

RIO ALTO WATER DISTRICT
HYDRANT METER POLICY

NOVEMBER

2024

APPROVED BY THE BOARD OF DIRECTORS AT THE MEETING HELD ON
NOVEMBER 13, 2024

HYDRANT METER RENTAL POLICY

PURPOSE: To control unauthorized usage of the fire hydrants, to protect the distribution system's integrity, quality, fire protections, and provide temporary water within the Community of Lake California.

CONDITIONS OF USE:

1. The renter must complete an application, pay a refundable deposit in the amount of \$500.00, in the form of a check, made payable to Rio Alto Water District.
2. If approved, the hydrant meter will be connected by District personnel.
3. The hydrant meter will be locked to the hydrant.
4. If the hydrant meter needs to be moved to another location, the District must be contacted to remove and reset the meter at an additional \$100.00 Connection and Removal Fee.
5. Hydrant meter rentals are limited to a two-week rental. If longer use is required, a new application must be completed.
6. Hydrant meter configuration cannot be altered.
7. No other attachments shall be installed to the meter assembly other than a hose/adaptor.
8. Applicant must open and close the gate valve slowly to prevent surges and water hammer which may cause damage to the distribution system
9. District personnel must inspect any tanks being used to determine if proper air gap protection is being used.
10. District personnel will read the meter before and after use. The customer will be billed for all water usage at the current consumption rate plus a \$100.00 Connection & Removal fee.
11. District personnel will inspect the meter upon completion of the rental for damage. Any damage found will be deducted from the \$500.00 deposit. If damage exceeds the \$500.00 deposit, the renter must pay the difference up to and including the cost of a new meter within 30 days.
12. Failure to return the hydrant meter will result in legal action and the renter shall bear the cost of replacement, and all reasonable attorney fees and court costs incurred by the District to enforce payment.

HYDRANT METER RENTAL APPLICATION

Date: _____ Customer Account #: _____

Applicant's Name or (Business Name): _____

Applicant's address: _____

Applicant's Phone: _____ Email address: _____

Requested Hydrant Location: _____

Reason for Meter: _____

Estimated Rental Duration: _____

Renter's Agreement

I, hereby request the rental of a Hydrant meter for the purpose described above. I have received and reviewed a copy of the Rio Alto Water District Hydrant Meter Policy and agree to abide by the policy. I further agree to provide the District with a refundable deposit, in check form, made payable to Rio Alto Water District in the amount of \$500.00 and pay the Connection & Removal fee of \$100.00 and all water charges at the current consumption rates. I further understand that any damage or theft of the hydrant meter will first be deducted from the deposit and then I will be billed the balance that exceeds the deposit up to and/or including the cost of a new meter.

Renter Signature

Date

Approved by

Date

District office use only: Meter# _____ Customer Acct No: _____

Date Installed: _____ Original Meter Read: _____

Date Returned: _____ Final Reading: _____ Water usage _____

Connection and Removal Fee: \$ 100.00 Date Paid: _____

Deposit: \$500.00 Date Paid: _____

Consumption Charged: _____ Date Paid: _____

Meter Inspected By: _____

Inspection Comments: _____

CALIFORNIA WORKPLACE VIOLENCE PREVENTION PLAN

Prepared: NOVEMBER 2024

RIO ALTO WATER DISTRICT

**Approved by Rio Alto Water District Board of
Directors at Meeting held on November 13, 2024**

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WORKPLACE VIOLENCE PREVENTION PLAN FOR RIO ALTO WATER DISTRICT

Date of Last Review: **November 4, 2024**

Date of Last Revision: **November 4, 2024**

Responsibility

The Workplace Violence Prevention Plan ("WVPP" or "Plan") Administrator, Martha Slack, General Manager, has the authority and responsibility for implementing the provisions of this Plan for Rio Alto Water District ("RAWD").

The General Manager, Regulatory Officer and the Lead Operators are responsible for implementing and maintaining the WVPP in their work areas and for answering questions about the WVPP.

Employee Participation

All RAWD employees are expected to assist in maintaining a safe, healthy, and secure work environment. Everyone is responsible for using safe work practices, following this WVPP, following the applicable Injury and Illness Prevention Plan and Workplace Violence policy in the employee handbook, as well as complying with all related directives, policies, and procedures. All employees and authorized employee representatives are invited to be actively involved in developing and implementing the WVPP by:

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

Employee Compliance

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

- Recognizing employees who follow safe work practices that promote the WVPP in the workplace.
- Training and retraining employees, supervisors, and managers on the provisions of this WVPP and general workplace violence prevention principles.
- Taking disciplinary action against employees who fail to comply with safe and healthful work practices following training, refresher training, or instruction. RAWD

will not tolerate unsafe acts by its employees. If any employee violates workplace violence policies and rules or otherwise does not perform their job safely and healthfully, they may be subject to appropriate corrective action, up to and including termination.

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

Prohibition on Retaliation

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

Communication with Employees

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

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

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

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

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

Reporting Workplace Violence Incidents, Threats, and Concerns

Definitions:

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

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

There are four types of workplace violence:

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

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

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

Reporting Procedures

Employees must report any violent incident, threat, hazard, or other workplace violence concern to a supervisor or manager, who immediately will inform the WVPP Administrator. If for any reason an employee does not feel comfortable or cannot inform their lead operator, regulatory officer or manager, they may immediately contact law enforcement.

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

Responding to Workplace Violence Emergencies

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

In case of a workplace violence emergency at the Office, RAWD Office personnel will:

- Refer to Schedule A- Office Response Action Plans & Levels

In case of a workplace violence emergency out in the community within the District Boundaries, RAWD Field crew will:

- Refer to Schedule B- Field Crew Response Action Plans within District Boundaries

In case of a workplace violence emergency at or near the Wastewater Treatment Plant, RAWD will:

- Refer to Schedule C- Field Crew Response Action Plans for at or near the Waste Water Treatment Plant Facilities

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

- Martha Slack, General Manager, (530)347-3835 (Office); (530) (Cell) or
Dean Sherril, Regulatory Office, (530)347-3835 (Office), (530) (Cell) or
Scott Russell, Lead Water Operator (530)347-3835, (530), (Cell)
or
- Tehama County Sheriff's Department, (530)529-7900 (Non-emergency)

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

Training

RAWD will develop and facilitate workplace violence prevention training for all employees, including managers and lead operators. Attendance is mandatory.

The following topics will be covered in the training:

- RAWD's WVPP, including how to obtain a copy of the Plan at no cost
- How to participate in the development and implementation of the WVPP
- Workplace violence prevention definitions and requirements under California law
- How to report workplace violence incidents and concerns to the RAWD or law enforcement without fear of retaliation
- Worksite and job-specific information, including:
 - Workplace violence hazards specific to employees' jobs

- Corrective measures RAWD has implemented
- How to seek assistance to prevent or respond to workplace violence
- Strategies to avoid physical harm
- Workplace Violent Incident Logs maintained by RAWD for each workplace violence incident
- How to obtain copies of the following records:
 - Workplace violence hazard identification, evaluation, and correction
 - Training records
 - Workplace Violent Incident Logs
 - Records of workplace violence investigations
- Opportunities for interactive questions and answers with a person knowledgeable about RAWD's Plan
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence
 - Ways to defuse hostile or threatening situations

Training and instruction will be provided as follows:

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

Workplace Violence Hazard Assessment

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

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

Periodic inspections to identify and evaluate workplace violence hazards will be performed by the RAWD's General Manager, Regulatory Officer, and/or Water Lead Operator.

Periodic inspections are performed according to the following schedule:

- When the WVPP is implemented
- After any workplace violence incident
- When the RAWD is made aware of a new or previously unrecognized hazard
- Inspections will include an assessment of:
 - The need for violence surveillance measures, such as mirrors and cameras
 - Procedures for reporting suspicious persons or activities
 - Effective location and functioning of emergency buttons and alarms
 - Posting of emergency telephone numbers for law enforcement, fire, and medical services
 - Whether employees have access to a telephone with an outside line
 - Whether employees have effective escape routes from their work areas
 - Whether employees have a designated safe area where they retreat in an emergency
 - The adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems
 - The effectiveness of systems and procedures to warn others of actual or potential workplace violence danger or that summon assistance, such as alarms or panic buttons

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

Employee Access to the WVPP

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

Recordkeeping

RAWD will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years
- Create and maintain training records for a minimum of one (1) year, including the following:
 - Training dates
 - Contents or a summary of the training sessions
 - Names and qualifications of persons conducting the training.
 - Names and job titles of people attending the training sessions
- Maintain Workplace Violent Incident Logs for a minimum of five (5) years
- Maintain records of workplace violence incident investigations for a minimum of five (5) years, which will not contain medical information per California Civil Code Section 56.05(j)
- All records required by California Labor Code Section 6401.9(f) will be made available to Cal/OSHA upon request for examination and copying.

Correcting Workplace Violence Hazards

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

- When an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s) and/or property, RAWD will remove all employees from the area, except those necessary to correct the existing condition. Employees required to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms, including the Workplace Violent Incident Log and Workplace Violent Incident Investigation Report forms.
- Corrective measures for workplace violence hazards will be specific to a given work area

- Install security surveillance cameras in and around the workplace
- Provide workplace violence systems, such as door locks, physical barriers, and emergency alarms by:
 - Ensuring the adequacy of workplace violence systems
 - Controlling access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute
 - Installing effective systems to warn others of a violence danger or to summon assistance, e.g., alarms, and radio communications.
- Provide employee training/re-training (refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat
 - Improve how well our establishment's management and employees communicate with each other
 - Procedures for reporting suspicious persons, activities, and packages
- When Board governance meetings take place at the worksite, Board members will be reminded of RAWD's emergency procedures, including evacuation plans, and the use of code words over the radio, cell phone or text.
- Establish a policy for prohibited practices, including a no-weapons policy

Post-Incident Response and Investigation

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

- Visiting the workplace violence incident scene as soon as safe and practicable
- Interviewing employees and witnesses, and any other involved parties
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator, if any
- Determining the cause of the incident

- Taking corrective action to prevent the incident from reoccurring
- Obtaining copies of any reports completed by law enforcement
- Recording the findings and corrective actions taken, using a Workplace Violent Incident Log, which will include information such as:
 - The date, time, and location of the incident
 - The workplace violence type or types involved
 - A detailed description of the incident
 - A description of the relationship of the perpetrator to the workplace, including whether the perpetrator was a former, family or friend of a customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator
 - A description of the circumstances at the time of the incident, including, but not limited to, whether employees were completing their usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, or working in a community setting or in an unfamiliar or new location
 - A description of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object
 - Threat of physical force or threat of the use of a weapon or other object
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact
 - Animal attack
 - Other
 - Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted, and their response
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident
 - Information about the person completing the log, including their name, job title, and the date completed
- Reviewing all previous incidents
 - Ensuring that no personal identifying information is recorded or documented in the Violent Incident Log. This prohibition includes information that would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity

Review and Revision of the WVPP

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

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

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

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

District Reporting Responsibilities

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

**ACKNOWLEDGEMENT OF WORKPLACE VIOLENCE
PREVENTION PLAN ADMINISTRATOR**

I, Martha Slack, General Manager of Rio Alto Water District, hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.

