed to move a heavy object.

W. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.

X. Don't carry anything that obstructs your view.

Y. Plug all electrical equipment into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three pronged plugs should be used to ensure continuity of ground.

Z. Keep individual heaters in work area clear of combustible materials, such as drapes or waste from wastebaskets. Newer heaters, which are equipped with tip over switches, should be used.

AA. Keep appliances, such as coffee pots, toaster ovens and microwaves in working order and inspected for signs of wear, heat or fraying cords.

BB. Use only guarded fans in work areas. Guards must not allow fingers to be inserted through the mesh.

CC. Use equipment such as scissors staples, etc., for the designed purposes only and not misuse them as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possibly injury to the user.

DD. Use discretion when handling cash in view of customers.

EE. Be aware of potential hazards involving various chemicals stored or used in the workplace.

FF. Store cleaning supplies away from edible items on kitchen shelves.

GG. Store cleaning solvents and flammable liquids in appropriate containers.

HH. Keep solutions that may be poisonous or not intended for consumption in labeled containers.

II. Avoid eating in areas where hazardous chemicals are present.

JJ. Comply with work practices that are designed to make the workplace more secure and do not engage in threats of physical action, which create a security hazard for others in the workplace.

KK. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.

LL. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.

MM. Use a stepladder for overhead reaching; never stand on a chair or table.

SAFE PRACTICES SPECIFIC TO INDUSTRIAL AREAS

- A. Never use a metal ladder when it could come in contact with energized parts of equipment fixtures or circuit conductors.
- B. Avoid using any portable electrical tools and equipment that are not grounded or double insulated.
- C. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
- D. Shut off engine, set brake and block wheels prior to loading or unloading vehicles.
- E. Inspect pallets and their loads for integrity and stability before loading or moving.
- F. Avoid using compressed air for cleaning off clothes unless the pressure is less than 10 psi.
- G. Avoid storing compressed gas cylinders in areas which are exposed to heat sources, electrical arcs or high temperature lines.
- H. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
- I. Wear hearing protection in all areas identified as having high noise exposure.
- J. Wear goggles or face shield when grinding.
- K. Do not use any faulty or worn hand tools.
- L. Guard floor openings by a cover, guardrail or equivalent.
- M. Avoid entering a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
- N. Keep flammable or toxic chemicals in closed containers when not in use.
- O. Avoid heat illness by drinking water to stay hydrated and utilize a shaded area for rest breaks.
- P. Avoid exposure to intense levels of Ultraviolet (UV) radiation by using sunscreen and hats with a wide brim to shade the face, neck and ears and utilize a shaded area for rest.
- Q. Follow guidelines for Ground Fault Circuit Interrupters (GFCI) or equipment grounding for receptacle outlets on construction sites.

Attachment A

ACCIDENT/EXPOSURE INVESTIGATION REPORT

| | |
|---|-----------------------------|
| Employee's Name: | |
| Job Title: | Investigator's Name: |
| Date/Time of Accident: | Exact Location: |
| Date/Time Reported: | Name of Witnesses: |
| Task Being Performed when Accident Occurred: | |
| Witnesses Comments: | |
| Describe Injury or Property Damage: | |
| Describe How Accident Occurred: | |
| What unsafe actions or conditions contributed to the incident? | |
| What should be done and by whom to prevent reoccurrence of this type of accident/exposure? | |
| Corrective Actions Taken and Date: | |
| Supervisor Signature: | Date: |
| HR Signature: | Date: |
| General Manager Signature: | Date: |

Attachment B

IIPP – Hazards Checklist - Office

| Hazard | Checked | Hazard | Checked |
|---|----------------|---|----------------|
| Fire extinguisher areas are kept clear at all times and inspected annually | | File cabinets drawers are anchored to prevent tipping | |
| Exits are unblocked, illuminated and unlocked during work hours | | Heaviest material is stored in bottom of file cabinets | |
| Excessive combustibles (paper) are not stored in work area | | Workplaces are kept free of debris, floor storage and electrical cords | |
| Electrical machinery in good condition and properly grounded | | Stairways are kept clear of tripping hazards | |
| Electric cords and phone cables secured to prevent tripping hazard | | Stairways are equipped with handrails and non-slip tread or carpet | |
| Aisles and hallways are kept clear at all times | | Safety treads are provided on all step stools and stepladders | |
| Designated employees are trained to respond to a fire or other emergency | | Computer monitors, chairs and keyboards are adjustable | |
| All appliances are kept in working order and inspected for wear, heat or fraying of cords and turned off when not in use? | | For computer workstations, background and screen lighting are compatible and adjustable | |
| Employee's park their vehicles in illuminated and secure areas | | Spilled materials or liquids are cleaned up immediately | |
| All toilets and restroom facilities are clean and sanitary | | Are all work areas adequately illuminated and ventilated? | |
| Trash and refuse are disposed of in proper containers | | Are desk or cabinet drawers left open that present a tripping hazard? | |
| Are materials being stacked in an unstable manner on top of lockers, file cabinets, shelving or other relatively high places? | | Is sufficient access and working space maintained around all electrical equipment to permit ready and safe operations and maintenance? | |
| Are cleaning solvents, poisonous solutions, and flammable liquids stored in appropriate containers and labeled per GHS standards? | | Equipment (scissors and staplers, etc.) are used for their intended purposes, not misused as hammers, screwdrivers, etc.? | |
| Are cords taped down or inserted through rubber protectors when they are temporarily placed into walking areas? | | Are all-electrical equipment plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity? (Three pronged plugs should be used to ensure continuity of ground.) | |
| Are all cleaning supplies stored away from edible items on kitchen shelves? | | Are electrical tools properly grounded? | |
| Are individual heaters or fans being used, and are they clear of debris and turned off when not in use? | | Is the paper cutter handle turned to the closed position when not in use? | |

