

AGENDA

PANOCHÉ WATER DISTRICT

BOARD OF DIRECTORS MEETING

June 19, 2023 @ 9:00 am

Panoche Water District Boardroom

52027 West Althea Ave.

Firebaugh, CA 93622

PRESIDENT'S ANNOUNCEMENT: Pursuant to Government Code Section 54952.3, Water Code sections 34740 and 34741, and the District's Bylaws, let it be known that Board members may receive either: A \$100.00 stipend as compensation for participation in today's meeting and for each day's service rendered as a Director, not to exceed a total of \$600.00 in any calendar month, or, as an Executive Officer of the District, a \$500.00 per month stipend as compensation for their service to the District.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: A quorum will be confirmed, and the Board will consider appointment of an acting Officer(s) in the event the President, Vice-President, and/or Secretary is absent from the meeting.

4. POTENTIAL CONFLICTS OF INTEREST: Any Board member who has a potential conflict of interest may now identify the Agenda Item and recuse themselves from discussing and voting on the matter. [Government Code Section 87105]

5. PUBLIC COMMENT: The Board of Directors welcomes participation in Board meetings. The public may address matters under the jurisdiction of the Board that have not been posted in the Agenda. The public will be given the opportunity to address the Board on any item in the Agenda at this time or before the Board's consideration of that item. If members of the public desire to address the Board relative to a particular Agenda item at the time it is to be considered, they should so notify the President of the Board at this time. Please note, California Law prohibits the Board from taking action on any matter during a regular meeting that is not on the posted Agenda unless the Board determines that it is an emergency or one of the other situations specified in Government Code Section 54954.2. During a special meeting, the Board may not take action on any matter that is not on the posted Agenda. The President may limit the total amount of time allocated for public comment on particular issues to 3 minutes for each individual speaker.

6. PANOCHÉ WATER DISTRICT CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation pursuant to Section 54956.9(d), paragraph (2) or (3):

Number of Cases: Four

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Section 54956.9(d)(1):

Names of Cases:

- i. Imani Percoats & Chris Bettencourt vs. Panoche Water District
Fresno County Superior Court Case No. 18CECG01651
- ii. Center for Biological Diversity, et al. v. United States, et al.
US District Court, E.D. Cal, Case No. 1:20-CV-00760 DAD-EPG
- v. North Coast Rivers Alliance, et al. v. Kenneth Salazar, et al.
US District Court, E.D. Cal., Case No. 1:16-cv-00307-DAD-SKO
- vi. Firebaugh Canal Water District & Central California Water District v. United States, et al.
US District Court, E.D. Cal., Case 1:88-cv-00634-LJO-SKO

C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Section 54956.8

Property: Land and Associated Infrastructure
Agency Negotiator: Chase Hurley, General Manager
Negotiating Parties: Panoche Water District, ForeFront
Under Negotiation: Price and Terms

D. CONFERENCE REGARDING LABOR NEGOTIATIONS AND RECRUITMENT [GOV CODE §54950]

Pursuant to Section 54957.6:

Agency Designated Representative: Che Johnson; Legal Counsel
Employee Organization: International Brotherhood of Electrical Workers Local 1245

Pursuant to Section 54957(b)(1):

The Board will confer regarding recruitment for the position of General Manager.

7. PANOCHÉ WATER & DRAINAGE DISTRICTS JOINT CLOSED SESSION: Conference with Legal Counsel.

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation pursuant to Section 54956.9(d), paragraph (2) or (3):

Number of Cases: Three

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Section 54956.9(d)(1):

Names of Cases:

- i. PCFFA v. Glaser, et. al.
US District Court, E.D. Cal, Case No. 2:11-cv-02980

8. REPORT FROM JOINT CLOSED SESSION (GOVERNMENT CODE SECTION 54957.1)

9. REPORT FROM CLOSED SESSION

10. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine and non-controversial and will be acted upon by a single action of the Board of Directors, unless a Board Member requests separate consideration of the item. If such a request is made, the item may be heard as an Action Item at this meeting. The Board will review and consider:

- A. Approving minutes from the March 14, 2023, regular meeting of the Board
- B. Approving minutes from the May 17, 2023, adjourned meeting of the Board
- C. Approving minutes from the May 25, 2023, special meeting of the Board
- D. Approving minutes from the June 2, 2023, special meeting of the Board

ACTION ITEMS

11. THE BOARD TO REVIEW THE FINANCIAL AND POLICY IMPLICATIONS OF THE B.F. SISK DAM RAISE AND CONSIDER APPROVING MOVING FORWARD WITH A JULY 1, 2023, CASH CALL (Hurley)

12. THE BOARD TO REVIEW AND CONSIDER APPROVAL OF AN EQUIPMENT LIQUIDATION PLAN WITH THE GRASSLAND BASIN AUTHORITY (Hurley)

13. THE BOARD TO REVIEW AND CONSIDER APPROVING A REQUEST FROM LANDOWNER SANDY CORREIA RELATED TO AN EXISTING LOAN PAYMENT SCHEDULE FOR THE ADLP EQUIPMENT LOAN PROGRAM (Hurley)

14. FINANCIAL REPORT (Brazil)

- A. Accounts Payable
- B. Monthly Financials
- C. FYE 2024 Budget-to-Actual Report
- D. Other financial matters affecting the District.

15. THE BOARD TO REVIEW AND CONSIDER APPROVAL OF REVISIONS TO CERTAIN DISTRICT HEALTH AND SAFETY POLICIES: (Chagoya)

- A. Alcohol and Drug Free Workplace
- B. Spill Prevention Control and Countermeasures Plan (SPCC)
- C. Ergonomics Program

REPORT ITEMS

16. DIVISION REPORTS

- A. Water Supply Update (Reyes)
- B. Current Reservoir Conditions (Reyes)
- C. Domestic Water Treatment Plant (Cadena)
- D. Operations & Maintenance (Carlucci)
- E. Ethics, Compliance, & Human Resources (Chagoya)

17. GENERAL MANAGER'S REPORT

- A. Sustainable Groundwater Management Act
- B. Los Vaqueros Expansion Project
- C. B.F. Sisk Expansion Project
- D. Water Storage and Conveyance Discussions

- E. Legislative Update
- F. Other Matters Affecting the District

18. REPORTS UNDER DISTRICT POLICIES

- A. Emergency COVID-19 Pandemic Response Policy
- B. Report(s) on Brown Act Meetings & Conferences Attended at District Expense
(may be written or oral and may be joint for multiple attendees)
- C. Board to Consider Update(s) or Approval(s) Required Under Any Other District Policies

19. REPORTS ON OTHER ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54954.2(a)(3)

20. FUTURE MEETING DATES

- A. Next Regular Meeting Date: July 11, 2023.

21. ACTION ITEMS

22. ADJOURNMENT

- A. Items on the Agenda may be taken in any order.
- B. Action may be taken on any item listed on the Agenda.
- C. Writings relating to open session: Agenda items that are distributed to members of the Board of Directors will be available for inspection at the District office, excluding writings that are not public records or are exempt from disclosure under the California Public Records Acts.

Americans with Disabilities Act of 1990: Under this Act, a qualifying person may request that the District provide a disability-related modification or accommodation in order to participate in any public meeting of the District. Such assistance includes alternative formats for the agendas and agenda packets used for any public meetings of the District. Requests for assistance shall be made in person, in written form, or via telephone by calling (209) 364-6136. Requests must be received at least 18 hours prior to a scheduled public meeting.