Martha Slack, General Manager Rio Alto Water District

Signature

Date

WORKPLACE VIOLENCE PREVENTION PLAN SCHEDULE A
OFFICE RESPONSE ACTION PLANS & LEVELS
PREPARING TO DEAL WITH WORKPLACE VIOLENCE

Situation	Characteristics	Action	Response	Good to know
Level I Aggressive Customer Behavior	Loud voice, sarcasm, foul language, slurred speech, demeaning, threatening	Stay calm, speak slowly; allow for venting, offer to get supervisor	If action fails, get help. Alert field crew through radio or cell code communication.	Don't over react, become defensive or argue. If customer will not calm down, ask customer to leave building. If customer won't leave call Sheriff.
Level I Telephone threats	May include loud, abusive language.	Note all details including, time/date, who is being threatened, note caller ID, caller's exact words, description of voice, background noises, reason for the call, time call ended.	Signal a co-worker to notify supervisor. Contact sheriff if caller escalates	Stay calm, don't over react, try to de-escalate the situation, Show empathy
Level II Bomb Threat (over the phone)	Do not interrupt caller as he/she leaves a message.	Note as many details as possible: time/date, time/date bomb to explode, location of the bomb, why, group affiliation, voice on phone, male/female/old/young/tone etc. background noise, caller's words. Time call ended	Call 911 - Follow any and all instructions from the Sheriff's Office Immediately. If told to evacuate, evacuate to fire station first and take a head count to advise bomb squad that all employees have evacuated the site.	Take any threats seriously.

Level II Mail/Packages	Odd markings, excessive postage, handwritten, incorrect titles, title but no name, misspelling, stains, discolorations, no return address, excessive weight, rigid envelope or package, objects sticking out of envelope or package, excessive tape, string or other wrappings, visual distractions	Do not touch or move envelope or package.	Call 911 Follow any and all instructions provided by the Sheriff's Department	
Level III Threatening with a weapon	Brandishing any type of weapon or threatening use of any weapon that could cause bodily harm.	Try to stay calm, push the panic button, initiate evacuation to fireproof safe. Lay on floor	Call 911. From safety of fireproof safe, cell phone alert to all field staff, use appropriate code status.	

Cell Phone Codes: If you want assistance from a field operative- radio communicate that you need a meter read at VENTANA Way. (This way you can alert them without letting the perpetrator know you are calling for assistance.)

If you want to alert field operatives not to respond and to stay away from the office. Text or call them or radio communicate for them to meet at a safe place.

WORKPLACE VIOLENCE PREVENTION PLAN SCHEDULE B
 PREPARING TO DEAL WITH WORKPLACE VIOLENCE
 FIELD CREW RESPONSE ACTION PLANS WITHIN DISTRICT BOUNDARIES LEVELS

Situation	Characteristics	Action	Response	Good to know
Level I Aggressive Customer Behavior	Loud voice, sarcasm, foul language, slurred speech, demeaning, threatening while attempting to do your job	Stay calm, speak slowly; allow for venting, suggest they speak to the manager at the office. If threatening, report to WPVP administrator	If action fails, get in vehicle and remove yourself from the situation. Alert office and field crew using safe codes through radio or cell phone. Document conversation	Do not engage or raise your voice. Don't over react, become defensive or argue.
Level I Aggressive contractor or subcontractor interaction	Loud voice, sarcasm, foul language, slurred speech, demeaning, threatening while attempting to do your job. Defiance of requested action.	Leave the work site. Return to the office and document all details including, time/date, who is being threatened. Report to WPVP administrator so they may contact the contractor.	Remove yourself from the situation. Contact WPVP administrator for further contact to contractor, attorney or Sheriff.	Stay calm, don't over react, try to de-escalate the situation. Show empathy
Level II Threatening to damage District Property.	Threatening destruction or physical injury.	Leave area. Call 911. Document all facts of the threat. Report to the WPVP administrator	Follow instructions provided by Sheriff's office.	Do not attempt to stop the person from their intended target. Just leave and contact the appropriate authorities.

<p>Level III Threatening with a weapon. Can be a vehicle, tool, weapon or anything that could inflict injury.</p>	<p>Threatening physical injury and or brandishing any type of weapon that could cause bodily harm..</p>	<p>Return to vehicle and leave the area. Call 911. Alert office and field crew via radio or cell using safety codes. Return to office. Document all facts report to WPVP</p>	<p>Follow instructions provided by Sheriff's office. Radio or cell phone alert to all staff to avoid the hazard.</p>	<p>Do not attempt to stop the person. Leave the bargaining to the authorities.</p>
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WORKPLACE VIOLENCE PREVENTION PLAN SCHEDULE C
 PREPARING TO DEAL WITH WORKPLACE VIOLENCE

FIELD CREW RESPONSE ACTION PLANS AT OR NEAR WASTEWATER TREATMENT FACILITIES

Keep Facility gates closed and locked at all times.

Upon entering the facility- drive the perimeter to see if anything is suspicious before exiting your vehicle. Do not leave keys in vehicles.

Situation	Characteristics	Action	Response	Good to know
Level I Customer Trespass at WWTP and exhibiting hostile behavior	Loud voice, sarcasm, foul language, slurred speech, demeaning, threatening while attempting to do your job	Stay calm, speak slowly; allow for venting, suggest they speak to the manager at the office. Ask the person if you can help them. Remind them that it is private property. If threatening, report to WPPVP administrator	If action fails, get in vehicle and remove yourself from the situation. Alert office and field crew using safe codes through radio or cell phone. Document conversation	Do not engage or raise your voice. Don't over react, become defensive or argue.
Level II Wild Animal threat	Howling, growling, charging, of dangerous wild animal	If in vehicle, do not exit vehicle. If out in open, outstretch your arms, stay in eye contact, make loud noises and get to safety as soon as possible	Once in safe area, lock doors. Warn other workers, contact the office. Call DFG	Most wild animals are not aggressive, but if one approaches you- make your self seem larger than the animal and get to safety.
Level II Intruder at the WWTP.	Threatening robbery or destruction or physical injury.	Leave area. Call 911. Document all facts of the threat. Report to WPPVP	Follow instructions provided by Sheriff's office.	Do not attempt to restrain suspect- they could be armed.

<p>Level III Threatening with a weapon. Can be a vehicle, tool, weapon or anything that could inflict injury.</p>	<p>Threatening physical injury. Brandishing any type of weapon that could cause bodily harm</p>	<p>Exit the area. Call 911. Alert office and field crew via radio or cell using safety codes. Return to office or other safe zone. Document all facts of the threat. Report to WPVP</p>	<p>Follow instructions provided by Sheriff's office. Keep office and field staff alerted to situation through safe radio or cell phones.</p>	<p>Do not engage.</p>
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Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred]a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]

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The information that is recorded will be based on:

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- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred]a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]

DRAFT

Resolution No. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF RIO ALTO WATER DISTRICT
AMENDING RESOLUTIONS 08-73 AND 03-05 AND ADOPTING THE RIO ALTO WATER DISTRICT
CROSS-CONNECTION CONTROL AND BACKFLOW PROGRAM**

WHEREAS, Rio Alto Water District adopted Resolution No. 08-73 on July 5, 1973 and amended said resolution by adoption of Resolution No. 03-05 on January 20, 2005 to establish cross-connection control on meters 2 inches and larger; and

WHEREAS, on December 19, 2023, the California State Water Resources Control Board adopted a new Cross-Connection Control Policy Handbook (CCCPH); and

WHEREAS, the CCCPH became effective on July 1, 2024; and

WHEREAS, due to the adoption of the new CCCPH, Rio Alto Water District is now required to adopt a Cross-Connection Control and Backflow Program (Exhibit A); which is attached hereto and incorporated herein by reference.

Now, **THEREFORE**, be it resolved by the Board of Directors of the Rio Alto Water District, as follows:

Adoption and Authorization: The Board of Directors approves the attached Cross-Connection Control and Backflow Program, and hereby authorizes the General Manager, or designee, to fully execute the Cross-Connection Control and Backflow Program in its entirety.

Amendments: It is expected that changes to the Program will occur over time, and therefore, the Board of Directors authorizes the General Manager, or designee, to amend the Program documents as needed.

Effective Date: The Rio Alto Water District Cross-Connection Control and Backflow Program document will become effective upon the date of approval and adoption.

DRAFT

**CROSS-CONNECTION CONTROL AND BACKFLOW
PROGRAM
FOR
RIO ALTO WATER DISTRICT**



Under the Direction of
Dean Sherrill
Regulatory Officer

Adopted: !

CROSS-CONNECTION CONTROL PROGRAM

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1.0 GENERAL PROVISIONS

1.1 Purpose

This document details the Cross-Connection Control Program established by Rio Alto Water District (District). The program aims to achieve two primary objectives: safeguarding the District's potable water supply from actual or potential contamination caused by cross-connection and backflow and identifying and eliminating existing unknown cross-connections through a comprehensive District-wide Hazard Assessment program.

1.2 Scope

The District's Cross-Connection Control Program consists of the following elements to ensure compliance with the State Water Resources Control Board (SWRCB) Cross-Connection Control Policy Handbook (CCCPH).

- Operating instructions for implementing the Cross-Connection Control Program.
- Performance of surveys to identify water user locations where cross-connections are likely to occur.
- Installation of backflow protection by the water user at the user's connection.
- Training and experience of personnel delegated to implement the cross-connection control program.
- Approved test procedures for testing backflow prevention assemblies to ensure proper backflow protection.
- Maintenance of records, including assembly locations, test results, and repair of backflow prevention assemblies.

1.3 Requirement for Service

The District will not initiate or continue to provide water service to any customer who has an Auxiliary Water Supply unless the customer installs, maintains and secures inspection on an Approved Backflow Assembly in compliance with this Program.