| Hazard | Checked | Hazard | Checked |
|---|---------|---|---------|
| Are all work sites clean and orderly? | | Are covered metal waste cans used for oily and paint-soaked waste? | |
| Are work surfaces kept dry or appropriate means taken to assure that surfaces are slip-resistant? | | Is all oil and gas-fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working? | |
| Are all spilled materials or liquids cleared up immediately? | | Are paint spray booths, dip tanks, etc., cleaned regularly? | |
| Are combustible scrap, debris and waste stored safely and removed from the work site promptly? | | Is broken glass properly handled and disposed of? | |
| Is combustible dust cleaned up and wetted or vacuumed to prevent the dust going becoming airborne? | | Are waste materials deposited in metal containers and emptied on a regular basis? | |
| Is accumulation of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings? | | Are floor areas roped off when being mopped, waxed, etc.? | |
| Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment? | | Are ladders and stepstools equipped with safety tread? | |
| Are all pits and floor openings covered or otherwise guarded? | | Are the minimum number of toilets and washing facilities provided? | |
| Are all toilets and washing facilities clean and sanitary? | | Are all work areas adequately illuminated and ventilated? | |
| Are tools and materials adequately stored? | | Are vacuum cleaners, floor polishers and other equipment in good repair? | |
| Are flammable liquids stored in approved containers? | | Are electrical tools properly grounded? | |
| Is all-flammable waste disposed of properly? | | Is protective clothing used when required? | |
| Are proper tools used on each job? | | Are employees regularly warned of hazards in certain areas? | |
| Are employees instructed on proper use and handling of acids, poisons, insecticides, etc.? | | Exit doors comply with fire safety regulations during business hours. | |
| | | | |

| Hazard | Checked | Hazard | Checked |
|--|---------|--|---------|
| Stacked storage boxes do not exceed the height limitations. | | Are motorized vehicles and other mechanized equipment inspected daily or prior to use? | |
| Does a cover, guardrail or equivalent guard floor openings? | | Are flammable or toxic chemicals always kept in closed containers when not in use? | |
| Are cleaning solvents, poisonous solutions and flammable liquids stored in appropriate containers and labeled? | | | |

Attachment C

IIPP – Hazards Checklist – Industrial Areas

District Facilities listed below:

| | |
|---------------------------------------|-----------------------------------|
| Main St. Reservoirs & Pump Stations | Industry Hills Pump Station No. 2 |
| Hudson Yard & Warehouse | Handorf Loop Booster Station |
| Hudson Reservoir & Pump Station | Industry Hills Pump Station No. 3 |
| Hudson Restroom & Lockers | San Fidel Wellfield |
| Recycled Water Pump Station | PVOU-IZ Treatment Plant |
| Banbridge Pump Station | PVOU-SZ Treatment Plant |
| LPVCWD Wellfield | PVOU Operations Office |
| BPOU Treatment Plant | MZ-1 & IZ-1 Wells |
| LPVCWD Main Office | MZ-2 & IZ-2 Wells |
| Pleasanthome Pump Station | MZ-3 Well |
| Lomitas Reservoir & Pump Station | IZ-East Well |
| Industry Hills Pump Station No. 1 | IZ-West Well |
| Industry Hills East & West Reservoirs | Proctor Yard |
| | Proctor Yard Office |

Attachment D

HAZARD ASSESSMENT AND CORRECTION RECORD

| | |
|------------------------------------|-------------------------------|
| Date of Inspection: | Person Conducting Inspection: |
| Unsafe Condition or Work Practice: | |
| Corrective Action Taken: | |
| Date of Inspection: | Person Conducting Inspection: |
| Unsafe Condition or Work Practice: | |
| Corrective Action Taken: | |
| Date of Inspection: | Person Conducting Inspection: |
| Unsafe Condition or Work Practice: | |
| Corrective Action Taken: | |
| | |
| | |
| | |
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| | |

LA PUENTE VALLEY COUNTY WATER DISTRICT

HEAT ILLNESS PREVENTION PROGRAM



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HEAT ILLNESS PREVENTION PROGRAM

I. Policy

It is the policy of La Puente Valley County Water District (District) to provide a safe, healthy, and secure workplace for all employees by implementing an effective safety program. This Heat Illness Prevention Program applies to the control of risk of occurrence of heat illness and applies to all outdoor and indoor places of employment and other work environments, when the environmental risk factors for heat illness are present. Any employee participating in job tasks when environmental risk factors for heat illness are present will comply with the procedures in this document, and in the Injury and Illness Prevention Program.