Investment Information Disclaimer: This agenda has been prepared as required by the applicable laws of the State of California, including but not limited to, Government Code Section 54950 et seq., and has not been prepared with a view to informing an investment decision in any of the District's bonds, notes, or other obligations. Any projections, plans, or other forward-looking statements included in the information in this agenda are subject to a variety of uncertainties that could cause any actual plans or results to differ materially from any such statement. The information herein is not intended to be used by investors or potential investors in considering the purchase or sale of the District's bonds, notes or other obligations and investors and potential investors should rely only on information filed by the District on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System for municipal securities disclosures, maintained on the World Wide Web at <https://emma.msrb.org/>

**PANOCHÉ WATER DISTRICT MEETING MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
March 14, 2023, at 9:30 A.M.**

A meeting of the Board of Directors was held at 52027 West Althea Ave., Firebaugh, CA 93622. Those present at the meeting were:

Directors Present: Aaron Barcellos, President
Beau Correia, Vice-President
Steve Fausone, Secretary
Wayne Western, Director
Neill Callis, Director

Directors Absent: None

District Staff Present: Ara Azhderian, General Manager
Juan Cadena, Water Resources Manager

Others Present: Philip Williams, General Counsel
Palmer McCoy, Grassland Basin Authority

ANNOUNCEMENT PURSUANT TO GOVERNMENT CODE SECTION 54952.3

Pursuant to the Brown Act, President Barcellos announced that Directors do not receive compensation or a stipend for simultaneous or serial order meetings of Panoche Water District, Panoche Drainage District, Panoche Financing Authority, and/or the Panoche Resource Conservation District.

CALL TO ORDER

President Barcellos called the meeting to order at 9:30 a.m.

REVIEW OF AGENDA

General Manager Azhderian reported the Director's Monthly Credit Card Usage Report was not available.

ROLL CALL

A quorum of the Board and presence of the District's Officers were confirmed.

POTENTIAL CONFLICTS OF INTEREST

No conflicts were reported.

PUBLIC COMMENT

There was no public comment.

DIVISION REPORTS

- A. Water Resources Manager Juan Cadena reported the Water District's August deliveries were about 713 acre-feet and that current deliveries were about 15 cubic-feet per second. He said crews were replacing a control gate at turnout 10WS, turnout 86 and at turnout 10E2. Also, the

crew cleanout turnout 204 of lateral 2 and they installed a new 45 elbow at T-6 discharge. In the Drainage District, he said crews were cleaning the Hicks, 1144 and Russell drains.

- B. General Manager Azhderian reported staff working on end of the year close outs, setting up new year in Sage & all new files & binders, making all end of the year reversing entries, completed all State Controller Government payment in California reports, completion of PWD 23.24 budget and completion of FYE22 PDD audits.

PANOCHÉ WATER & DRAINAGE DISTRICTS’ JOINT CLOSED SESSION

General Counsel Williams announced that the Panoche Water and Drainage Districts’ Boards would meet jointly in closed session for a conference with legal counsel on anticipated litigation pursuant to Government Code Section 54956.9, Subdivision (d), Paragraphs (1), (2), or (3).

At approximately 9:45 a.m., President Barcellos called the joint closed session to order.

At approximately 11:34 a.m., President Barcellos adjourned the joint closed session.

JOINT CLOSED SESSION REPORT

General Counsel Williams reported the Boards met jointly with legal counsel in closed session and no reportable action was taken.

CLOSED SESSION

General Counsel Williams announced there was no need for a Water District-only Closed Session.

CONSENT CALENDAR

General Manager Azhderian presented the Board with the Consent Calendar items, which included draft minutes from the November 8, 2022, regular meeting, draft minutes from the February 14, 2023, regular meeting, and draft minutes from the March 01, 2023, special meeting of the Board; and the monthly financial statements for the period ending February 28, 2023. After consideration, on a motion by Director Correia, seconded by Director Callis, the Board accepted the Consent Calendar as presented.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

THE BOARD TO REVIEW AND CONSIDER A RESOLUTION ADOPTING CERTAIN FINDINGS UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND AUTHORIZING EXECUTION OF A WATER TRANSFER AGREEMENT WITH THE EAST SIDE CANAL & IRRIGATION COMPANY AND SAN LUIS CANAL COMPANY

General Manager Azhderian presented the draft Resolution. He reported the East Side Canal & Irrigation Company had recently received approval from the State Water Resources Control Board for a new, 5-year water transfer agreement. Azhderian explained the agreement transfers water from East Side to the San Luis Canal Company through a conveyance owned by a private, third-party under a separate agreement with San Luis, and that San Luis then exchanges a like amount of water in San Luis Reservoir with Panoche, with the approval of Reclamation, which has already been granted. He said the new agreement is substantially similar to the prior East Side-San Luis transfer agreement except that it

includes a new 5% loss factor imposed by San Luis. Azhderian said the details of how to implement the loss factor remain unresolved. General Counsel Williams explained the CEQA exemptions. After consideration, on a motion by Director Correia, seconded by Director Callis, the Board found the Transfer Agreement to be exempt from CEQA, adopted the Resolution as presented, and directed staff to resolve implementation of the new 5% loss factor.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

THE BOARD TO REVIEW AND CONSIDER AUTHORIZING EXECUTION OF A LAND LEASE WITH THE LINNEMAN TRUST FOR THE DISTRICT’S SOLAR PROJECT #2

General Manager Azhderian presented the draft land lease. He reported that following the refusal of Firebaugh Canal Water District to allow construction of the District’s second one-megawatt solar project on lands used for the San Joaquin River Improvement Project, staff had to secure another suitable location quickly, prior to the closure of the NEM 2.0 tariff in April 2023, to avoid a significant devaluing of the project. Azhderian said staff worked with ForeFront to examine a number of potential sites within the District and approached certain landowners about a proposed lease, to which the Linneman family was agreeable. He explained the lease is for 20 years with the ability to extend, to match the term of the proposed Power Purchase Agreement with ForeFront and, in exchange for use of the approximately six acres of land, the Linneman family would retain its annual allocation of water, the District would pay the Linneman family \$4,800 per year, and reimburse them for the Fresno County property taxes and Panoche Drainage District Drainage Service Fees. After consideration, on a motion by Director Correia, seconded by Director Callis, the Board: 1) directed staff to add language clarifying the reserved water rights, disposition of the balance of the property, and removal of the facilities upon termination of the Power Purchase Agreement, and 2) authorized execution of the lease contingent upon final approval by the President and General Counsel.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

THE BOARD TO REVIEW AND CONSIDER APPROVAL OF EXECUTIVE COMPENSATION FOR THE GENERAL MANAGER

The Board tabled discussion of the General Manager’s compensation.

THE BOARD TO REVIEW AND CONSIDER AMENDING THE 2023-24 FISCAL-YEAR BUDGET AND THE CENTRAL VALLEY PROJECT AND SUPPLEMENTAL WATER RATES

General Manager Azhderian explained that following the Board’s March 1st adoption of a fiscal-year budget and water rates, on March 9th the San Luis & Delta-Mendota Water Authority revised its operations and maintenance rates to reflect Reclamation’s current 35% allocation of CVP water, which resulted in a reduction to the DMC delivery cost of \$5.93 per acre-foot and to the SLC delivery cost of \$40.85 per acre-foot. Following the Authority’s action, Azhderian said staff had updated the District’s CVP and supplemental water expenses and revenues, as presented in the proposed budget amendment.