1.4 Administration and Authority

The Rio Alto Water District Cross-Connection Control Program is administered under the direction of the Regulatory Officer Dean Sherrill. Dean is the Cross-Connection Control Program Coordinator. This position has formal oversight of the CCCPH, recognized by the SWRCB. The day-to-day management of the program has been delegated to Dean Sherrill, Regulatory Officer dsherrill78@sbcglobal.net, 530-347-3835. The Tehama County Building Department and Tehama County Fire Department will work with the District to ensure that

appropriate external assemblies are installed on all new construction projects and tenant improvements/remodels.

1.5 Definitions

The following definitions describe terms and phrases pertinent to the Rio Alto Water District's Cross-Connection Control Program.

"Approved Backflow Prevention Assemblies" shall mean assemblies that have passed laboratory and field evaluation tests performed by a recognized testing organization (AWWA, USC Foundation for Cross-Connection Control and Hydraulic Research) that has demonstrated their competency to perform such tests to DDW.

"Approved water supply" shall mean a water source that has been approved by DDW or domestic use and designated as such in a domestic water supply permit.

"Auxiliary water supply" shall mean any water source that is either used or equipped to be used as a water supply and located on, or piped to, the premises of a water user. The term equipped means that appurtenances such as inactive wells, pumps, power supply, intakes, suction lines, pipelines, connection fittings, or storage tanks are in place and readily available for use.

"AWWA" is the acronym used for the American Water Works Association.

"Backflow" shall mean a flow condition caused by a differential in pressure that causes the flow of water or other liquid, gases, mixtures, or substances to flow back into the water distribution system of a potable supply from any source or sources other than an approved water supply source.

"Back siphonage" refers to one cause of backflow, which is caused by negative or reduced pressure in the water distribution system.

"Back pressure" is defined as a higher pressure than the water distribution system caused by a pump, elevated storage, fire suppression equipment, or any other means.

"Certified Tester" shall mean a person who has proven their competency in testing, repair, and making test reports on approved backflow prevention assemblies to the satisfaction of the Regulatory Officer. Individuals are required to be licensed through the American Backflow Prevention Association or the California-Nevada Section of the American Water Works Association.

“Contamination” shall mean the degradation of the quality of potable water by any foreign substance that creates a hazard to public health or that may impair the usefulness or quality of the water.

“Cross-connection,” as used in this document, means any unprotected actual or potential connection between a potable water system used to supply water for drinking purposes and any source or system containing unapproved water or a substance that is not or cannot be approved as safe, wholesome, and potable. Bypass arrangements, jumper connections, removable sections, swivel or changeover devices, or other devices through which backflow could occur shall be considered cross-connections.

“Cross-Connection Control Program Specialist” shall mean a person who has demonstrated competency in the field of cross-connection control and maintains a valid backflow assembly general testers certification and a Cross-Connection Survey Specialist certification as issued by the California-Nevada Section of the American Water Works Association or an organization with equivalent certification requirements.

“Cross-Connection Control Policy Handbook (CCCPH)” was formally adopted by the State Water Resources Control Board on December 19, 2023, with an effective date of July 1, 2024. CCCPH was developed for the protection of public health through the establishment of standards intended to ensure a public water system’s (PWS) drinking water distribution system will not be subject to the backflow of liquids, gases, or other substances.

“Critical Services” shall mean water services that cannot be shut off, even for a few moments, at any time.

“Customer” shall mean the owner or operator of a business or residential property who is connected to the District’s Domestic Water System.

“Degree of hazard” is determined from an evaluation of conditions upon the customer’s premises and is classified as either a pollution (non-health) or contamination (health) hazard.

“DDW” is a term used to describe the State of California Division of Drinking Water.

“District” refers to Rio Alto Water District

“Health hazard” shall mean an actual or potential threat of contamination of a physical or toxic nature to the Rio Alto Water District water system.

“Non-domestic irrigation” shall mean the use of the public water system for any irrigation other than domestic irrigation or any irrigation system into which fertilizers, herbicides, or pesticides are, or can be, injected.

“Person” shall mean an individual, corporation, company, association, partnership, municipality, public utility, or other public body or institution.

“Point of connection” shall mean the most downstream point of the water service where the City’s responsibility and liability stop. It is also known as the point where the District can no longer control the potability of the water.

“Pollution” shall mean impairment of water quality to a degree that does not create a hazard to public health but does adversely and unreasonably affect the aesthetic qualities of such waters for domestic use.

“Potable water” shall mean any water that, according to DDW regulations, is safe for human consumption.

“Premises” shall mean all areas on a customer’s property that are served or have the potential to be served by the District’s water distribution system.

“Public water system” shall mean a water distribution system that provides water piping to the public for human consumption with fifteen or more service connections or regularly serves at least of twenty-five individuals daily at least 60 days out of the year.

“Reclaimed water” shall mean wastewater that, as a result of treatment, is suitable for uses other than potable use.

“Service Connection” shall mean pipeline, angle meter stop, meter box, and meter used to extend water service from a District water distribution main to the premises.

“SWRCB” is a term used to describe the State of California State Water Resources Control Board.

“USC Foundation” shall reference the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research.

“Water Department” shall mean Rio Alto Water District.

“Water supplier” shall mean the entity that owns or operates the approved water supply system. As cited in this document, it shall mean Rio Alto Water District.

“Water user” shall mean any person obtaining water from the Rio Alto Water District water distribution system and related appurtenances.

2.0 RESPONSIBILITY

Responsibility for the protection of the public water system is shared by the District and the customer.

2.1 District Responsibility:

The District Manager shall be responsible for the protection of the public potable water supply from contamination or pollution due to the backflow or back-siphonage of contaminants or pollutants through the water service connection; the Regulatory Officer shall be responsible for the District's adherence, where possible, to regulations relating to Cross-Connections, as contained in the CCCPH. The Regulatory Officer is responsible for implementing all aspects of the cross-connection control and backflow prevention program.

The District will not be responsible for any loss or damage directly or indirectly resulting from or caused by any improper or negligent installation, operation, use, repair, or maintenance of, or interfering with, any approved backflow prevention assembly required by this program, by any customer or any other person.

The customer will bear all costs for the installation of pumps or renovation of existing customer piping resulting from any decreases in line pressure attributed to upgrading existing backflow prevention assemblies or the installation of approved backflow prevention assemblies.

The District is not responsible for any losses or damage incurred by the customer as a result of upgrading existing backflow prevention assemblies or installing approved backflow prevention assemblies.

3.0 CROSS-CONNECTION CONTROL AND BACKFLOW PROGRAM IMPLEMENTATION

3.1 New Construction and Remodel/Renovation

All applications for new water service or modification to premises with existing water service(s) are processed through the Rio Alto Water District Office.

Based upon the information submitted on the application, the following District Cross-Connection Control Program requirements will be enforced on **all new construction and improvement / remodel construction requiring fire sprinklers.**

- a) Commercial fire sprinkler systems:
 - 1) Reduce Pressure Principle Assembly (RPPA)

- b) Residential fire sprinkler systems:
 - 1) Reduced Pressure Principle Assembly (RPPA)
- c) Commercial water service:
 - 1) Reduced Pressure Principle Assembly (RPPA)
- d) Domestic Water Service:
 - 1) Reduced Pressure Principle Assemble (RPPA) required with well or auxiliary water supply on-site.
 - 2) Reduced Pressure Principle Assemble (RPPA) is required with a sewer ejector pump on site (LPSS).
 - 3) A Double Check Assembly (DC) or Reduced Pressure Principle Assembly (RPPA) when a booster pump is required on site.
- e) Irrigation Service (non-domestic)
 - 1) Reduced Pressure Principle Assembly (RPPA)
- f) Irrigation Service (domestic)
 - 1) Reduced Pressure Principle Assembly (RPPA)

Improvement / remodel construction applications that are either commercial in nature or propose to change onsite historical water uses will require an onsite hazard assessment performed by the District's Cross Connection Control Program personnel. If, after review, it is determined that a backflow prevention assembly is required, the District's Construction Standard for the installation of the required backflow prevention assembly and a list of District-approved certified backflow prevention assembly testers will be provided to the customer.

3.2 Hazard Assessment

Through the process of performing surveys to identify water user locations where cross-connections are likely to occur, if it is determined that an actual or potential cross-connection or backflow condition is present in an existing facility, the installation of an approved backflow prevention assembly as outlined in Section 3.1 of the District's Cross Connection Control Program will be required. Initial hazard assessment surveys will begin after July 1, 2025. The District will conduct hazard assessment surveys as resources, qualified personnel, and availability permits. Hazard assessments will be completed by an outside consultant that is dually certified as a Backflow Tester and Cross-Connection Control Specialist.

In the event that an existing backflow prevention assembly already installed does not comply with the current installation requirements or meet the appropriate level of protection as required by the Cross-Connection Control Program, the Regulatory Officer will direct the

enforcement of the backflow prevention assembly upgrade to an acceptable level of protection as outlined in section 3.1 in the District's Cross Connection Control Program.

Initial notification of violation of this policy will come from an employee who represents the District's Cross Connection Control Program in the form of a field meet with the customer, at which time the customer shall be given a full explanation as to what changes/improvements must be made to the customer's water service connection. At this time, the customer will be offered documentation that outlines Federal and State laws that require the District to implement a Cross Connection Control Program. A copy of the District's Cross Connection Control Program will also be available at this time for review. If needed, a follow-up letter of confirmation will be sent to the affected customer, informing them of their responsibility to correct, install, or upgrade an existing backflow prevention assembly to resolve an actual or potential backflow or cross-connection condition.

FAILURE, REFUSAL, OR INABILITY ON THE PART OF THE CUSTOMER TO INSTALL THE DEVICE OR DEVICES WITHIN A REASONABLE TIME PERIOD SHALL RESULT IN THE TERMINATION OF WATER SERVICE TO THE PREMISES UNTIL SUCH TIME THE DEVICE OR DEVICES IS/ARE PROPERLY INSTALLED AND TESTED.