II. Purpose

This program is to ensure the health and safety of the District employees by educating its employees, supervisors, and managers about the dangers of heat illness, and implementing and enforcing procedures that reduce the risk of heat-related illnesses in the workplace. The program follows the requirements of California Code of Regulations State Standard, Title 8, Chapter 4, Section 3395, 3396 - Heat Illness Prevention, and Title 8, Sections 1512, 1524, 3203, and 3400.

III. Scope

Employees who work in outdoor and indoor places of employment, or who work in other environments where environmental risk factors for heat illness are present, are at risk for developing heat related illnesses if they do not protect themselves appropriately. The objective of this program is to reduce the potential for heat illnesses, by making employees aware of heat illnesses, ways to prevent illness, and actions to take if symptoms occur.

IV. Definitions

"Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. When temperatures rise suddenly, the body needs time to adapt. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat. (See XII. Acclimatization Procedures for details).

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

"Environmental risk factors for heat illness" means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the

ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

"Personal risk factors for heat illness" means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

"Preventative recovery period" means a period of time to recover from the heat in order to prevent heat illness.

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

V. Responsibility

A. Managers and Supervisors are responsible for:

- Identifying all employees who are required to work outdoors/indoors or in other environments where potential heat illness could occur and identify the supervisor of the employee.
- Assuring that adequate water, shade, and necessary rest breaks are available when the environmental risk factors for heat stress are present.
- Ensuring that all affected employees are trained in heat illness prevention.
- Ensuring that the requirements in this document are followed.

B. Affected employees are responsible for:

- Complying with the provisions of the Heat Illness Prevention Program, as described in this document, and with the training sessions they attend.
- Ensuring that they have the appropriate amount of drinking water available at all times when the environmental risk factors for heat illness are present.
- Reporting heat related illness symptoms to the supervisor.

VI. PROCEDURES

- ☐ All employees shall be trained prior to working outdoors and indoors.
- ☐ Working hours will be modified to work during the cooler hours of the day, when possible.
- ☐ When a modified-shorter work shift is not possible, more water and rest breaks will be provided.
- ☐ Supervisors will continuously monitor all employees and stay alert to the presence of heat related symptoms.
- ☐ Co-workers will use a buddy system to watch each other closely for discomfort or symptoms of heat illness.
- ☐ Supervisors and co-workers are encouraged to never discount any signs or symptoms they are experiencing and will immediately report them.
- ☐ Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called, and check that these are functional at the worksite prior to each shift.
- ☐ Every morning, the supervisor will remind workers about the address and directions to the worksite and emergency procedures.

VII. PROGRAM REQUIREMENTS

A. **Water Consumption and Availability**

Water is a key preventative measure to minimize the risk of heat related illnesses.

8 CCR 3395 (c) requires employees to have access to drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable. When the supply of water is not plumbed or otherwise continuously supplied, water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per hour for drinking the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift, as needed, to allow employees to drink one quart or more per hour. The frequent drinking of water shall be encouraged.

Water is required to be “fresh, pure, suitably cool” and located as close as practicable to where employees are working.

When the temperature exceeds 90 degrees F, ice is required to be added.

Preventing heat illness is preferable to treating a victim of heat illness. It is very important to pre-hydrate prior to beginning work in a high heat environment. If possible, should consume at least two 500ml or two cups of water before beginning work.

Procedures for Providing Potable Water:

- The Treatment & Supply and/or Operations & Maintenance Superintendent will ensure that a supervisor or lead (herein after “*appropriate supervisor or lead*”) bring each employee drinking water containers (5 to10 gallons each) to the site, so that at least 2 quarts per employee are available at the start of the shift.
- The *appropriate supervisor or lead* will bring 50 paper cone rims or bags of disposable cups and the necessary cup dispensers to ensure that enough disposable cups are made available for each worker and are kept clean until used.
- As part of LPVCWD’s Effective Replenishment Procedures, the *appropriate supervisor or lead* will check the water level of all containers every *30 minutes*, and more frequently when the temperature exceeds 90 degrees F. When the water level within a container drops below 50%, water containers will be refilled with cool water. To accomplish this task, the *appropriate supervisor or lead* will carry 1 additional water container (i.e. 5-gallon jug) to replace water as needed.
- When the temperature exceeds 90 degrees F, the *appropriate supervisor or lead* will carry ice in separate containers, so that, when necessary, it will be added to the drinking water to keep it cool.
- The *appropriate supervisor or lead* will check the work site and place the water as close as possible to the workers (i.e. no more than 50 feet from the workers). If field terrain prevents the water from being placed as close as possible to the workers, the *appropriate supervisor or lead* will bring bottled water or individual containers (in addition to disposable cups and water containers), so that workers can have drinking water readily accessible. The *appropriate supervisor or lead* will ensure that the water containers are relocated to follow along as the crew moves, so drinking water will be readily accessible.
- The *appropriate supervisor or lead* will be responsible for cleaning the water containers and ensuring that they are kept in sanitary condition (all necessary cleaning supplies are provided by the company).
- The company will reimburse the supervisors or lead for any cost incurred to fill up their water containers as needed on a daily basis, or to purchase necessary disposable cups or cleaning supplies.
- The *appropriate supervisor or lead* will point out daily, the location of the water coolers to the workers, and remind them to drink water frequently. When the temperature exceeds or is expected to exceed 95 degrees F, the *appropriate supervisor or lead* will hold a brief ‘tailgate’ meeting each morning, to review with employees the importance of drinking

water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.

- ☐ The *appropriate supervisor or lead* will use audible devices (such as their phone ringer, whistles or air horns) to remind employees to drink water.
- ☐ When the temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, the *appropriate supervisor or lead* will increase the number of water breaks, and will remind workers throughout the work shift to drink water.
- ☐ During employee training, the importance of frequent drinking of water will be stressed.

B. Shade/Rest Breaks

CCR Title 8, Section 3395 (d) requires employees who may be suffering from a heat related illness and believe a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air, or provided with ventilation, or cooling. This cooling period should be no less than 5-minutes.

Such access to shade shall be permitted at all times. Except for employers in the ag industry, cooling measures other than shade (e.g. use of misting machines) may be provided in lieu of shade, if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

Shade is required to be provided when the predicted temperature equals 80 degrees Fahrenheit dry bulb temperature.

The shade needs to be large enough to accommodate all employees on recovery or rest periods, and those onsite taking meal periods.

Procedures for Access to Shade for Outdoor Places and Recovery Periods:

- ☐ Each *appropriate supervisor or lead* will ensure shade structures are at the site, to accommodate all employees on recovery or rest periods, and those onsite taking meal periods, and either chairs, benches, sheets, towels or any other items to allow employees to sit and rest without contacting the bare ground. However, chairs, benches, etc. are not required for acceptable sources of shade such as trees.
- ☐ The *appropriate supervisor or lead* will ensure that that shade structures are opened and placed as close as practical to the workers, when the temperature equals or exceeds 80 degrees F. When the temperature is below 80 degrees F, the shade structures will be brought to the site, but will be opened and set in place upon worker(s) request. Note: The interior of a vehicle may not be used to provide shade, unless the vehicle is air-conditioned, and the air conditioner is on.

- The *appropriate supervisor or lead* will point out the daily location of the shade structures to the workers as well as allow and encourage employees to take a 5-minute cool-down rest in the shade, when they feel the need to do so to protect themselves from overheating.
- The *appropriate supervisor or lead* will ensure that the shade structures are relocated to follow along with the crew and double-check that they are as close as practical to the employees, so that access to shade is provided at all times.
- In situations where trees or other vegetation are used to provide shade (such as in orchards), the *appropriate supervisor or lead* will evaluate the thickness and shape of the shaded area (given the changing angles of the sun during the entire shift), before assuming that sufficient shadow is being cast to protect employees.
- In situations where it is not safe to provide shade (example: winds of more than 40 mph), the *appropriate supervisor or lead* will document how this determination was made, and what steps will be taken to provide shade upon request.
- For situations where it is not safe or feasible to provide shade, the *appropriate supervisor or lead* will document how this determination was made, and what steps will be taken to provide shade upon request, or other alternative cooling measures with equivalent protection.
- Employees taking a “preventative cool-down rest” must be monitored for symptoms of heat illness, encouraged to remain in the shade and not ordered back to work until symptoms are gone. Employees with symptoms must be provided with appropriate first aid or emergency response.

Cool-Down Areas for Indoor Places of Employment:

- Cool-down area(s) will be located at the Hudson Office, BPOU Office and PVOU Office. The temperature in the indoor cool-down areas will be maintained at less than 82 degrees Fahrenheit by ensuring the A/C system is properly maintained.
- The cool-down area(s) will be available at the site to accommodate all of the workers who are on a break at any point in time and will be large enough so that all workers on break can sit in a normal posture fully in the cool-down area(s) without having to be in physical contact with each other. To ensure this, we will always have ten (10) seats available at the Hudson Office.
- Workers will be informed of the location of the cool-down area(s) and will be encouraged and allowed to take cool-down breaks in the cool-down area(s) whenever they feel they need a break. A worker who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs or symptoms of heat illness have abated (see the section on Emergency Response for additional information). If a worker exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first

aid or emergency response will be provided. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to access the cool-down area.