The reduction in the Authority’s operations and maintenance rates, he explained, translates into a reduction in the District’s water supply costs of \$38 per acre-foot for CVP water and \$35 per acre-foot for supplemental supplies. Lastly, Azhderian said it is possible the Water Authority may again revise rates later in the year if Reclamation further increases the CVP allocation and forecasted demands support a further reduction but, notwithstanding, recommended the Board still take action now based upon the current information. After consideration, on a motion by Director Correia, seconded by Director Callis, the Board approved the recommended budget amendment and water supply rates as presented.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

THE BOARD TO REVIEW AND CONSIDER APPROVING THE DISTRICT’S REVISED AND UPDATED EMERGENCY ACTION AND EVACUATION PLAN

General Manager Azhderian reported that Ethics & Compliance Officer Lorena Chagoya was systematically reviewing and revising various District policies and procedures in preparation of termination of its contract with the California Safety Training Corporation. He said that over the past few years, the District had been working to build internal capacity to monitor, modify, and implement various policies in response to continually changing state and federal mandated requirements, and through that effort had steadily been reducing its reliance upon third-party consultants. However, with respect to CSTC, Azhderian explained their materials are copyrighted thus the need for the revisions. E&C Officer Chagoya reviewed the proposed changes with the Board. After consideration, on a motion by Director Callis, seconded by Director Western, the Board approved the revised and updated Plan as presented.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

THE BOARD TO REVIEW AND CONSIDER APPROVING THE DISTRICT’S REVISED AND UPDATED CODE OF SAFE PRACTICES

Ethics & Compliance Officer Lorena Chagoya reviewed the proposed changes to the District’s Code of Safe Practices with the Board. After consideration, on a motion by Director Western, seconded by Director Callis, the Board approved the revised and updated Practices as presented.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

THE BOARD TO REVIEW AND CONSIDER APPROVING PAYMENT OF BILLS

General Manager Azhderian presented the Board with the District's accounts payable. After consideration, on a motion by Director Fausone, seconded by Director Western, the Board approved payment of the bills as presented.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

FINANCIAL REPORTS

General Manager Azhderian presented the Budget-to-Actual report, noting that overall revenues and expenses were trending about 13% and 17% below budget, respectively, as of the end of the 2023 fiscal-year. The Board requested staff continue to report on the FYE2023 budget-to-actual through the fiscal-year close out period.

REPORTS UNDER DISTRICT POLICIES

No report was given.

GENERAL MANAGER'S REPORT

General Manager Azhderian updated the Board on the District's water supply and water quality status. President Barcellos reported on activities related to implementation of the Sustainable Groundwater Management Act, saying that the regional groundwater sustainability agencies have met in response to the Department of Water Resources determination that the Delta-Mendota Subbasin's six groundwater sustainability plans are inadequate. He said the groups have decided to engage a single consultant to bring the six plans together, update the baseline, and help establish management zones within the single plan area.

REPORTS ON OTHER ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54954.2(A)(3)

No report was given.

FUTURE MEETING DATES

Special meetings of the Board were scheduled for 10:00 a.m. on March 19th, 9:00 a.m. on March 28th, and 9:00 a.m. on April 4, 2023. The next regular meeting of the Board was adjourned from 9:30 a.m. on April 11th to 9:30 a.m. on April 18, 2023.

ADJOURNMENT

With no further business on the agenda, President Barcellos adjourned the meeting at 12:56 p.m.

Aaron Barcellos, President

Steve Fausone, Secretary

**PANOCHÉ WATER DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
MAY 17, 2023**

An adjourned meeting of the Board of Directors was held on May 17, 2023, at 9:30 am. Those present at the meeting were:

Directors: Aaron Barcellos, President
Beau Correia, Vice President
Steve Fausone, Secretary
Neill Callis, Director
Wayne Western, Director

Staff: Marlene Brazil
Chris Carlucci
Lorena Chagoya
Sandra Reyes

Others: Mitch Coit, Coit Farming
Michael Gardner, Water & Land Solutions, LLC
Chase Hurley, Interim General Manager
Phil Williams, General Counsel
Sam Zantzinger, Forefront Power (Via Phone)
Palmer McCoy, Grassland Basin Authority
Michael Linneman, Linneman Farms

CALL TO ORDER

President Barcellos called the meeting to order at 9:59 am.

ROLL CALL

A quorum of the Board of Directors was present.

POTENTIAL CONFLICTS OF INTEREST

President Barcellos, Vice President Correia and Interim General Manager Hurley will recuse themselves from Item 11 and step out of the board room.

PUBLIC COMMENT

There was no public comment.

PANOCHÉ WATER & DRAINAGE DISTRICTS JOINT CLOSED SESSION: Conference with Legal Counsel.

At 10:21am

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation pursuant to Section 54956.9(d), paragraph (2) or (3):

Number of Cases: Three

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Section 54956.9(d)(1):

Names of Cases:

- i. PCFFA v. Glaser, et. al.
US District Court, E.D. Cal, Case No. 2:11-cv-02980

REPORT FROM JOINT CLOSED SESSION (GOVERNMENT CODE SECTION 54957.1)

At 10:53am, President Barcellos reported that there were no reportable items.

PANOCHÉ WATER DISTRICT CLOSED SESSION

At 10:54am

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation pursuant to Section 54956.9(d), paragraph (2) or (3):

Number of Cases: Four

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Section 54956.9(d)(1):

Names of Cases:

- ii. Imani Percoats & Chris Bettencourt vs. Panoche Water District
Fresno County Superior Court Case No. 18CECG01651
- iii. Center for Biological Diversity, et al. v. United States, et al.
US District Court, E.D. Cal, Case No. 1:20-CV-00760 DAD-EPG
- v. North Coast Rivers Alliance, et al. v. Kenneth Salazar, et al.
US District Court, E.D. Cal., Case No. 1:16-cv-00307-DAD-SKO
- vi. Firebaugh Canal Water District & Central California Water District v. United States, et al.
US District Court, E.D. Cal., Case 1:88-cv-00634-LJO-SKO

C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Section 54956.8

Property: Land and Associated Infrastructure

Agency Negotiator: Chase Hurley, General Manager

Negotiating Parties: Panoche Water District, ForeFront

Under Negotiation: Price and Terms

D. CONFERENCE REGARDING LABOR NEGOTIATIONS AND RECRUITMENT [GOV CODE §54950]

Pursuant to Section 54957.6:

Agency Designated Representative: Che Johnson; Legal Counsel

Employee Organization: International Brotherhood of Electrical Workers Local 1245

Pursuant to Section 54957(b)(1):

The Board will confer regarding recruitment for the position of General Manager.

REPORT FROM CLOSED SESSION

At 11:14am, President Barcellos stated that there were no reportable actions.

CONSENT CALENDAR

Interim General Manager Hurley presented the Board with the Consent Calendar, which included DRAFT minutes from the April 18, 2023, regular meeting of the Board, the monthly financial statements for the period ending April 30, 2023, and the monthly credit card usage report.

On a motion by Director Callis and seconded by Director Fausone, the Board unanimously approved the Consent Calendar as presented by Mr. Hurley. The vote on the matter was as follows:

Ayes: Barcellos, Correia, Callis, Fausone, Western
Nays: None
Absent: None
Abstain: None

THE BOARD TO REVIEW AND CONSIDER APPROVAL OF AN AGREEMENT FOR PROFESSIONAL SERVICES WITH CHASE HURLEY OF WATER AND LAND SOLUTIONS, LLC. ACTING AS INTERIM GENERAL MANAGER

On a motion by Director Callis and seconded by Director Western, the Board approved the agreement for professional services with Chase Hurley of Water and Land Solutions, LLC. acting as Interim General Manager. The vote on the matter was as follows:

Ayes: Callis, Fausone, Western
Nays: None
Absent: None
Abstain: Barcellos, Correia

THE BOARD TO REVIEW AND CONSIDER APPROVAL AND EXECUTION OF AN UPGRADE TO SCOPE AND/OR SCHEDULE CHANGE ACKNOWLEDGEMENT TO THE ENERGY SERVICES AGREEMENT -- SOLAR FOR THE OFFICE LOT, BETWEEN THE DISTRICT AND FFP BTM SOLAR, INC.