3.3 Conditions Requiring a Backflow Prevention Assembly

An approved backflow prevention assembly shall be installed wherever the following conditions exist:

- a) In the case of premises having an auxiliary water supply, the District's water distribution system shall be protected against backflow from the premises by installing a backflow prevention assembly.
- b) In the case of premises on which any industrial fluids or any other objectionable substance is handled in such a fashion as to create an actual or potential hazard to the District's water distribution system, the water distribution system shall be protected against backflow from the premises by installing a backflow prevention assembly. This shall include the handling of processed water and waters originating from the District water system that have been subjected to deterioration in quality.
- c) In the case of premises having (1) internal cross-connections that cannot be permanently corrected and controlled, (2) intricate plumbing and piping arrangements, or (3) where entry to all portions of the premises is not readily accessible for inspection purposes, making it impractical or impossible to ascertain whether or not dangerous cross-connections exist, the District water distribution system shall be protected against backflow from the premises by installing a reduced pressure principle assembly (RPPA).

3.4 Type of Backflow Protection Required

The type of protection that shall be provided to prevent backflow into the District water distribution system shall be determined by section 3.1 of the District's Cross Connection Control Program. The type of backflow prevention assembly that may be required (listed in an increasing level of protection) includes:

- Pressure Vacuum Breaker (PVB)
- Double-check Valve Assembly (DC)
- Reduced Pressure Principle Assembly (RPPA)
- Air-Gap Separation (AG)

Section 3.5 lists the minimum types of backflow protection required to protect the District water distribution system at the customer's connection to premises with various degrees of hazard. Situations not covered in Section 3.5 shall be evaluated on a case-by-case basis, appropriate backflow protection shall be determined by the Cross-Connection Control Specialist.

3.5 Degree and Minimum Type of Backflow Protection Required

- a) Premises where the District water distribution system is connected to a recycled water supply system. Type: AG
- b) Premises where reclaimed water is used, and there is no interconnection with the District water distribution system. Type: RPPA
- c) Premises where there are wastewater pumping and/or treatment plants and no interconnection with the District water distribution system. Type: RPPA
- d) Premises where hazardous substances are handled in any manner in which the substances may enter the District water distribution system. Type: RPPA
- e) Premises where an irrigation system is directly supplied from the District water distribution system and does not possess injection capabilities. Type: RPPA
- f) Premises where an irrigation system is directly supplied from the District water distribution system into which fertilizers, herbicides, or pesticides are or can be, injected. Type: RPPA
- g) Roadway right-of-way irrigation system interconnected to a piping system connected to the District water distribution system, and there is no potential for back pressure. Type: RPPA, DC

- h) Premises where the District distribution system water pressure is used to inject industrial chemicals. Type: RPPA
- i) Premises where there is an unapproved auxiliary water supply that is interconnected with the District water distribution system. Type: RPPA
- j) Premises where there is an unapproved auxiliary water supply and no interconnections with the District's water distribution system. Type: RPPA
- k) Premises where entry is restricted to the degree that inspections for cross-connections cannot be made with sufficient frequency or upon short notice to assure that cross-connections do not exist. Type: RPPA
- l) Premises where there is a repeated history of cross-connections being established or reestablished. Type: RPPA

3.6 Fire Protection Systems

Reduced Pressure Principle Assemblies shall be installed on all new fire protection systems and on all existing systems as per Rio Alto Water District Construction Standards.

- a) None required for a premises where the fire system is directly supplied from the Rio Alto Water District water system, if the fire system is looped, connected to a water closet and does not include a tank or pump. The fire system and domestic system must be served by a single service connection to the water distribution system.
- b) Premises where the fire system is directly supplied from the District water distribution system, and there is an unapproved auxiliary water supply on or to the premises. (Not interconnected) Type: RPPA.
- c) Premises where the fire system is supplied from the District water distribution system and interconnected with an unapproved auxiliary water supply. An RPPA may be provided in lieu of an Air Gap, if approved by DDW, and the Rio Alto Water District. Type: AG.
- d) Premises where the fire system is supplied from the District water distribution system and where either elevated storage tanks or fire pumps which take suction from private reservoirs or tanks are used. Type: RPPA.
- e) Premises where the fire system is supplied from the District water distribution system and where recycled water is used in a separate piping system within the same building. Type: RPPA.

3.7 Inspection of Premises Where Cross Connections May Exist

THE CUSTOMER'S PREMISES SHALL BE OPEN FOR INSPECTION AT ALL REASONABLE TIMES TO AUTHORIZED REPRESENTATIVES OF THE RIO ALTO WATER DISTRICT TO DETERMINE WHETHER CROSS-CONNECTIONS OR OTHER SANITARY HAZARDS EXIST. WHEN SUCH A CONDITION IS IDENTIFIED, THE CROSS-CONNECTION CONTROL PROGRAM SPECIALIST UNDER THE DIRECTION OF THE REGULATORY OFFICER MAY DENY OR IMMEDIATELY DISCONTINUE WATER SERVICE TO THE CUSTOMER'S PREMISES BY PROVIDING FOR A PHYSICAL BREACH IN THE WATER SERVICE LINE UNTIL THE CUSTOMER HAS CORRECTED THE CONDITION(S) IN CONFORMANCE WITH CCCPH, AND THE UNIFORM PLUMBING CODE.

Each customer's premises requiring a backflow prevention assembly will be notified in accordance with Section 3.17, Basis for Termination. The customer will be informed of their responsibility to provide backflow protection, and the type of backflow prevention assembly required in accordance with CCCPH, the Rio Alto Water District Cross Connection Control Program, the Rio Alto Water District Construction Standards, and the Uniform Plumbing Code.

3.8 Installation of Backflow Protection by the Water User at the User's Connection

Backflow prevention assemblies shall be installed in accordance with the CCCPH and Rio Alto Water District Construction Standards. These backflow prevention assemblies must be:

- AWWA C511 Compliant and,
- Approved by the Foundation for Cross-Connection Control and Hydraulic Research at the University of Southern California.

3.9 Air-Gap Separation (AG)

The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture, or other device and the flood-level rim of said vessel. An approved air gap shall be at least double the diameter of the supply pipe, measured vertically above the top of the rim of the vessel, and in no case less than one inch.

3.10 Reduced Pressure Principle Assembly (RPPA)

An assembly of two independently operating approved check valves with an automatically operating differential relief valve between the two check valves, tightly closing shut-off valves on either side of the check valves, plus properly located test ports for the testing of the check and relief valves. The device shall operate to maintain the pressure in the zone between the two check valves at a pressure less than the pressure on the public water supply

side of the device. At the cessation of normal flow, the pressure between the two check valves shall be less than the pressure on the public water supply side of the device. In case of leakage of either of the check valves, the differential relief valve shall operate to maintain the reduced pressure in the zone between the check valves by discharging to the atmosphere. When the inlet pressure is two pounds per square inch or less, the relief valve shall open to the atmosphere.

In no case shall a cut, tee, or tap be made between the user's service connection at water meter and the backflow prevention assembly.

3.11 Double-Check Valve Assembly (DC)

An assembly of two independently operating approved check valves with tightly closing shut-off valves on each side of the check valves, plus properly located test ports for the testing of each check valve. Double-check valve assemblies are used in low-hazard situations.

In no case shall a cut, tee, or tap be made between the user's service connection at the water meter and the backflow prevention assembly.

3.12 Pressure Vacuum Breaker (PVB)

In accordance with DDW California Department of Public Health-Public Water Supply Branch policy statement of January 1989, the Department of Health Services DDW finds that a pressure vacuum breaker assembly can provide adequate user connection cross-connection control for median strip irrigation systems provided the system conforms to the following criteria:

- a) Water is used for irrigation purposes only.
- b) The PVB is installed at least twelve inches above the highest sprinkler head in the system, and adequate clearance is provided for testing and servicing the assembly.
- c) The system has no means of inducing a back-pressure condition.
- d) The system is supplied from only one service connection.
- e) injection of chemicals into the system is not practiced nor provided for
- f) The system is only supplied with domestic water.

3.13 Location of Backflow Prevention Assembly

The backflow prevention assembly shall be installed at the point of connection on each service line to a customer's water system, or as close as practical, but in all cases before the first branch line leading off the service line.

THE DISTRICT SHALL HAVE THE FINAL AUTHORITY TO DETERMINE THE LOCATION AND THE PROPER INSTALLATION OF A BACKFLOW ASSEMBLY.

The point of connection is further defined as follows:

- a) The downstream side of the water meter.

3.14 Backflow Prevention Assembly Freeze Protection

The property owner is responsible for installing freeze protection. If the backflow prevention assembly cannot be inspected due to the presence of freeze protection material, the freeze protection may be removed. The District is not responsible for the reinstallation of freeze protection.

The relief port at the bottom of the reduced pressure principle assembly must not be covered by freeze protection. All test ports, along with the serial number and model number, must be easily accessible.

Freeze protection shall be maintained neatly and aesthetically pleasingly. Torn or dislodged freeze protection may be removed by the District.

3.15 Critical Services

In cases where water service cannot be shut off, even for a few moments, at any time, the District will recommend that two services be established to the premise. In such case, the same level of backflow protection will be required for each service. In cases where water system configuration facilitates only a single point of connection two backflow prevention assemblies shall be installed in parallel. This shall apply only to the domestic water service and shall not apply to the fire protection system point of connection.

3.16 Water Service Termination

When the Regulatory Officer is notified of a water user that represents a clear and immediate hazard to the District water distribution system that cannot be immediately abated, the District will institute the procedure for discontinuing water service to the premises.

3.17 Basis for Termination

Conditions or water uses that create a basis for water termination shall include, but are not limited to, the following items:

- a) Refusal to install a required backflow prevention assembly.
- b) Refusal to allow access onto premises for inspection purposes.

- c) Refusal to test a backflow prevention assembly.
- d) Refusal to repair a faulty backflow prevention assembly.
- e) Refusal to replace a faulty backflow prevention assembly.
- f) Removing or bypassing a required backflow prevention assembly.
- g) Direct or indirect connection between the District water system and sewer line.
- h) Unprotected direct or indirect connection between the District water distribution system and a system or equipment containing contaminants.
- i) Unprotected direct or indirect connection between the District water system, which presents an immediate health hazard to the District water distribution system.

3.18 **Water Service Termination and Restoration Procedure**

The District will terminate service to customer's premises after two written notices have been sent specifying the corrective action needed and the time period in which it must be completed.

- The first letter is an information letter that outlines the requirements and a specific period of time to respond. If no response is received in that specified time period, a second letter will be sent.
- The second letter contains much of the same information as the first letter, plus the added statement that the customer's water service will be terminated if no response is received after a specified period of time.

If the customer still has not responded, a door hanger is left at the corresponding service address, giving ten days' notice to comply before the water service is terminated. Customers can find information on the District's CCCP and CCCPH at the District Office.