C. Identification/Weather

Procedures for Monitoring the Weather for Outdoor Places of Employment:

- Two weeks in advance (or with as many days in advance as possible), the employer or superintendent will go on the internet (www.nws.noaa.gov), call the National Weather Service phone numbers (see CA numbers attached), or check the Weather Channel TV Network, to view the extended weather forecast in order to plan in advance the work schedule, know whether a heat wave is expected, and if additional schedule modifications will be necessary. This type of advance planning should take place all summer long.

CALIFORNIA Dial-A-Forecast

For the Los Angeles Area = (805) 988-6610 (#1)

- Prior to each workday, the *appropriate supervisor or lead* 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, for instance whether or not workers will be exposed at a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses such as heat stroke. It is important to keep in mind that the temperature at which these warnings occur must be lowered as much as 15 degrees, if the workers under consideration are in direct sunlight.
- Prior to each workday, the *appropriate supervisor or lead* will be responsible for monitoring the weather (using www.nws.noaa.gov or with the aid of a simple thermometer) at the worksite. This critical 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).
- The *appropriate supervisor or lead* will be responsible for using a thermometer at the jobsite and checking the temperature every 60 minutes to monitor for sudden increases in temperature, to ensure that once the temperature equals 80 degrees F, the shade structures are opened and accessible to the workers, and to make certain that once the temperature equals or exceeds 95 degrees F, additional preventive measures such as the High Heat Procedures are implemented.

Procedures for Temperature Assessment for Indoor Places of Employment

- A thermometer will be used throughout the workplace to monitor temperature or heat index. Monitoring instruments will be maintained according to manufacturer's recommendations and the instruments used to measure the heat index shall be based on

the heat index chart in Appendix A of Section 3396. The locations for the temperature measurements will be:

- **Hudson Office and Warehouse**
 - **BPOU Nitrate Treatment Building**
 - **Booster Stations**
 - **District Office – front office and conference room**
 - **PVOU Office**
-
- ☐ The temperature or heat index will be measured and recorded by the *appropriate supervisor or lead*. Employees will be actively involved in the planning, conducting, and recording of measurements of temperature or heat index. Employees will check the thermometer when working indoors to ensure it does not exceed 82 degrees Fahrenheit and will ensure proper recording of the heat index.
 - ☐ Records of the temperature or heat index measurements, whichever value is greater, will be retained for 1 year or until the next measurements are taken, whichever is later, and made available at the Hudson Office to workers or designated representatives upon request. The records will include the date, time, and specific location of all measurements.
 - ☐ Initial temperature or heat index measurements shall be taken where workers work and at times during the work shift when worker exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit.
 - ☐ Initial temperature or heat index measurements shall be taken where workers work and at times during the work shift when worker exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit.
 - ☐ Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where workers work and at times during the work shift when worker exposures are expected to be the greatest.
 - ☐ Workers and supervisors will be actively involved in identifying and evaluating other environmental risk factors for heat illness that may exist in the workplace 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).

High Heat/Heat Wave

- ☐ During a heat wave or heat spike (e.g., a sudden increase in daytime temperature of 9 degrees or more), the workday will be cut short (*example: 12 p.m.*), will be rescheduled (*example: conducted at night or during cooler hours*) or if possible, cease for the day.

- If schedule modifications are not possible and workers have to work during a heat wave, the *appropriate supervisor* will provide a tailgate meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the workers. In addition, the *appropriate supervisor* will institute alternative preventive measures such as provide workers with an increased number of water and rest breaks every 2 hours, supervise workers to ensure that they do stop work and take these breaks, and observe closely all workers for signs and symptoms of heat illness.
- During a heat wave or heat spike (e.g., a sudden increase in daytime temperature of 9 degrees or more), and the start of the workday, the *appropriate supervisor or lead* will hold a tailgate meeting with the workers to review the company heat illness prevention procedures, the weather forecast, and emergency response.
- The *appropriate supervisor or lead* will assign each employee a “buddy” to be on the lookout for signs and symptoms of heat illness and ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

High Heat Procedures

High Heat Procedures are additional preventive measures that will be used when the temperature equals or exceeds 95 degrees F.

- The *appropriate supervisor or lead* will ensure that effective communication by voice, observation, or electronic means is maintained, so that employees at the worksite can contact a supervisor when necessary. If the *appropriate supervisor or lead* is unable to be near the workers to observe them or communicate with them, then an electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable. A mandatory buddy system will be in place.
- The *appropriate supervisor or lead* will observe employees for alertness and signs and symptoms of heat illness.
- The *appropriate supervisor or lead* will remind employees throughout the work shift to drink plenty of water.
 - During high heat employees will be provided with a minimum 10-minute cool-down period every 2 hours.