On a motion by Director Callis, and seconded by Director Western, the Board unanimously approved the upgrades in scope and schedule to the Energy Services Agreement between Panoche Water District and FFP BTM Solar. The vote on the matter was as follows:

Ayes: Barcellos, Correia, Callis, Fausone, Western
Nays: None
Absent: None
Abstain: None

THE BOARD TO REVIEW AND CONSIDER APPROVAL OF RESOLUTION #837-23, FORMALIZING THE PROPOSITION 218 VOTING TABULATION THAT SUBSEQUENTLY IMPLEMENTED THE PANOCHÉ WATER DISTRICT LAND BASED ASSESSMENT RATE FOR OPERATIONS AND MAINTENANCE OF DISTRICT FACILITIES

On a motion by Director Western and seconded by Director Callis, the Board unanimously approved Resolution #837-23 as presented by Mr. Williams. The vote on the matter was as follows:

Ayes: Barcellos, Correia, Callis, Fausone, Western
Nays: None
Absent: None
Abstain: None

THE BOARD TO REVIEW AND CONSIDER APPROVAL OF RESOLUTION #838-23, AGREEING ON A MULTI-YEAR POWER LETTER OF AGREEMENT WITH THE UNITED STATES BUREAU OF RECLAMATION PURSUANT TO SUBDIVISION (G) OF ARTICLE 3 OF THE THEN CURRENT WARREN ACT CONTRCT NO. 20-WC-20-5643

On a motion by Director Correia and seconded by Director Fausone, the Board unanimously approved Resolution #838-23 as presented by Mr. Williams and Ms. Reyes. The vote on the matter was as follows:

Ayes: Barcellos, Correia, Callis, Fausone, Western
Nays: None
Absent: None
Abstain: None

THE BOARD TO REVIEW AND CONSIDER APPROVAL OF REVISIONS TO CERTAIN DISTRICT HEALTH AND SAFETY POLICIES:

The Ethics and Compliance Officer, Chagoya presented the Board with various health and safety policies including a Lock-out, Tag-out Program and a Respiratory Protection Program. She explained that she will be holding off on the Drug & Alcohol Free Workplace policy and Substance Abuse Statement policy for the next meeting because she wanted to revise the two policies into one policy. Furthermore, Chagoya provided background to the board explaining that since June of 2017, the District has been contracting the California Safety Training Corporation (CSTC) to write and maintain the District's Safety Program. The District has paid more than \$15,000.00 annually for a fixed 3-year contract agreement, including additional charges in events that CSTC provides safety trainings. The contract will expire on May 31, 2023 and the District will not be renewing the contract with CSTC. Furthermore, Chagoya explained that due to CSTC's copy rights of the current written policies, she has begun to revise the policies within the Safety Program and which each approved policies, Chagoya stated that training for employees will follow. The vote on the matter was as follows:

Ayes: Callis, Fausone, Western, Barcellos, Correia
Nays: None
Absent: None
Abstain: None

FINANCIAL REPORT

- A. Accounts Payable
- B. FYE 2023 Budget-to-Actual Report;
- C. FYE 2024 Budget-to-Actual Report;
- D. Other financial matters affecting the District

Upon a motion by Director Callis and seconded by Director Western, the board unanimously approved the Financial report as presented by Ms. Brazil.

THE BOARD TO REVIEW AND CONSIDER APPROVAL OF THE WATER RATE FOR THE 2023 USBR ADDITIONAL 73% CENTRAL VALLEY PROJECT ALLOCATION

Ms. Reyes reviewed the current CVP water balance and what is left to allocate to growers based on receiving a 100% supply, yet only allocating 27% of that supply to date. She mentioned that the first allocation of water approved by the board earlier this year included supplemental supplies purchased through multi-year contracts and 27% of the WY2023 USBR allocation.

Based on current USBR rates, Ms. Reyes recommended that the remaining 73% CVP allocation could be allocated at a rate of \$81/Acre Foot. Ms. Reyes also noted that staff needs direction on purchasing an additional 1,000 acre feet of conserved water for this year from Firebaugh Canal Water District (FCWD).

Mr. Hurley stated that even though Panoche has a full CVP supply, they should continue to maintain a good business relationship with FCWD by purchasing the additional 1,000 acre feet. President Barcellos stated that he thought the continued relationship with FCWD will be beneficial the next time Panoche is in a drought water year.

Upon a motion by Director Callis and seconded by Director Fausone, the board unanimously approved a rate of \$81/Acre Foot for the additional 2023 CVP allocation along with approving the purchase of 1,000 Acre Feet from Firebaugh Canal Water District. The vote on the matter was as follows:

Ayes: Barcellos, Correia, Callis, Fausone, Western
Nays: None
Absent: None
Abstain: None

DIVISION REPORTS

- A. Watermaster, Sandra Reyes updated the board on the current water balances for 2022 carryover supplies along with the 2023 USBR 100% allocation. She noted that the District will need to closely manage their current carryover water to try and use all of it prior to the sustained draw down of San Luis Reservoir. Mr. Hurley noted that the current estimated draw down date is June 1, 2023.
- B. Maintenance Manager, Chris Carlucci reported on Operations and Maintenance activities. He said for the month of April, the Maintenance crew fixed and repaired 2 air vents on Lateral #1; made new turnout boxes and catwalk for 204A (Lateral #2); repaired a blowout on 11E concrete ditch; made a new trash rack and catwalk for 10E-2 ditch; made new spill box for the end of lateral #2; repaired 24" head gate on turnout # 509; box scrape main canal; and sprayed weeds along Lateral 1, 2, 3 and Millux drain and Russell Turnout.
- C. NONE.
- D. Ethics & Compliance Officer, Lorena Chagoya reported on risk management activities for the month of April. She informed the Board that there no activities on the SpeakUp Hotline, no liabilities, worker's compensation claims nor COVID-19 cases. Furthermore, Chagoya indicated the District had one more Safety inspection with CSTC before the contract ends May 31st and then as part of the transition of maintain the safety program within the District, various of safety policies will continue to be revised. She also report that she conducted a staff training on the District's revised Injury, Illness, Prevention Program and Heat Illness Program. She indicated that the upcoming trainings included the COVID-19 Procedures (CPP) and the annual Ethics & Compliance training. Lastly, she reported to the board that she had posted the General Manager's job posting to various websites and have received two additional eligible applications.

GENERAL MANAGER'S REPORT

- A. Sustainable Groundwater Management Act
The Delta Mendota Subbasin is still working towards the goal of developing, and having the State Water Resources Control Board approve, one Groundwater Sustainability Plan (GSP). The SWRCB is still working on how to proceed moving forward with the six Subbasins that were deemed inadequate in March. It is not yet clear on what subbasins the SWRCB will focus on first

as they make their way through the review process. The Delta Mendota Subbasin is also having to draft a Memorandum of Agreement that would replace the current Coordination agreement that the 23 GSAs are working under.

- B. Los Vaqueros Expansion Project
Mr. Hurley will continue to work with the Los Vaqueros JPA and the San Luis and Delta Mendota Water Authority (SLDMWA) activity agreement members on the progress of the expansion agreement. Currently, Panoche is focused on the benefits of the new conveyance system, not additional storage, within the Project scope.
- C. B.F. Sisk Expansion Project: The SLDMWA members of the activity agreement met with the USBR yesterday to go through multiple aspects of an agreement that would lay out the operating procedures upon construction of the project. There are still a variety of large issues that need to be fleshed out as part of the operations agreement. There will continue to be meetings with USBR on this subject. Panoche will need to decide on if they want to continue to stay a part of this project by July 1, 2023. At that point in time, if Panoche wants to stay in the activity agreement, it will need to make a cash call of approximately \$130,000.
- D. Legislative Update: The SLDMWA continues to stay very active on Panoche's behalf in State and Federal legislation oversight. There are a multitude of State bills that focus on continued deterioration of California's agricultural water rights.
- E. ACWA Conference: Mr. Hurley stated that he met with Contra Cosa Water District, West Stanislaus Irrigation District, Westlands Water District, Semi-Tropic Water Storage District, and others on behalf of Panoche at the conference held in Monterey.
- F. Other Matters Affecting the District: Mr. Hurley and staff are continuing to work on reviewing quotes from professional IT support service agencies to replace the current vendor.