Any notices prescribed or allowed by this article shall be deemed to have been given when personally delivered or placed in the United States mail, postage fully prepaid, addressed to the owner of the premises or, if different, to the water user as shown from the District's records.

NOTWITHSTANDING THE ABOVE, WHEN CONDITIONS CREATE AN IMMEDIATE DANGER TO THE DISTRICT'S WATER DISTRIBUTION SYSTEM, WATER SERVICE TO THE CUSTOMER'S PREMISES MAY BE IMMEDIATELY TERMINATED WITHOUT NOTICE. HOWEVER, WHERE PRACTICAL, THE CUSTOMER OR THEIR AGENT SHALL BE GIVEN

ORAL NOTICE OF THE DANGER AND THE WATER SERVICE SHUT OFF. THE CUSTOMER SHALL BE ENTITLED TO AN EMERGENCY MEETING WITH THE REGULATORY OFFICER. WATER SERVICE SHALL PROMPTLY BE RESTORED FOLLOWING AN INSPECTION THAT REVEALS THAT COMPLIANCE WITH THIS CODE HAS BEEN ATTAINED.

3.19 Backflow Prevention Assembly Maintenance and Testing

As provided in the CCCPH, required backflow prevention devices are to be tested at least annually and immediately after installation, relocation, or repair by a person who has demonstrated their competency in such testing to the District. All backflow protection assemblies shall be tested in accordance with the procedures outlined in USC Backflow Testers Manual. Testing, hazard assessment surveys and all other CCCPH records/results are maintained at the District Office. The Cross-Connection Control Program Specialist, under the direction of the Regulatory Officer, may require a more frequent schedule if it is determined to be necessary. No assembly shall be placed back in service unless it is functioning as required. A report form supplied by the District shall be completed and returned to the District each time an assembly is tested, relocated, or repaired. These assemblies shall be serviced, overhauled, or replaced whenever they are found to be defective.

The District must notify the State Water Board and local health agencies of any known or suspected incident of backflow within 24 hours of the determination. If required by the State Water Board, the District must issue a Teir 1 public notification pursuant to CCR, Title 22, Section 64463.1.

The District shall be responsible for administering the testing of backflow prevention devices within the District water distribution system using a person who has demonstrated competency in the testing of these devices. Competency is demonstrated by the possession of a valid California-Nevada Section AWWA Backflow Prevention Assembly General Tester Certification, the American Backflow Prevention Association (ABPA), or an organization with the equivalent certification requirements.

3.20 Air-gap Separation Inspection Procedure

The installation of each air-gap separation shall be in accordance with the definition for the air gap in the the CCCPH.

3.21 Double-Check Valve Assembly Testing Procedure

All double-check valve assemblies shall be inspected and tested in accordance with the procedures outlined in the CCCPH.

3.22 Reduced Pressure Principle Assembly Testing Procedure

All Reduced Pressure Principle Assemblies shall be inspected and tested in accordance with the procedures outlined in the CCCPH.

3.23 Pressure Vacuum Breaker Testing Procedure

All pressure vacuum breakers shall be inspected and tested in accordance with the procedures outlined in CCCPH.

3.24 Contractor Backflow Testing Competency Requirements

Any contractor interested in testing backflow devices may request to be added to the list of certified testers from the District Cross Connection Control Program Specialist. To be included on the list, competency in all phases of backflow prevention device testing and repair must be demonstrated through education and/or experience. Each tester shall be responsible for the competency and accuracy of all tests and reports.

Minimum Competency Requirements:

- a) Testers must hold a valid general tester's certification from either the American Water Works Association California-Nevada Section, the American Backflow Prevention Association, or an organization with equivalent certification requirements.
 - 1) Each tester must use the testing procedures outlined in the Manual of Cross-Connection Control, Tenth Edition, University of Southern California - Foundation for Cross-Connection Control and Hydraulic Research, Chapter 9
 - 2) Each tester shall furnish evidence that they have the necessary tools and equipment to test backflow devices properly.
 - 3) Each tester must be familiar with the Rio Alto Water District Cross Connection Control Program processes and procedures.

After notice and a hearing, a tester may be omitted from the annual list for improper testing, repairs and reporting or any action that indicates a lack of knowledge or support of the District's program. Such omissions are at the discretion of the Regulatory Officer.

3.25 Approved Backflow Prevention Assembly Test Gauges

Only the following backflow assembly test gages shall be used by District approved testers:

Duke Models 75, 75B, 100, 1000, E2900

Meriam	Model 1124
Midwest	Model 830, 835
Promaster	Model ASRP-4

3.26 Backflow Prevention Assembly Test Gauge Calibration

Backflow assembly test gauges shall be calibrated at least once every year. Proof of test gauge calibration shall be provided with an initial request to be placed on the District's Approved Testers List. Existing approved testers shall submit proof of calibration with every three-year Backflow Prevention Tester renewal card.

3.27 Groundwater Wells - Domestic Auxiliary Supply

To comply with the Cross-Connection Control Program, one of the following alternatives for parcels with groundwater wells may be implemented:

- a) Install, as a minimum level of protection, a Reduced Pressure Principle Assembly.
- b) Abandon the well per Tehama County Health Department requirements.

4.0 FEES AND CHARGES

4.1 The administration of this program requires the collection of appropriate fees that can be assigned to the customer and services performed that are not considered appropriate charges under District Water Rates. These fees are as follows.

Rio Alto Water District Cross-Connection Control Fee Schedule:

- Cross Connection and Backflow Testing Program: the customer will be billed annually at the rate currently charged by the Backflow Tester (this rate may be subject to change annually); and
- Cross Connection and Backflow Repair and Retest: the customer will be billed for any and all repair costs, plus the cost of retesting.
- Failure to pay the above bill(s) will result in service discontinuance consistent with Rio Alto Water District's Service Discontinuance Policy.

Notes to Rio Alto Water District
 Combined District Revenue/Expenditures Report
 Fiscal Year 204-2025 Period 07/01/24 through 09/30/24

Program	1 ST Qtr End 09/30/24 Actual	1 ST Qtr End 09/30/24 Budget	Variance
Water Revenue	\$305,130	\$244,472	+\$60,658
Water Expenditures*	\$165,049	\$191,977	+\$26,928
Net Revenue	\$ 140,081	\$52,495	+\$87,586

Program	1 ST Qtr End 09/30/24 Actual	1 ST Qtr End 09/30/24 Budget	Variance
Sewer Revenue	\$220,002	\$198,087	+\$ 21,915
Sewer Expenditures*	\$150,922	\$183,808	+\$32,886
Net Revenue	\$69,080	\$14,279	*\$54,801
Combined Net Rev:	\$209,161	\$66,774	\$142,387

Water and Sewer Revenues

- Water Revenues are over budget by 24%. Increase due to additional billing period and increased hookups over budget.
- Sewer revenues are over budget by 11% due to additional billing period.

Water and Sewer Expenditures:

- Water expenditures are under budget by 14% due to timing factors.
- Sewer Expenditures are under budget by 17% due to timing factors.

The 1st Qtr Rehab and Replacement funds have been transferred to LAIF.

RIO ALTO WATER DISTRICT
 COMBINED DISTRICTS
 PERIOD 07/01/24 through 09/30/24
 BUDGET TO ACTUAL COMPARISON FIGURES

	Actual Current Period Ending 09/30/24	1st Quarter Budget figures 09/30/24	Variance to 1st Quarter 09/30/24	Annual Budget	Variance From Annual Budget
INCOME:					
Water Income	\$305,130	\$244,472	\$60,658	\$977,889	(\$672,759)
Sewer Income	\$220,002	\$198,087	\$21,915	\$792,347	(\$572,345)
CFD Income *	\$341,285	\$92,004	\$249,282	\$368,014	(\$26,729)
Total Income:	\$866,417	\$534,563	\$331,855	\$2,138,250	(\$1,271,833)
OPERATING EXPENSES:					
Water Source	\$20,871	\$40,427	(\$19,556)	\$161,708	(\$140,837)
Water T,D & H	\$28,466	\$31,711	(\$3,245)	\$126,842	(\$98,376)
Water Admin	\$115,713	\$119,839	(\$4,126)	\$479,357	(\$363,644)
Sewer Admin	\$81,928	\$95,673	(\$13,745)	\$382,690	(\$300,762)
Sewer Collection	\$26,569	\$31,378	(\$4,809)	\$125,510	(\$98,941)
Wastewater Treatment Plant	\$42,425	\$56,757	(\$14,332)	\$227,027	(\$184,602)
CFD Expenses**	\$151,543	\$75,258	\$76,285	\$301,031	(\$149,488)
Total Operating Expenses:	\$467,515	\$451,041	\$16,474	\$1,804,165	(\$1,336,650)
Net Revenue before Fund Transfers:	\$398,902	\$83,521	\$315,381	\$334,085	\$64,817

*Records Special Tax Revenue when billed on Taxes

**Includes loan payments

	Actual Current Period Ending 09/30/24	1st Quarter Budget figures 09/30/24	Variance to 1st Quarter 09/30/24	Annual Budget	Variance From Annual Budget
Net Revenue before Fund Transfers:	\$398,902	\$83,521	\$315,381	\$334,085	\$64,817

Rehab/Replacement Fund Reserves:

Water Source	\$6,250	\$6,250	\$0	\$25,000	(\$18,750)
Water T,D&H	\$43,206	\$43,206	\$0	\$172,822	(\$129,616)
Water Admin	\$0	\$0	\$0	\$0	\$0
Water Admin -OPEB Liability	\$3,040	\$3,040	\$0	\$12,160	(\$9,120)
Sewer Admin	\$0	\$0	\$0	\$0	\$0
Sewer Admin-OPEB Liability	\$2,280	\$2,280	\$0	\$9,120	(\$6,840)
Sewer Collection System	\$5,750	\$5,750	\$0	\$23,000	(\$17,250)
Wastewater Treatment Plant	\$6,250	\$6,250	\$0	\$25,000	(\$18,750)
Short Lived Asset Reserve	\$3,932	\$3,933	\$0	\$15,730	(\$11,798)
Loan Payment Reserve {Interest Income}	\$0	\$12,813	(\$12,813)	\$51,253	(\$51,253)
Total Fund Transfers:	\$70,708	\$83,521	(\$12,813)	\$334,085	(\$263,377)
Net Profit/Loss:	\$328,194	\$0	\$328,194	\$0	(\$328,194)