The *appropriate supervisor or lead* will closely supervise a new employee or assign a “buddy” or more experienced coworker for the first 14 days of the employee’s employment by the employer, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days, for 4 or more hours per day.

Procedures for Control Measures for Indoor Places of Employment

- Control measures will be implemented when either of the following occurs:
 - Indoor temperature or heat index is 87 degrees Fahrenheit or higher.
 - Indoor temperature is 82 degrees Fahrenheit or higher and workers are either:
 - Wearing clothing that restricts heat removal or
 - Working in an area with high radiant heat.
- Feasible engineering controls will be implemented first to reduce the temperature and heat index to below 87°F (or temperature to below 82°F for workers working in clothing that restricts heat removal or working in high radiant heat areas). Administrative controls will be added if feasible engineering controls are not enough to comply with the standard. If both feasible engineering and administrative controls are not enough to decrease the temperature and minimize the risk of heat illness, then personal heat-protective equipment will be provided.
- The following engineering controls will be implemented to lower the indoor temperature, heat index, or both to the lowest possible level. These controls help make the work environment cooler or create a barrier between the worker and the heat:
 - Cooling fans or air conditioning
 - Increased natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index
 - Insulating/isolating heat sources from workers, or isolating workers from heat source
- The following administrative controls will be implemented once all feasible engineering controls have been implemented. These controls are modified work practices that can reduce heat exposure by adjusting work procedures, practices, or schedules:
 - Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, especially during heat waves. Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days. For newly hired workers and unacclimatized existing workers, gradually increase shift length over the first one to two weeks.
 - Require mandatory rest breaks in a cooler environment, such as a shady location or an air-conditioned building. The duration of the rest breaks should increase as heat stress rises.
 - Schedule work at cooler periods or times of day, such as early morning

or late afternoon.

- Rotate job functions among workers to help minimize exertion and heat exposure. If workers must be in proximity to heat sources, mark them clearly, so they are aware of the hazards.
 - Require workers to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.
- ☐ The following personal heat-protective equipment will be provided if feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness. This personal heat-protective equipment consists of special cooling devices that the worker wears on their body that can protect them in hot environments:
- Water and/or air-cooled garments, cooling vests, jackets, and neck wraps. The cooling source can be reusable ice packs or cooled air connected to an external source.
 - Supplied air personal cooling systems

D. Acclimatization

Inadequate acclimatization can imperil anyone exposed to conditions of heat and physical stress, significantly more intense than what they are used to. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

Procedures for Acclimatization:

- ☐ LPVCWD will monitor the weather and in particular be on the lookout for sudden heat waves) or increases in temperatures to which employees haven't been exposed to for several weeks or longer. A heat wave is now defined as at least 80 degrees F.
- ☐ During a heat wave or heat spike (e.g., a sudden increase in daytime temperature of 9 degrees or more), the workday will be cut short (example: 12 p.m.), will be rescheduled (example conducted at night or during cooler hours), or if possible, cease for the day.
- ☐ During the hot summer months, the work shift will start at 7:00 AM
- ☐ For new employees, the *appropriate supervisor or lead* will try to find ways to lessen the intensity of the employees work during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.

The *appropriate supervisor or lead* will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.

The *appropriate supervisor or lead* will assign new employees a “buddy” or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.

- During a heat wave, the *appropriate supervisor or lead* will observe all employees closely (or maintain frequent communication via phone or radio), and be on the lookout for possible symptoms of heat illness.
- For indoor work areas, this 14-day observation period applies when the temperature or heat index equals or exceeds 87 degrees Fahrenheit, or when the temperature or heat index equals or exceeds 82 degrees Fahrenheit when a worker wears clothing that restricts heat removal or when a worker works in a high radiant heat area.
- LPVCWD training for employees and supervisors will include the importance of acclimatization, how it is developed, and how these company procedures address it.

E. Emergency Procedures

The Emergency Procedures Guide shall be followed for those employees who are experiencing life threatening conditions as a result of a heat-related illness. An appropriate number of employees per work location shall be trained to render first aid as required by 8 CCR 3400 or 1512.

See Appendix B, Heat Illness Action Plan, for signs and symptoms details

Additional Procedures for Emergency Response:

- Prior to assigning a crew to a particular worksite, the *appropriate supervisor or lead* will provide workers and the foreman a map, along 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.
- Prior to assigning a crew to a particular worksite, the *appropriate supervisor or lead* will ensure that a qualified, appropriately trained, and equipped person will be available at the site, to render first aid if necessary.
- Prior to the start of the shift, the *appropriate supervisor or lead* will determine if a language barrier is present at the site, and take steps (such as assigning the responsibility to call emergency medical services to the foreman, or an English-speaking worker), to ensure that emergency medical services can be immediately called in the event of an emergency.