REPORTS UNDER DISTRICT POLICIES

- A. Emergency COVID-19 Pandemic Response Policy
- B. Report(s) on Brown Act Meetings & Conferences Attended at District Expense
(may be written or oral and may be joint for multiple attendees)
- C. Board to Consider Update(s) or Approval(s) Required Under Any Other District Policies

REPORTS ON OTHER ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54954.2(a)(3)

There were no other reports.

FUTURE MEETING DATES

- A. Board to Consider Action to Set Special Meeting Date for review of GM applications.
Mr. Hurley stated that Ms. Chagoya will work with the Directors on securing a special board meeting date and time for review of General Manager applications.
- B. Next Regular Meeting Date: June 13, 2023
Director Callis stated that he will be unable to attend the next meeting on June 13, 2023.

ADJOURNMENT

With no further business, President Barcellos adjourned the meeting at 12:48 pm.

Aaron Barcellos, President

Steve Fausone, Secretary

**PANOCHÉ WATER DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
MAY 25, 2023**

A special meeting of the Board of Directors was held on May 25, 2023, at 1 pm.

Those present at the meeting were:

Directors: Aaron Barcellos, President
Beau Correia, Vice President
Neill Callis, Director
Wayne Western, Director

Others: Chase Hurley, Interim General Manager
Michael Linneman, Linneman Farms (via phone)
Phil Williams, General Counsel (via phone)

CALL TO ORDER

President Barcellos called the meeting to order at 1 pm.

PLEDGE OF ALLEGIANCE

President Barcellos led the group in the Pledge of Allegiance.

ROLL CALL

A quorum of the Board of Directors was present.

POTENTIAL CONFLICTS OF INTEREST

There were no conflicts of interest.

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION @ 1:03pm

- A. Conference regarding labor negotiations and recruitment (Government code 54950) Pursuant to Section 54957 (b)(1) – The board will confer regarding recruitment for the position of General Manager.
- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation pursuant to Section 54956.9(d), paragraph (2) or (3):
Number of Cases: One

REPORT FROM CLOSED SESSION @ 1:58pm

Upon a motion by Director Callis, seconded by Director Western and unanimously approved, the board requested that Legal Counsel draft an engagement letter for professional legal services based on his new law firm's name. The vote on the matter was as follows:

Ayes: Barcellos, Correia, Callis, Western
Nays: None
Absent: Fausone
Abstain: None

President Barcellos stated that there were no other actionable items in closed session and staff was given further direction.

REPORTS ON OTHER ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54954.2(a)(3)

Mr. Hurley reported that the District has made significant progress on the new chemical room and new fuel tank project at their shop headquarters. When completed they will allow Panoche to no longer rely on storing chemicals and diesel fuel on the San Joaquin River Improvement Project.

ADJOURNMENT

With no further business, President Barcellos adjourned the meeting at 2:09 pm.

Aaron Barcellos, President

Steve Fausone, Secretary

DRAFT

**PANOCHÉ WATER DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
June 2, 2023**

A special meeting of the Board of Directors was held on June 2, 2023, at 8:30am.

Those present at the meeting were:

Directors: Aaron Barcellos, President
 Beau Correia, Vice President
 Steve Fausone, Secretary
 Neill Callis, Director
 Wayne Western, Director

Others: Chase Hurley, Interim General Manager

CALL TO ORDER

President Barcellos called the meeting to order at 8:40 am.

PLEDGE OF ALLEGIANCE

President Barcellos led the group in the pledge of allegiance.

ROLL CALL

A quorum of the Board of Directors was present.

POTENTIAL CONFLICTS OF INTEREST

Director Fausone stated that he would have a conflict of interest with one of the proposed general manager candidates and he would recuse himself from the meeting at that time.

PUBLIC COMMENT

There was no public comment.

BOARD TO GIVE STAFF DIRECTION RELATED TO BF SISK DAM RAISE PROJECT

Mr. Hurley gave the board an update on the latest 2023 budget details and timeline for the Project. He noted that if Panoche wanted to stay in the activity agreement and continue to be one of the private investors, they will need to make a cash call to the San Luis and Delta Mendota Water Authority (SLDMWA) for approximately \$129,000 on July 1st.

Mr. Hurley covered various other topics such as the proposed operating agreement with the United States Bureau of Reclamation, the updated list of private investors remaining in the Project and the latest storage allocation percentages amongst the activity agreement members. He also noted that Panoche's current requested storage capacity for the project is 30,000 Acre Feet. Based on other storage related projects that Panoche is currently investigating and the high cost of the BF Sisk Dam Raise project, Mr. Hurley recommended that the board change their requested storage capacity from 30,000 Acre Feet to 5,000 Acre Feet. Such a change would be submitted to the SLDMWA, and they would recalculate requested storage capacity numbers amongst the membership.

Based on the board discussion, Mr. Hurley recommended that the board not make a decision on moving forward with the July 1st call date and have this similar discussion at their June board meeting.

Upon a motion by Director Correia, seconded by Director Fausone, and unanimously approved, the board approved changing the requested storage capacity from 30,000 Acre Feet to 5,000 Acre Feet and tabling

the decision to sign off on the July 1, 2023, call date until the June 2023 Panoche Water District board meeting. The vote on the matter was as follows:

Ayes: Barcellos, Correia, Callis, Fausone, Western
Nays: None
Absent: None
Abstain: None

PANOCHÉ WATER DISTRICT CLOSED SESSION: Pursuant to Section 54957 (b)(1) @ 8:57am

The board met in closed session to consider the employment of the District's General Manager

REPORT FROM CLOSED SESSION @ 2:40pm

President Barcellos stated that there was no action taken and staff was given direction on next steps related to the employment of the District's General Manager.

REPORTS ON OTHER ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54954.2(a)(3)

There were no other reports.

ADJOURNMENT

With no further business, President Barcellos adjourned the meeting at 2:45 pm.