RIO ALTO WATER DISTRICT
 WATER DISTRICT INCOME STATEMENT
 PERIOD 07/01/24 through 09/30/24

WATER INCOME:		Actual	Budget	Variance	Variance %	Explanation of Variances
4110-W-300	Water Metered Revenue	246,325	157,606	88,718	56.29%	High Consumption Period/Extra Billing
4120-W-302	Water Availability Revenue	13,395	13,091	304	2.32%	
4130-W-303	Hydrant Metered Revenue	6,781	4,966	1,815	36.56%	
4130-W-304	Hydrant Availability Revenue	2,765	2,706	59	2.16%	
4230-W-304	Connections Revenue	19,746	9,197	10,550	114.71%	Budgeted 7 - Received 4
4820-W-305	Interest Revenue	6	9,505	(9,499)	-99.93%	LAIF Not Deposited Until October
4821-W-300	Cell Tower Lease Revenue	4,975	4,613	363	7.87%	
4830-W-305	Taxes Hoptr County Revenue	-	-	-	0.00%	
4830-W-306	Taxes Collected County Revenue	-	37,500	(37,500)	-100.00%	Not Received Until January
4831-W-307	Interest Delinquent County Revenue	-	1,187	(1,187)	-100.00%	Not Received Until January
4831-W-308	Penalty Delinquent County Revenue	-	181	(181)	-100.00%	Not Received Until January
4831-W-309	Miscellaneous Revenue	(1)	-	(1)	0.00%	
4850-W-310	Administrative Revenue	7,003	3,920	3,083	78.66%	County Turn Overs
4851-W-311	Interest Capacity Expansion	3	-	3	0.00%	
4852-W-312	Capacity Expansion Revenue	-	-	-	0.00%	
4852-W-400	Gain/Loss on Disposal of Asset	4,131	-	4,131	0.00%	Sale of Old Vehicles thru Gov. surplus
4870-W-325	Bad Debt Recovery	-	-	-	0.00%	
Total Water Revenue:		305,130	244,472	60,658		

WATER EXPENSES:

SOURCE:	Actual	Budget	Variance	Variance %	Explanation of Variances	
5101-W-401	Regulatory Officer	3,088	5,179	(2,091)	-40.37%	
5101-W-403	Systems Operator II	3,302	4,238	(936)	-22.09%	
5101-W-404	Sewer Lead Systems Operator III	3,682	4,040	(359)	-8.88%	
5101-W-406	Water Lead Systems Operator III	5,530	4,252	1,278	30.06%	
5101-W-410	Part-Time Employee Field Crew	-	500	(500)	-100.00%	
5101-W-411	Utility Well #4	1,520	2,417	(897)	-37.12%	

SOURCE CONT:		Actual	Budget	Variance	Variance %	Explanation of Variances
5110-W-410	Principal Payments Loan CEC Well # 5	-	6,472	(6,472)	-100.00%	1st Installment Due in December
5110-W-412	Utility Well #5	54	750	(696)	-92.77%	
5110-W-415	Utility Well #3	165	150	15	10.24%	
5110-W-416	Tools	-	38	(38)	-100.00%	
5110-W-417	Supplies General	9	25	(16)	-64.99%	
5110-W-418	Utility Well #6	54	900	(846)	-93.97%	
5110-W-419	Principal Payments Loan CEC Well #6	-	8,791	(8,791)	-100.00%	
5111-W-420	Contracted Services	-	100	(100)	-100.00%	
5111-W-421	Fuel Auto	1,561	700	861	122.99%	Timing
5111-W-422	Maintenance Auto	98	250	(152)	-60.68%	
5111-W-423	Repair Auto	1,042	125	917	733.72%	Billy's Truck AC Repair & Tyler's New Truck
5111-W-424	Internet Service Well #5	75	75	-	0.00%	
5120-W-425	Repair Well #4	-	25	(25)	-100.00%	
5120-W-426	Maintenance Well #4	-	50	(50)	-100.00%	
5120-W-427	Maintenance Well #5	-	25	(25)	-100.00%	
5120-W-428	Repair Well #6	-	25	(25)	-100.00%	
5120-W-429	Repair Well #5	-	25	(25)	-100.00%	
5120-W-430	Maintenance Well #6	-	25	(25)	-100.00%	
5130-W-435	Maintenance/Repair Telemetry System	-	375	(375)	-100.00%	
5140-W-440	Drinking Water Samples	690	875	(185)	-21.16%	
Subtotal Source Normal Expenditures:		20,871	40,427	(19,556)		
T & D & HYDRANT:						
5401-W-501	Regulatory Officer	4,200	5,179	(978)	-18.89%	
5401-W-503	Systems Operator II	2,700	4,709	(2,009)	-42.66%	
5401-W-504	Sewer Lead Systems Operator III	5,666	6,409	(742)	-11.58%	
5401-W-506	Water Lead Systems Operator III	6,007	6,362	(355)	-5.58%	
5401-W-509	Fuel Auto	1,561	700	861	122.99%	Timing
5401-W-510	Maintenance Auto	98	250	(152)	-60.68%	

T & D & HYDRANT CONT:		Actual	Budget	Variance	Variance %	Explanation of Variances
5401-W-511	Repair Auto	1,042	125	917	733.72%	Billy's Truck AC Repair & Tyler's New Truck
5401-W-512	Part-Time Employee Field Crew	-	500	(500)	-100.00%	
5410-W-513	Utility Booster Station	92	113	(21)	-18.44%	
5410-W-514	Meters/BackFlows	5,116	3,750	1,366	36.43%	
5410-W-515	Tools	193	125	68	54.33%	
5410-W-516	Supplies General	16	600	(584)	-97.29%	
5411-W-517	Contracted Services	-	90	(90)	-100.00%	
5420-W-518	Maintenance Tanks #1,2,3	-	-	-	0.00%	
5420-W-519	Water Sampling Stations	-	50	(50)	-100.00%	
5420-W-520	Maintenance/Repair Equipment	1,559	250	1,309	523.70%	Kubota 400hrs Maintenance/Repair Seal/Vac Trailer Brakes
5420-W-521	Maintenance/Repair Booster Station	-	125	(125)	-100.00%	
5420-W-522	Repair Tanks #1,2,3	-	125	(125)	-100.00%	
5420-W-525	Maintenance/Repair Waterline	62	500	(438)	-87.67%	
5420-W-530	Maintenance/Repair Valve	-	1,250	(1,250)	-100.00%	
5420-W-531	Maintenance/Repair Hydrant	153	125	28	22.64%	
5420-W-560	Maintenance/Repair Telemetry System	-	375	(375)	-100.00%	
Subtotal T,D & H Normal Expenditures:		28,466	31,711	(3,244)		
ADMINISTRATION:						
5610-W-550	General Manager	12,665	17,139	(4,474)	-26.11%	
5610-W-551	Regulatory Officer	1,927	2,589	(662)	-25.58%	
5610-W-553	Systems Operator II	206	157	49	31.45%	
5610-W-554	Sewer Lead Systems Operator III	-	202	(202)	-100.00%	
5610-W-556	Water Lead Systems Operator III	131	212	(82)	-38.43%	
5610-W-559	Secretary	9,247	9,010	237	2.63%	
5610-W-560	Bookkeeper	9,337	9,795	(458)	-4.68%	
5614-W-565	PERS Employer Unfunded Liability	14,768	13,948	821	5.88%	

ADMINISTRATION CONT:		Actual	Budget	Variance	Variance %	Explanation of Variances
5614-W-566	Workers Comp Insurance	1,390	1,174	216	18.39%	
5614-W-567	FICA Payroll Tax	6,054	8,594	(2,540)	-29.55%	
5614-W-568	PERS Contributions	7,212	7,549	(337)	-4.46%	
5614-W-569	Health Insurance	10,155	10,166	(11)	-0.11%	
5614-W-570	SUI Payroll Tax	-	375	(375)	-100.00%	
5614-W-571	Retiree Health Benefits Paid {acwa}	3,498	3,502	(4)	-0.12%	
5614-W-572	PEPRA Employer Contributions	3,010	2,940	70	2.40%	
5614-W-573	PEPRA Employer Unfunded Liability	111	105	6	5.80%	
5614-W-575	Dental/Vision Insurance	883	834	49	5.91%	
5614-W-576	Life Insurance	212	209	2	1.17%	
5614-W-577	Supplies Office	(333)	1,000	(1,333)	-133.26%	Cash Rewards Visa
5614-W-580	GASB	330	-	330	0.00%	
5620-W-578	Postage	825	1,625	(800)	-49.24%	
5620-W-580	Printing	639	300	339	112.96%	CCR's & 12k Envelopes
5620-W-581	Employee Travel/Expenses	222	725	(503)	-69.42%	
5620-W-582	Employee Meeting/Conferences	-	475	(475)	-100.00%	
5620-W-583	Education	112	50	62	123.06%	
5620-W-584	Certificate Renewal	60	62	(2)	-3.98%	
5620-W-585	Public Relations	97	200	(103)	-51.70%	
5620-W-586	District Uniforms	-	-	-	0.00%	
5620-W-679	Alarm System Monitoring	126	126	-	0.00%	
5621-W-590	Membership/Subscription	-	316	(316)	-100.00%	
5621-W-591	Banking/Court Costs	647	625	22	3.55%	
5621-W-592	Website/Advertising	373	194	179	92.58%	
5630-W-600	Insurance	19,472	8,197	11,275	137.56%	Annual Payments Due 1st Quarter
5630-W-601	Employee Cell Phone Allowance	146	110	36	32.24%	
5670-W-600	Fuel Propane	-	38	(38)	-100.00%	
5670-W-604	Equipment Lease	948	945	3	0.28%	
5670-W-605	Office Equipment Expense	20	188	(167)	-89.15%	
5670-W-610	Maintenance Office Equipment	71	125	(54)	-43.44%	
5670-W-611	Maintenance Office Building	-	240	(240)	-100.00%	
5670-W-612	Contracted Services	817	600	217	36.18%	