- All foremen and supervisors will carry cell phones or other means of communication, to ensure that emergency medical services can be called and check that these are functional at the worksite prior to each shift.
- When an employee is showing symptoms of possible heat illness, *appropriate supervisor or lead* will take immediate steps to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).
- At remote locations such as rural farms, lots, or undeveloped areas, the *appropriate supervisor or lead* will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vests or flashlights, in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.
- During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
- LPVCWD training for employees and supervisors will include every detail of these written emergency procedures.

Handling a Sick Employee:

- When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice, or if emergency service providers will need to be called. Do not leave a sick worker alone in the shade, as he or she can take a turn for the worse!
- When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, call emergency service providers.
- Call emergency service providers immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), does not look OK, or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, initiate first aid (cool the worker, place in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die (when not being transported by ambulance and treatment has not been started by paramedics) before reaching a hospital!
- If an employee does not look OK and displays signs or symptoms of severe heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20-minutes away from a hospital, call emergency service

providers, communicate the signs and symptoms of the victim, and request Air Ambulance.

VIII. Employee and Supervisor Training

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

A. Training Requirements

Training in the following topics shall be provided to all supervisory and non-supervisory employees [8 CCR 3395 (e) (1)]:

1. The environmental and personal risk factors for heat illness.
2. The procedures for complying with the requirements of this standard.
3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the performance of their duties.
4. The importance of acclimatization.
5. The different types of heat illness and the common signs and symptoms of heat illness.
6. The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
7. The procedures for responding to the symptoms, if possible, heat illness, including how emergency medical services will be provided if necessary.
8. The procedures for contacting emergency medical services, and if necessary for transporting employees to a point where they can be reached by an emergency medical service provider.
9. The procedures for ensuring that, in the event of an emergency, clear, and precise directions to the work site can and will be provided as needed, to emergency responders.
10. Supervisors will also be trained to recognize the dangers of heat illnesses. The training requirements are included, but not limited to topics listed under the training section of this program.

B. Levels of Training

Training shall be provided for employees and supervisors working at locations where environmental risk factors for heat illness are present, as well as training for their respective supervisors.

Employees

1. Before being assigned to a task where environmental factors are present for heat-related illnesses, employees shall be trained in the following areas:
2. Environmental and personal risk factors for heat illness.
3. Procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness.
4. The importance of pre/post work hydration and frequent consumption of small quantities of water, up to 4 cups per hour, under extreme conditions of work and heat.
5. Importance of acclimatization.
6. Different types, signs, and symptoms of heat illness.
7. The importance of immediately reporting symptoms or signs of heat illness in themselves, or in coworkers to their supervisor.
8. Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be contacted and provided, should they become necessary.

Supervisors of Affected Employees

Supervisors or their designees are required to provide training on the following topics:

1. Information as detailed above in employee training requirements.
2. Procedures the supervisor shall follow to implement the provisions of this program.
3. Procedures the supervisor shall follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Appendix A

HEAT ILLNESS EMERGENCY ACTION PLAN

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

Drink water frequently.

Avoid soda, alcohol, and coffee.

Have shade available at all times and establish rest breaks.

Have sufficient water on site at all times. If water supply is low, the employee will stop work and go to shaded areas until water is on site.

Signs and Symptoms

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

Report all heat related illnesses to your supervisor.

In case of emergency call 911.

Know your location and be able to direct emergency medical personnel in the event of an emergency.

Time is critical when responding to heat illnesses, so the following emergency facilities have been identified.

**Hospital: *Citrus Valley Medical Center – Queen of the Valley:*
 *1115 S. Sunset Ave., West Covina, CA 91790***

Appendix B

HEAT ILLNESS PREVENTION QUESTIONNAIRE For All Cal/OSHA Programmed Inspections

Inspection Number _____ Date of Inspection _____ SIC/NACIS Code _____

Name of Establishment _____

Site Location _____

Regular Hours Worked by Employees: _____

Describe the nature of the work, working conditions and hot process or source of heat, affecting workers:

Are employees paid piece rate? _____ Does employer have a written IIPP? _____

Does the employer's IIPP identify heat illness as a safety and health hazard? _____

Has the employer evaluated working conditions of its site and identified the areas where the risk of heat illness is present? _____

Does the employer's IIPP list corrective measures that will be used to address the risk of heat illnesses?

What were the indoor environmental conditions (temperature, % RH) on the day of the inspection?