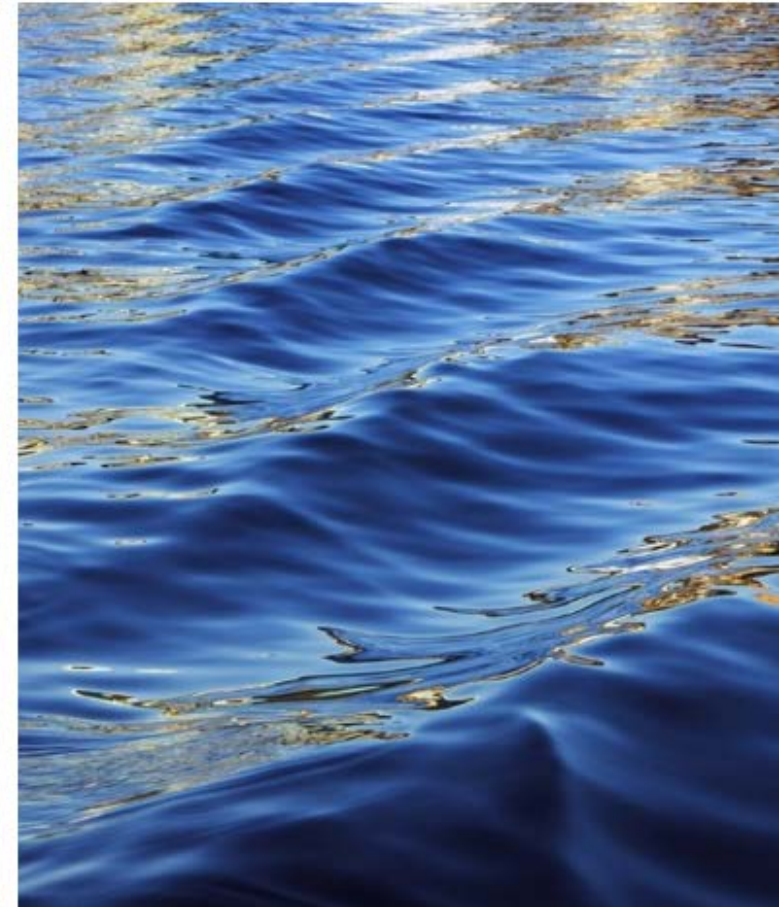
Aaron Barcellos, President

Steve Fausone, Secretary



B.F. Sisk Dam Raise Project

Presenter: Pablo Arroyave
San Luis Delta Mendota Water Authority



Sisk Stage Gate Overview

STAGE GATE I

PRE-CONSTRUCTION

- Principles of Agreement (MoU)
- RoD Execution
- ✓ Validate Cost Estimate
- Updated Schedule
- ✓ Validate \$/AF Analysis
- ✓ Pre-Construction Cost Share Agreement and/or MoU

July 1, 2023 – September 30, 2023
\$2,500,000 (Quarterly)

STAGE GATE II

DESIGN

- Determine Implementation Plan (JPA?)
- Final Cost Estimate
- Final Schedule
- Updated \$/AF Analysis
- Operations Agreement
- Implementation Cost Share Agreement (Const/OMR)
- Initiate Repayment Discussion w/ Reclamation

October 1, 2024
\$10,000,000

STAGE GATE III

CONSTRUCTION

- Finance Plan (Bonding)
- 100% Design
- Bid Results
- Construction Oversight Agreement

October 1, 2025
\$TBD

Reclamation Basis of Negotiation (BoN)

Technical Meeting Status Update

- Consensus on agreement structure
- Umbrella agreement + Exhibits, including cost share agreement (planning and design costs), operations agreement, repayment agreement (if reimbursable share), contributed funds agreement (construction costs)
- Agreement completion requested in BOR FY23, if possible
- Additional discussion required about investment in reimbursable portion of storage
- Future technical sessions scheduled with Reclamation
- Hope to gain clarity regarding agreement structure/schedule, treatment of water in expanded capacity, other affected agreements, ultimate shares of capacity

Panoche Commitments

Agency	Requested Storage Capacity (AF) (1)	Current Storage Capacity (AF) (2)	Current Storage Capacity Allocation % (3)	\$10M Commitment Based On % of Current Storage Capacity* (4)	\$2.5M Quarterly Contribution at Current Capacity (5)
Panoche Water District	5,000	3,380	5.2%	\$ 519,978	\$ 129,995
Total	89,736	65,000	100.0%	\$ 10,000,000	\$ 2,500,000

*\$10M Investment / 65,000 AF Storage Capacity = \$153.85/AF (not rounded)

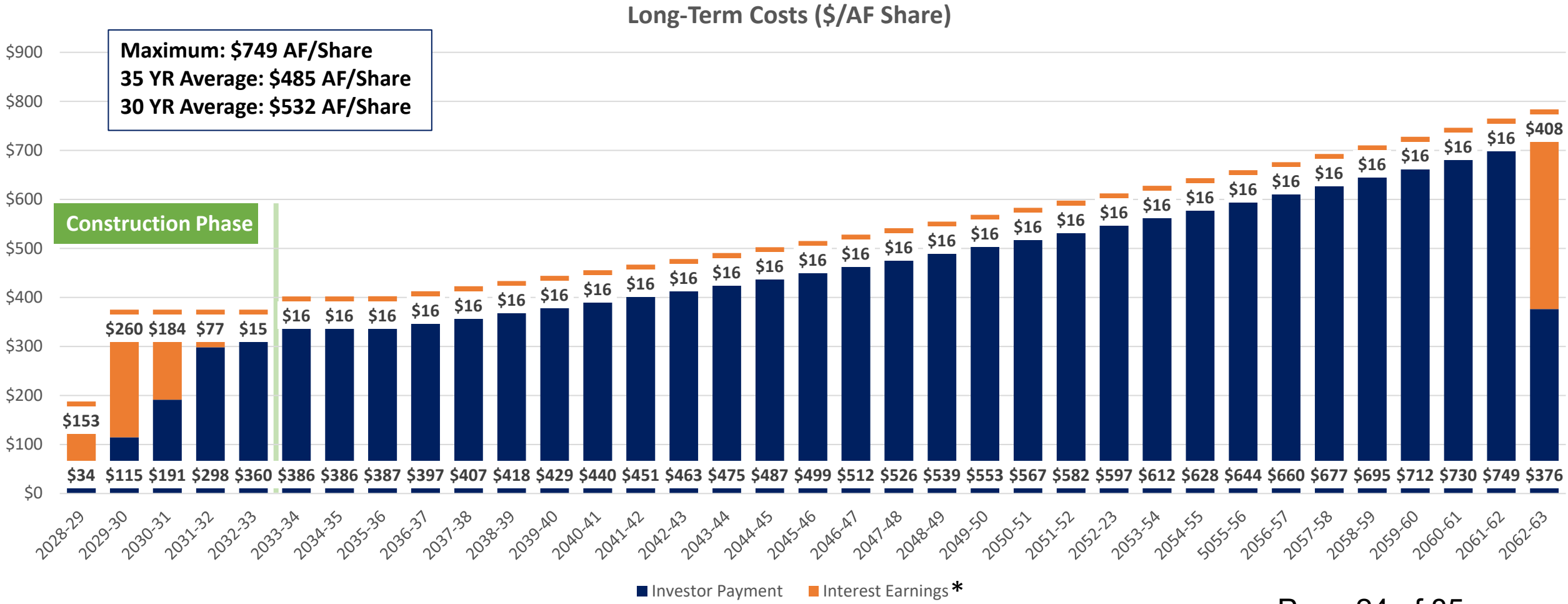
** Calculated for each investor assuming a max capacity of 65,000

Requested Storage Capacity Allocation** % of Current Capacity 65K AF (6)	\$2.5M Quarterly Contribution at Requested Storage Capacity (7)
7.7%	\$ 192,308

Requested Storage Capacity Allocation % of Total Requested Capacity 89,736 AF (8)	\$2.5M Quarterly Contribution at Requested Storage Capacity (9)
5.6%	\$ 139,297

100.0% \$ **2,500,000** Page 23 of 85

Estimated Costs (\$/AF Share) - Escalating Reclamation Construction Cost



*Reflects interest earnings and the release of the liquidity fund in FY 2063 to pay a portion of the final principal payment.

Panoche Estimated Costs

Assumes Interest Paid During Construction, 30YR Financing @ 5.02%

Investor Current (3,380):

- Total Payment: \$57,397,347
- Average Annual 30YR Debt Service Payment: \$1,800,780/year

Investor Requested (5,000):

- Total Payment: \$84,907,319
- Average Annual 30YR Debt Service Payment: \$2,663,877/year

CVP:

- Total Payment: \$17,931,902
- Average Annual Debt Service Payment: \$407,543/year

Disclaimer

These materials include an assessment of estimated market conditions, and include Fieldman, Rolapp & Associates, Inc. assumptions about interest rates, execution costs, and other matters related to municipal securities issuance or municipal financial products.

These assumptions may change at any time subsequent to the date these materials were provided. The scenarios presented herein are not intended to be inclusive of every feasible or suitable financing alternative.

Fieldman, Rolapp & Associates, Inc. is representing San Luis Delta-Mendota Water Authority in this analysis.