ADMINISTRATION CONT:						
	Actual	Budget	Variance	Variance %	Explanation of Variances	
5670-W-613	Engineering Services	-	250	(250)	-100.00%	
5670-W-614	Lot Selling Expense	-	-	-	0.00%	
5680-W-620	Supplies Safety	636	188	449	239.30%	Timing
5682-W-350	Interest Payment Loan CEC	-	2,306	(2,306)	-100.00%	
5682-W-630	Utility Office	429	69	360	523.46%	True-up August
5682-W-631	Principal Payment Loan CEC Office	-	420	(420)	-100.00%	
5683-W-630	Internet Service	628	630	(2)	-0.29%	
5683-W-631	Telephone	382	284	98	34.44%	
5683-W-632	Service Fee - State	-	1,375	(1,375)	-100.00%	
5683-W-633	Service Fee - Federal SSA	-	38	(38)	-100.00%	
5683-W-634	Service Fee - County	209	1,350	(1,141)	-84.52%	
5684-W-635	Auditor	6,330	2,265	4,065	179.47%	Annual Payments Due 1st Quarter
5684-W-636	Legal Counsel	-	750	(750)	-100.00%	
5684-W-637	Supplies Board Meeting	-	-	-	0.00%	
5684-W-638	Director Fees	1,008	1,080	(72)	-6.67%	
5684-W-639	Director Travel and Conference	-	1,815	(1,815)	-100.00%	
5686-W-640	Election	-	675	(675)	-100.00%	
5686-W-641	Water Rate Study	-	-	-	0.00%	
5686-W-642	CERBT Actuarial Evaluation	-	83	(83)	-100.00%	
5686-W-650	Computer Upgrades/Subscriptions	713	1,622	(909)	-56.06%	
Subtotal Water Admin Normal Expenditures:		115,713	119,839	(4,127)		
Total Normal Water Program Expenditures:		165,050	191,977	(26,927)		
Water Programs Net Revenue Before Reserve Allocat		140,080	52,495	87,584		

NORMAL EXPENDITURES PER PROGRAM PLUS BUDGETED FUND RESERVES:

	Actual 09/30/24	Budgeted 09/30/24	Water Income Variance	Annual Budget
Water Normal Revenue Totals:	305,130	244,472	60,658	977,889

Water Normal Expenditures:

Source	20,871	40,427	(19,556)	161,708
TD&H	28,466	31,711	(3,244)	126,842
Water Administration	115,713	119,839	(4,126)	479,357
Total Expenses:	165,050	191,977	(26,927)	767,907

Revenue Less Expenses:	140,080	52,495	87,584	209,982
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Water Reserve Allocations:

Source:

5140-W-435	Well Rehab Fund	6,250	6,250	0	25,000
5140-W-450	Well 2nd Generator Fund	-	-	-	0

TD&H:

5420-W-532	Hydrant Replacement Fund	1,000	1,000	0	4,000
5420-W-533	Equipment Replacement Fund	650	650	-	2,600
5420-W-534	Valve & Tank Replacement Fund	1,000	1,000	0	4,000
5420-W-535	Tank Rehab Fund	30,931	30,931	0	123,722
5420-W-540	Vehicle Replacement Fund	750	750	-	3,000

Admin:

5420-W-542	Waterline Replacement Fund	3,750	3,750	-	15,000
5420-W-545	Used Vac Trailer	5,125	5,125	0	20,500
5686-W-643	OPEB Contribution's {CERBT}	3,040	3,040	0	12,160

Total Water Reserve Allocations:	52,496	52,495	0	209,982
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Current Water Net Profit/Loss:	87,584	(0)	87,584	0
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RIO ALTO WATER DISTRICT
SEWER DISTRICT INCOME STATEMENT
PERIOD 07/01/24 through 09/30/24

SEWER REVENUE:		Actual	Budget	Variance	Variance %	Explanation of Variances
4910-S-350	Sewer Metered Revenue	195,672	151,996	43,676	28.74%	Extra Billing Period
4920-S-352	Sewer Availability Revenue	12,093	11,852	241	2.03%	
4921-S-300	Cell Tower Lease Revenue	4,975	4,613	363	7.87%	
4923-S-359	Interest Revenue	-	2,517	(2,517)	-100.00%	LAF Not Deposited Until October
4930-S-353	Connections Revenue	-	5,105	(5,105)	-100.00%	Not Received Until January
4930-S-354	Taxes Collected County Revenue	-	18,750	(18,750)	-100.00%	Not Received Until January
4930-S-355	Interest Delinquent County Revenue	-	700	(700)	-100.00%	Not Received Until January
4932-S-357	Taxes Hopfer County Revenue	-	-	-	0.00%	
4932-S-358	Penalty Delinquent County Revenue	-	129	(129)	-100.00%	Not Received Until January
4940-S-359	Administrative Revenue	4,507	2,426	2,081	85.81%	County Turn Overs
4940-S-360	Interest Capacity Expansion	2	-	2	0.00%	
4941-S-361	Interest Capacity Expansion LAF	-	-	-	0.00%	
4941-S-362	Capacity Expansion Revenue	-	-	-	0.00%	
4941-S-363	Miscellaneous Revenue	-	-	-	0.00%	
4941-S-366	Gain/Loss on Disposal of Asset	2,754	-	2,754	0.00%	Sale of Old Vehicles thru Gov surplus
Total Revenue:		220,002	198,087	21,916		

SEWER EXPENSES:

ADMINISTRATIVE:		Actual	Budget	Variance	Variance %	Explanation of Variances
5701-S-650	General Manager	6,700	10,283	(3,583)	-34.84%	
5701-S-651	Regulatory Officer	1,694	2,589	(895)	-34.58%	
5701-S-653	Systems Operator II	-	157	(157)	-100.00%	
5701-S-656	Water Lead Systems Operator III	131	202	(71)	-35.23%	
5701-S-657	Sewer Lead Systems Operator III	-	213	(213)	-100.00%	
5701-S-660	Secretary	3,603	5,406	(1,803)	-33.35%	
5701-S-661	Bookkeeper	5,641	5,552	89	1.61%	
5714-S-667	PERS Employer Unfunded Liability	12,580	13,401	(821)	-6.12%	
5714-S-668	Workers Comp Insurance	927	1,128	(201)	-17.85%	

ADMINISTRATIVE CONT:						
		Actual	Budget	Variance	Variance %	Explanation of Variances
5714-S-669	FICA Payroll Tax	5,157	5,045	113	2.24%	
5714-S-670	PERS Contributions	6,144	5,752	392	6.81%	
5714-S-671	Health Insurance	8,651	9,768	(1,117)	-11.44%	
5714-S-672	SUI Payroll Tax	-	360	(360)	-100.00%	
5714-S-673	Dental/Vision Insurance	752	802	(49)	-6.12%	
5714-S-674	Life Insurance	199	202	(2)	-1.22%	
5714-S-675	Retiree Health Benefits Paid (actual)	2,980	3,365	(385)	-11.43%	
5714-S-676	Employee Cell Phone Allowance	124	106	18	17.45%	
5714-S-677	PEPRA Employer Contributions	2,564	2,614	(50)	-1.90%	
5714-S-678	PEPRA Employer Unfunded Liability	94	101	(6)	-6.05%	
5714-S-680	GASB Expense	220	-	220	0.00%	
5720-S-679	Alarm System Monitoring	84	84	-	0.00%	
5720-S-680	Supplies Office	613	650	(37)	-5.74%	
5720-S-681	Postage	550	1,150	(600)	-52.18%	
5720-S-682	Printing	426	150	276	183.95%	CCRs & 12K Envelopes
5720-S-683	Employee Travel/Expenses	186	550	(364)	-66.13%	
5720-S-684	Employee Meeting/Conferences	-	350	(350)	-100.00%	
5720-S-685	Education	74	100	(26)	-25.62%	
5720-S-686	Certificate Renewal	216	124	92	74.21%	Tinting
5720-S-687	Public Relations	64	125	(61)	-48.48%	
5720-S-688	District Uniforms	-	-	-	0.00%	
5721-S-690	Membership/Subscription	-	154	(154)	-100.00%	
5721-S-691	Banking/Court Costs	61	188	(127)	-67.61%	
5721-S-692	Website/Advertising	249	150	99	65.83%	Tinting
5730-S-700	Insurance	12,981	5,462	7,519	137.64%	Annual Payments Due 1st Quarter
5770-S-701	Fuel Propane	-	31	(31)	-100.00%	
5770-S-704	Equipment Lease	722	624	98	15.66%	
5770-S-705	Office Equipment Expense	58	150	(92)	-61.43%	
5770-S-706	Maintenance Office Equipment	(9)	100	(109)	-109.39%	
5770-S-707	Maintenance Office Building	-	160	(160)	-100.00%	
5770-S-708	Supplies Safety	424	125	299	239.28%	Tinting
5770-S-709	Contracted Services	531	396	135	33.97%	
5770-S-710	Engineering Services	-	500	(500)	-100.00%	
5770-S-711	Lot Selling Expense	-	-	-	0.00%	
5782-S-720	Utility Office	286	50	236	477.35%	True-up August

ADMINISTRATIVE CONT:

	Actual	Budget	Variance	Variance %	Explanation of Variances
5782-S-721	-	420	(420)	-100.00%	1st Payment Due in December
5782-S-722	-	1,013	(1,013)	-100.00%	1st Payment Due in December
5783-S-724	419	419	(0)	0.00%	
5783-S-725	255	150	105	69.99%	
5783-S-726	-	9,263	(9,263)	-100.00%	
5783-S-727	209	650	(441)	-67.85%	
5783-S-728	-	25	(25)	-100.00%	
5784-S-730	4,220	1,510	2,710	179.47%	Annual Payments Due 1st Quarter
5784-S-731	-	375	(375)	-100.00%	
5784-S-732	-	-	-	0.00%	
5784-S-733	672	720	(48)	-6.67%	
5785-S-740	-	1,125	(1,125)	-100.00%	
5786-S-741	-	450	(450)	-100.00%	
5786-S-641	-	-	-	0.00%	
5787-S-749	475	1,081	(606)	-56.06%	
5787-S-758	-	55	(55)	-100.00%	
Subtotal Sewer Admin Normal Expenditures:	81,928	95,673	(13,745)		

COLLECTION EXPENSES:

	Actual	Budget	Variance	Variance %	Explanation of Variances
5801-S-751	3,093	5,179	(2,086)	-40.28%	
5801-S-753	3,449	3,925	(475)	-12.11%	
5801-S-756	5,187	4,040	1,146	28.36%	
5801-S-757	5,899	5,102	797	15.61%	
5801-S-760	-	675	(675)	-100.00%	
5802-S-750	1,561	700	861	122.99%	Tinting
5802-S-751	98	250	(152)	-60.68%	
5802-S-752	1,042	125	917	733.72%	Billy's Truck AC Repair & Tyler's New Truck
5810-S-765	909	1,300	(391)	-30.05%	
5810-S-766	843	1,325	(482)	-36.40%	
5810-S-767	2,447	4,069	(1,622)	-39.86%	
5810-S-768	16	250	(234)	-93.50%	
5810-S-769	21	62	(41)	-65.71%	
5810-S-770	-	125	(125)	-100.00%	