Does the employer monitor or measure indoor environmental conditions (temperature, % RH)? If yes, describe:

Did the CSHO measure or monitor indoor environmental conditions (temperature, % RH)? If so, how:

ACCESS TO DRINKING WATER

Does the site have plumbed potable drinking water available? _____

If plumbed water is not available, describe how drinking water is provided to workers? _____

Are employees allowed to take water breaks as needed? _____

Please describe any barriers present at the worksite that impede frequent access to drinking water (i.e. unsanitary conditions, location problems (not near their station), routine procedural issues (can't abandon their station), foul smelling/tasting or other applicable circumstances): _____

Are employees trained in the need to drink water often? _____

ACCESS TO COOLED OR AIR-CONDITIONED AREAS

Are workers provided with cooled rooms or air-conditioned areas during their breaks or lunch? If yes, describe:

Was access to shade or cooled area provided at all times? _____

Are employees required to wear PPE (respirator, overalls, Tyvek suit, etc.)? If yes, describe:

REST BREAKS AND LUNCH BREAKS

Do workers take their lunch or rest breaks in cooler areas or air-conditioned rooms and away from the sources of heat? _____

Do workers routinely take scheduled lunch and rest breaks? If yes, describe length and frequency of breaks:

ACCLIMATIZATION

How long had this employee worked for this employer? _____

Does the employer have an acclimatization procedure or protocol? If yes, describe:

EMERGENCY RESPONSE

Describe, in detail, the employer's written procedures (in place) for addressing emergency medical response?

If none, were any instructions given for response during emergency situations? _____

If procedures are in place:

Is/are the supervisor(s) aware of employer's emergency procedures? _____

Is/are the employee(s) aware of the employer's emergency procedures? _____

TRAINING

Has training been provided to workers on heat illness prevention? _____

Has training been provided to supervisors? _____

Was training provided in a manner that employees could understand? _____

What language was used? _____

Describe the type of training provided and elements included (i.e. signs and symptoms, emergency procedures, etc.):

STAFF Report



Date: September 22, 2025
To: Honorable Board of Directors
Subject: Ratification of Purchase of a New 2026 GMC Terrain

Purpose: *Purchase a new District vehicle truck to support water operations.*

Recommendation: *Ratify the General Manager's purchase of a 2026 GMC Terrain.*

Fiscal Impact: *The District's 2025 Capital Budget appropriates \$105,000 for Fleet Trucks. The 2025 current year-to-date total for this expense category is \$72,935.44. The cost of \$30,789.37 for the purchase of this truck is within the budget appropriation.*

BACKGROUND

The District currently has 12 vehicles that are utilized by Field Staff, Supervisors, and Superintendents to reliably operate the treatment facilities and distribution systems. Due to mechanical issues and full depreciation of truck 29, staff identified the need to replace this vehicle to be used by District personnel for District business. With the purchase of this new vehicle, the District has restored its fleet to 13 vehicles.

SUMMARY

For the purchase of the new vehicle, staff requested quotes from different dealerships. A summary of the price is provided below for each vehicle:

| Make | Year | Model | Amount | Dealership |
|------------|-------------|----------------|--------------------|-------------------------|
| GMC | 2026 | Terrain | \$30,789.37 | Tustin Buick GMC |
| GMC | 2026 | Terrain | \$33,496 | Hardin Buick |
| GMC | 2026 | Terrain | \$33,640 | Reynolds GMC |

The lowest quote received was from Tustin Buick GMC.

FISCAL IMPACT

The District's 2025 Capital Budget appropriates \$105,000 for Fleet Trucks. The 2025 current year-to-date total for this expense category is \$72,935.44. The cost of \$30,789.37 for the purchase of this truck is within the budget appropriation.

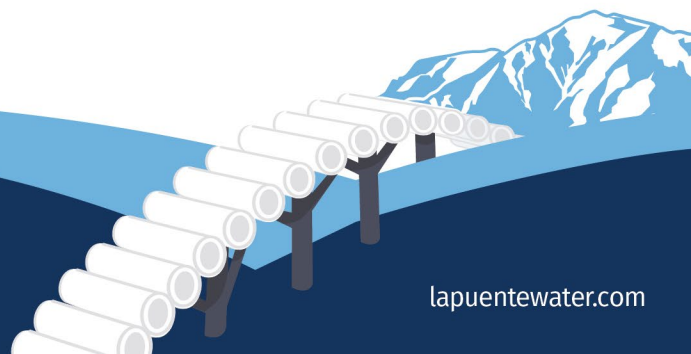
RECOMMENDATION

Ratify the General Manager's purchase of a 2026 GMC Terrain.

Respectfully Submitted,



Roy Frausto
General Manager



Upcoming Events



Date: September 22, 2025

To: Honorable Board of Directors

RE: Upcoming Meetings and Conferences for 2025

| Day/Date | Event | <u>Argudo</u> | <u>Barajas</u> | <u>Escalera</u> | <u>Hernandez</u> | <u>Rojas</u> |
|--------------------|--|---------------|----------------|-----------------|------------------|--------------|
| October 7-9, 2025 | Watersmart Innovations Conference 2025; Reno, NV | | X | X | X | |
| December 2-4, 2025 | ACWA 2025 Fall Conference; San Diego, CA | | | X | X | X |