Questions



PANOCHÉ WATER DISTRICT

52027 West Althea Ave, Firebaugh, CA 93622 – (209) 364-6136 – panochewd.specialdistrict.org

June 19, 2023

To: Board of Directors

From: Mike Gardner

RE: Equipment at the GBA

I met with Palmer McCoy from the Grassland Basin Authority (GBA) and Chris Carlucci of Panoche Water District (PWD) to discuss equipment that belongs to PWD that is currently out at the GBA maintenance yard.

Most of the equipment was purchased with Federal Grant money and belongs to the GBA, but the title is in PWD's name because they are the grant holder. The GBA's opinion is that most of the equipment was purchased by grant money for the use at the GBA and therefore should be transferred to the GBA.

Here is a synopsis of the inventory that both parties agree with.

- There are forty-three (43) pieces of heavy equipment, tractors, trucks, trailers, implements, gated pipe, and pumps (**Attachment 1**).
- There are eighteen (18) items that need to be sold and or junked; there is no remaining value or use to either party.

Six of those items belong to PWD, five belong to PDD, four belong to the GBA, and three are of unknown ownership. (**Attachment 2**).

- ✓ The six items belonging to PWD have already been junked and removed from the premises on Friday, June 16th.

Based on the above, along with further research of PWD records and discussion with staff, I would make the following recommendations:

1. Have Mr. McCoy immediately junk or sell the items mentioned in the second bullet point above and allow the revenue to stay within the GBA.
2. PWD will maintain ownership of the Tru Dump Trailer that was purchased in February of 2014. Mr. Carlucci will pick up the trailer immediately and bring it to the PWD equipment yard on Althea Avenue.
3. PWD will sell to the GBA 42 pieces of the described equipment above for approximately \$4,000. Staff believes that the rather low purchase price of \$4,000 is justified because all such equipment is very old and not much value is left, or it was originally bought with State grant funds. It is the staff's position that if it was originally purchased with state funds for the specific use on the SJRIP, upon re-sale it shouldn't give an appearance that PWD is "making money" off that asset.



PANOCHÉ WATER DISTRICT

52027 West Althea Ave, Firebaugh, CA 93622 – (209) 364-6136 – panochewd.specialdistrict.org

4. Upon sale of the equipment from PWD to GBA, one of the following two things will need to be done:

- ✓ Transfer all ownership (paperwork) from PWD to the GBA. It should be noted that this process will take some time and could come with complications. Because a large portion of this equipment was bought with State of California funds, and put in PWD's name, the transfer of ownership isn't a smooth and streamlined process.

OR

- ✓ Keep the ownership in the name of PWD and have legal counsel write up a document, signed by both parties, that will transfer liability for all actions that occur with GBA use of equipment held in title by PWD. This agreement will stay in place until all such equipment is liquidated in the future.
5. The GBA and PWD will agree to work together in the future to partner in the use of all equipment amongst each other to manage drainage at a cost that is affordable to the end user.

PWD EQUIPMENT - JUNKED ON 6-14-2023 BY PWD

1	EQ # 22	OLD GMC FLAT BED TRUCK
2	EQ # 71	OLD BOOM TRUCK
3	EQ # 38	OLD BOOM TRUCK
4	EQ # 97A	OLD CAT GRADER
5	EQ # 31A	OLD FORK LIFT
6	EQ # 12	OLD INTERNATIONAL TRACTOR

PDD EQUIPMENT - FOR SALE BY GBA

1	EQ # 9G	OLD SLDMWA LIFT TRUCK
2	EQ # ?	OLD PORTABLE DRAGLINE
3	EQ # 76	OLD INTERNATIONAL TRACTOR
4	EQ # 68A	OLD TIGER MOWER TRACTOR
5	EQ # 88A	OLD BOOM TRUCK

GBA EQUIPMENT - FOR SALE BY GBA

1	EQ # SJ15B	KENWORTH WATER TRUCK
2	EQ # SJ48	OLD GRADALL
3	EQ # SJ 15	OLD FORD WATER TRUCK
4	EQ # SJ 92A & 92B	BARBAR GREEN TRENCHER/BOAT

NOT SURE EQUIPMENT - FOR SALE BY GBA

1	EQ # ?	OLD ARMY FLAT BED TRAILER
2	EQ # ?	OLD NAVY AIR COMPRESSOR
3	EQ # ?	OLD SLDMWA GRADALL

EQUIPMENT FROM PWD STILL AT GBA (6-12-2023 MG)

ATTACHMENT 1

	PUMPS	EQUIPMENT #	GBA's OFFER	Description of equipment
1	JD Diesel Pump	SJ #57	\$1.00	not running, crank shaft bad
2	JD Diesel Pump	SJ #60	\$1.00	not running
3	JD Diesel Pump	SJ# 61	\$1.00	battery stolen and wires cut, high hours leaking oil
4	CAT Diesel Pump	#75C	\$1.00	very high hours, electrical issues-No paperwork
5	CAT Diesel Pump	SJ #35	\$1.00	not running
6	CAT Diesel Pump	SJ #36	\$1.00	high hours, leaking oil, issue with controller needs repair
7	(1) 8' PTO PUMP		\$1.00	needs bushing repaired, and wheel bearings
8	(6) 10' PTO		\$1.00	have been rebuilding and replacing bushings
9	BOOSTER PUMP	GBA#12	\$1.00	new grant purchase
10	BOOSTER PUMP	GBA#13	\$1.00	new grant purchase
	Total		\$10.00	
	CONVEYANCE	SIZE		
1	Gated Pipe	400 - 12"x30'	\$0.01	grant purchased
2	Transport Pipe	943 - 12"x30'	\$0.01	grant purchased
3	Transport Pipe	100 - 10"x30'	\$0.01	grant purchased
4	Siphon Tubes	2,200	\$0.01	grant purchased
	Total		\$36.43	
	TRUCKS	EQUIPMENT #		
1	Abel (Spare truck)	SJ #01A	\$1.00	high hours body damage and leaks
2	SPRAYER	SJ87A	\$1.00	needs repair
3	SERVICE TRUCK	PWD #25A	\$1,500.00	rack & Pinion bad, electrical issues- Purchased by PWD
4	DIESEL TRAILER	SJ108	\$1.00	transfer pump is bad and tires and bearings needed
5	WELDING TRUCK	SJ#02	\$1.00	high mileage, needs motor work to pass smog
6	TRUE DUMP TRAILER	PWD 34A		PWD Purchased-PWD wants it back
	Total		\$1,504.00	
	TRACTORS	EQUIPMENT #		
1	JOHN DEERE (97 HP)	SJ #53A	\$1.00	hydraulic & oil leaks, electrical issues, high hours
2	JOHN DEERE (97 HP)	SJ #59	\$1.00	hydraulic & oil leaks,
3	MASSEY	#61	\$100.00	fuel leaks, and hydraulic pressure problem, high hours- Purchased by PWD
4	CASE (176 HP)	PWD # 81	\$1,500.00	oil leaks, high hours- Purchased by PWD
5	KUBOTA (81 HP)	SJ #83A	\$1.00	oil & fuel leaks high hours
6	JOHN DEERE (91 HP)	PWD # 83	\$100.00	electrical issues, oil leaks high hours- No paperwork
7	JOHN DEERE(135 HP)	PWD #90	\$500.00	electrical issues, oil leaks, front axle needs repair- Purchased by PWD
8	JOHN DEERE(220 HP)	SJ #90B	\$1.00	Hydraulic & oil leaks, needs seat repair, high hours/
	Total		\$2,204.00	
	HEAVY EQUIPMENT	EQUIPMENT #		
1	FORD	SJ15A	\$1.00	grant purchase money - needs motor repair and spreader valves
2	CAT DOZER	SJ33	\$1.00	grant purchased money-Minimal use by GBA-PWD would like to have it
3	BACKHOE (88 HP)	SJ #46	\$1.00	starter issues, hydraulic & oil leaks,
4	CAT (150 HP) Grader-Maybe	SJ #47	\$1.00	grant purchased oil & hydraulic leaks, turn table cracked-GBA purchased new one
5	SKYTRAK FORK LIFT	SJ31	\$1.00	grant purchased Good Shape-Minimal use by GBA-PWD would like to have it
	Total		\$5.00	
	IMPLEMENTS	EQUIPMENT #		
1	RHINO BLADE	SJ #20	\$1.00	
2	BUSH HOG	SJ#21	\$1.00	
3	JOHN DEERE DISC	SJ #51A	\$1.00	
4	HEAVY DUTY PORTER	SJ # 54	\$1.00	
5	RHINO SHREDDER	SJRIP	\$1.00	
6	JOHN DEERE	SJ90A	\$1.00	
7	DITCH PLOW		\$1.00	
8	SCHMEISER	PWD #762	\$100.00	No paperwork
	Total		\$107.00	
	TRAILERS	EQUIPMENT #		
1	PIPE TRAILER	SJ 89	\$1.00	
2	PIPE TRAILER	SJ 112	\$1.00	
	Total		\$2.00	
43	Total Estimated Value		\$3,868.43	