COLLECTION EXPENSES CONT:						
	Actual	Budget	Variance	Variance %	Explanation of Variances	
5810-S-771	Maintenance/Repair Telemetry System	-	375	(375)	-100.00%	
5811-S-773	Maintenance Equipment	756	250	506	202.56%	Kubota 400hrs Maintenance/Repair Seal/Vac Trailer Brakes
5811-S-774	Repair Equipment	396	500	(104)	-20.71%	
5811-S-775	Contracted Services	-	375	(375)	-100.00%	
5820-S-780	Maintenance Lift Station	-	500	(500)	-100.00%	
5820-S-782	Repair Lift Station	39	1,250	(1,211)	-96.86%	
5820-S-783	Maintenance Sewer Line	-	500	(500)	-100.00%	
5820-S-785	Repair Sewer Line	812	500	312	62.33%	Concrete Cutting for Manhole Tie-in
5820-S-790	Maintenance/Repair LPSS	-	-	-	0.00%	
Subtotal Collection Normal Expenditures:		26,569	31,378	(4,808)		
WWTP EXPENSES:						
5901-S-803	Systems Operator II	3,014	2,512	503	20.01%	
5901-S-805	Regulatory Officer	5,978	5,179	800	15.44%	
5901-S-806	Systems Operator III	-	-	-	0.00%	
5901-S-807	Sewer Lead Systems Operator III	6,297	6,061	236	3.90%	
5901-S-808	Water Lead Systems Operator III	1,822	5,102	(3,281)	-64.30%	
5901-S-809	Part-Time Employee Field Crew	-	675	(675)	-100.00%	
5902-S-801	Fuel Auto	1,561	700	861	122.99%	Tinting
5902-S-802	Maintenance Auto	98	250	(152)	-60.69%	
5902-S-803	Repair Auto	1,042	125	917	733.72%	Billy's Truck AC Repair & Tyler's New Truck
5910-S-813	Principal Payments Loan CEC WWTP	-	6,472	(6,472)	-100.00%	
5910-S-814	Utility Wetlands	57	50	7	14.86%	
5910-S-815	Utility WWTP	54	5,781	(5,727)	-99.07%	
5910-S-816	Supplies General	9	125	(116)	-92.99%	
5910-S-817	Tools	107	25	82	329.09%	
5910-S-818	Chlorine	13,215	13,000	215	1.66%	
5910-S-819	Supplies/Equipment Bact Lab	341	1,000	(659)	-65.89%	
5910-S-820	Supplies WWTP	502	125	377	301.86%	
5910-S-821	Repair WWTP Lab Equipment	676	500	176	35.20%	
5910-S-822	Maintenance WWTP Equipment	196	125	71	57.00%	Annual Payments Due 1st Quarter
5911-S-825	Contracted Services	175	125	50	39.99%	
5911-S-826	Sludge Disposal	3,140	2,000	1,140	57.00%	
5920-S-824	Maintenance Equipment	268	250	18	7.16%	
5920-S-825	Supplies Safety/Equipment	-	175	(175)	-100.00%	

WWTP EXPENSES CONT:		Actual	Budget	Variance	Variance %	Explanation of Variances
5920-S-826	Internet Service	150	151	(0)	-0.02%	
5920-S-827	Repair Equipment	-	750	(750)	-100.00%	
5920-S-830	Maintenance WWTP	21	500	(479)	-95.71%	
5920-S-831	Maintenance Wetlands	527	500	27	5.45%	
5920-S-833	Wetlands Security	(110)	-	(110)	0.00%	
5920-S-849	Repair WWTP	-	750	(750)	-100.00%	
5920-S-850	Wastewater Permit Testing	3,283	3,375	(92)	-2.72%	
5920-S-860	Maintenance/Repair Telemetry System	-	375	(375)	-100.00%	
Subtotal WWTP Normal Expenditures:		42,425	56,757	(14,332)		
Subtotal Sewer Programs Normal Expenditures:		150,922	183,807	(32,885)		

Sewer Programs Net Revenue Before Reserve Allocations:	69,080	14,279	54,801
NORMAL EXPENDITURES PER PROGRAM PLUS BUDGETED FUND RESERVES:			
	Actual	Budgeted	Sewer Income
	09/30/24	09/30/24	Variance
Sewer Normal Revenue Totals:	220,002	198,087	21,916
			792,347

Sewer Normal Expenditures:	Actual	Budgeted	Sewer Income	Annual Budget
	09/30/24	09/30/24	Variance	
Admin	81,928	95,673	(13,745)	382,690
Collection	26,569	31,378	(4,808)	125,510
WWTP	42,425	56,757	(14,332)	227,027
Total Expenses:	150,922	183,807	(32,885)	735,227

Revenue Less Expenses:	69,080	14,279	54,801	57,120
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Sewer Reserve Allocations:

Admin:	Funded	Budgeted	Annual Budget
5820-S-779	Lift Station Replacement Fund	5,000	5,000
5820-S-788	Vehicle Replacement Fund	750	750
5920-S-900	Chlorine Generation Fund	3,750	3,750
5920-S-910	Aeration Brush Replacement Fund	2,500	2,500
5787-S-759	OPFB Contributions {CEKBT}	2,280	2,280
Total Sewer Reserve Allocations:	14,280	14,280	57,120

Current Sewer Net Profit/Loss:	54,800	(1)	54,801	0
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RIO ALTO WATER DISTRICT
 CFD INCOME/EXPENDITURES
 PERIOD 07/01/24 through 09/30/24

	Actual	Budget	Variance	
4950-C-001 Special Tax Levy Revenue	341,280	85,320	255,960	Billed one time per year
4950-C-002 Interest Revenue	5	5,006	(5,001)	
4950-C-003 Penalty Delinquent County Revenue	0	703	(703)	
4950-C-004 Interest Delinquent County Revenue	0	974	(974)	
Total Revenue:	341,285	92,004	249,281	

CFD ADMIN EXPENSES:

6100-C-050 General Manager	145	1,140	(995)	
6100-C-051 Bookkeeper	1,069	977	92	
6100-C-052 Secretary	774	599	175	
6100-C-070 Banking/Court Costs	0	15	(15)	
6100-C-100 Service Fee - County	0	421	(421)	
6100-C-110 Supplies Administrative	0	13	(13)	
6100-C-311 Tax Consulting Services	0	1,125	(1,125)	
6100-C-312 Auditor	500	125	375	
Subtotal Normal Expenses:	2,487	4,414	(1,927)	

CFD Loan Expenses:

2242-C-130 Principal Payments Loan USDA	90,000	22,500	67,500	
6100-C-215 Interest Payments Loan USDA	59,056	29,219	29,838	
2242-C-140 Principal Payments Loan SRF	0	15,259	(15,259)	Payment Due in March
6100-C-220 Interest Payments Loan SRF	0	3,867	(3,867)	Payment Due in March
Subtotal CFD Loan Expenses:	149,056	70,844	78,213	

Total Normal and Loan Expenses:

	151,543	75,258	76,285	
Profit/Loss before fund reserve:	189,742	16,746	172,996	

NORMAL EXPENDITURES PER PROGRAM PLUS BUDGETED FUND RESERVES:

	1st Quarter Actual	1st Quarter Budget	1st Quarter Variance	Annual Budget
CFD Normal Revenue Totals:	341,285	92,004	249,281	368,014

CFD Normal Admin Expenses:

Admin	2,487	4,414	(1,927)	17,656
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CFD Loan Expenses:

Loan Payments	149,056	70,844	78,213	283,375
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Total Normal Admin and Loan Expenses:

	151,543	75,258	76,285	301,031
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Revenue Less Expenses

	189,742	16,746	172,996	66,983
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CFD Reserve Allocations:

Short Lived Asset Fund	3,932	3,932	0	15,730
Return of Interest to LAIF	0	12,813	12,813	51,253

Total CFD Reserve Allocations:

	3,932	16,745	12,813	66,983
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Current CFD Net Profit/Loss after Expenses and reserve allocation:

	185,810	0	160,183	0
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KENNY & NORINE

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MEMORANDUM

TO: Martha Slack, Rio Alto Water District

FROM: John S. Kenny, Attorney 

DATE: November 8, 2024

RE: Director's Compensation

Attached is a draft ordinance establishing the Director's compensation. Please review and comment.

The procedure for adoption is as follows:

1. This is an ordinance. It requires two hearings. The first is to waive the reading and introduce the ordinance.
2. The first hearing is a noticed Public Hearing. You must first publish notice of this hearing in a newspaper of general circulation once a week for two consecutive weeks, with the last day of publication being at least five (5) days before the hearing.
3. After the Public Hearing the Board may waive the reading and introduce the ordinance by title only. If a majority of the Board approves, it is scheduled for second reading and adoption at the next regular meeting.
4. If approved, the ordinance is effective in 60 days.
5. Within 15 days you must publish in the newspaper a summary of the ordinance which was adopted.

This is a bit out of the ordinary. I can assist you.

ORDINANCE NO. _____
ORDINANCE OF RIO ALTO WATER DISTRICT
ESTABLISHING COMPENSATION FOR THE BOARD OF DIRECTORS

The Board of Directors of the Rio Alto Water District ordain as follows:

SECTION 1 – Findings and Purpose.

Calif. Water Code Chapter 2, Section 20201 et. seq. sets forth authorization and procedures for establishing Compensation for Directors. The Water Code authorizes compensation of \$100 per meeting and permits an annual 5% increase. At present, the Directors receive \$120 per meeting. The compensation has not changed since 2015. This ordinance would establish the compensation at \$130 per meeting. It would also limit the number of meetings for which compensation is paid to two meetings per month. The regular Board meets once per month. Occasionally the Board needs to call Special Meetings.

SECTION 2 – Board Compensation.

The Board of Director shall receive \$130 per meeting. The Director shall not be entitled to be compensated for more than two meetings per month.

SECTION 3 – Effective Date.

This ordinance shall be effective 60 days after its final adoption.

DULY PASSED AND ADOPTED this ____ day of _____, _____, by the Rio Alto Water District, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____
RECUSE: _____

RIO ALTO WATER DISTRICT

Chairperson of the Board of Directors

ATTEST:

FORM APPROVED:

Martha Slack
Clerk of the Board of Directors

John Sullivan Kenny, Counsel for District