PANOCHÉ WATER DISTRICT

52027 WEST ALTHEA AVE, FIREBAUGH, CA 93622
TELEPHONE (209) 364-6136 – panochewd.specialdistrict.org

BOARD MEETING MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: JOSH MARQUEZ, CONTRACTS ADMINISTRATOR

SUBJECT: CORREIA LOAN PAYMENT DEFERRAL REQUEST

DATE: JUNE 19, 2023

CC: CHASE HURLEY, INTERIM GENERAL MANAGER

ADLP Principal Payment Deferral Request: Sandra Correia

Sandra Correia, noteholder of two Agricultural Drainage Loan Program loans in Panoche Water District, is requesting to pay the interest for both loans and defer the principal for the 2023 year due to budgeting hardships. Both loans are on Payment 9 out of 10. Per the amortization schedule, the final payment is scheduled for 2024. If approved Mrs. Correia would pay the interest for both accounts, a total of \$2,937.04, and defer the principal, a total of \$48,227.22 into next year. This would extend the original agreement one more year which if approved, would end in 2025.

	<u>Due</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Loan #1	2/28/23	\$29,079.49	\$1,770.94	\$30,850.43
Loan #2	9/17/23	\$19,147.73	\$1,166.10	\$20,313.83

Sincerely,

Josh Marquez
Contracts Administrator

Josh Marquez

From: sc46031@aol.com
Sent: Monday, May 15, 2023 10:04 AM
To: Josh Marquez
Subject: Correia Equipment Loans

Dear Josh

Thankyou for bringing the past due balance for 2022 to my attention
I have recently paid the 8 th installment.

Now it is time to pay the 9th year payment. I am having a hard time
Making my budget work Thankfully I do expect a good harvest for 2023.

I am writing to see if I it would be possible to pay interest only for
this years 9 th payment on both loans, Correia1and Correia 2?
If you can approve my request I will make the final two payments in years
10 and 11.

Thank you for considering my request
Sandy Correia

PANOCHÉ WATER DISTRICT				
ACCOUNTS PAYABLE LIST				
PAYMENTS RUN FROM 5/18/2023 THRU 6/19/2023				
MECHANICS O & M CHECKING # 8566				
DATE	CHECK NUMBER	NAME	CHECK AMOUNT	MEMO
5/18/2023	41142	DARRELL ARENA	\$ 400.00	ELECTRICAL REPAIR DISTRICT HOUSE #5
5/18/2023	41143	BAKER MANOCK & JENSEN	\$ 54.16	APRIL 2023 LEGAL SERVICES
5/18/2023	41144	BRYANT L. JOLLEY	\$ 375.00	APRIL 2023 ACCOUNTING SERVICES
5/18/2023	41145	LIGHTHOUSE DOCUMENT TECHNOLOGIES, INC.	\$ 481.50	APRIL 2023 LEGAL CONSULTANT
5/18/2023	41146	DON CHAPIN COMPANY	\$ 745.78	CONCRETE FOR REPAIR DITCH # 11E
5/18/2023	41147	FEDERAL EXPRESS	\$ 318.14	GPB WATER SAMPLES - SHIPPING
5/18/2023	41148	FENTON & KELLER	\$ 23,453.50	MARCH 2023 LEGAL SERVICES
5/18/2023	41149	CORELOGIC INFORMATION SOLUTIONS	\$ 200.00	APRIL 2023 APN RESEARCH
5/18/2023	41150	PAUL FUJITANI	\$ 10,000.00	JANUARY - MAY 2023 CONSULTING SERVICES
5/18/2023	41151	LOOPUP	\$ 76.70	APRIL 2023 CONFERENCE LINE
5/18/2023	41152	MARFAB	\$ 653.03	SHOP & CHEMICAL SUPPLIES
5/18/2023	41153	MC REGIONAL WATER WASTE MANAGEMENT AUTHORITY	\$ 0.41	FINANCE CHARGE
5/18/2023	41154	NAPA AUTO PARTS	\$ 73.78	PARTS FOR # 91A
5/18/2023	41155	SAGASER WATKINS & WIELAND PC	\$ 1,050.00	MARCH 2023 LEGAL SERVICES
5/18/2023	41156	SANTOS FORD	\$ 1,048.05	REPAIRS # 42
5/18/2023	41157	THOMASON TRACTOR	\$ 1,294.91	SERVICE # SJ55A & # 91A
5/18/2023	41158	WELTY WEAVER & CURRIE	\$ 12,575.00	APRIL 2023 LEGAL SERVICES
5/18/2023	41159	WESTSIDE WATER	\$ 10,319.62	DROUGHT REPORT, BACTERIA TEST, BACKFLOW DEVICE TEST & CERTIFICATION & WEEKLY SERVICE
5/18/2023	41160	WORLD OIL ENVIRONMENTAL SERVICES	\$ 506.15	PICKUP USED OIL & USED FILTERS
5/18/2023	41161	WINDECKER INC.	\$ 5,774.77	1,500 GALLONS UNLEADED @ \$ 3.85/GALLON
5/18/2023	41162	XIO, INC.	\$ 94.00	CLOUD BASED MONITORING SERVICE - DOMESTIC SYSTEM
5/18/2023	41163	LIEBERT CASSIDY WHITMORE	\$ 297.50	JANUARY 2023 LEGAL SERVICES
6/13/2023	41164	ACWA/JPIA	\$ 23,654.02	JULY 2023 INSURANCE HEALTH \$ 21,736.46, DENTAL \$ 1,546.60, VISION \$ 296.96 & LIFE \$ 74.00
6/13/2023	41165	APPL, INC.	\$ 1,427.00	WATER SAMPLES FOR GBP & PDD (TO BE REBILLED)
6/13/2023	41166	EAST SIDE CANAL & IRRIGATION CO.	\$ 177,100.80	768 AF @ \$ 230.60
6/13/2023	41167	FEDERAL EXPRESS	\$ 798.57	SHIPPING FOR WATER SAMPLES - GBP
6/13/2023	41168	FORKLIFT SPECIALTIES, INC.	\$ 246.79	INSPECTION & SERVICE # 31C
6/13/2023	41169	FRONTIER COMMUNICATION	\$ 422.66	MAY 2023 TELEPHONE SERVICE
6/13/2023	41170	GILTON SOLID WASTE MANAGEMENT	\$ 405.22	MAY 2023 WASTE SERVICE
6/13/2023	41171	HALLMARK GROUP	\$ 862.50	MAR - APRIL 2023 CONSULTING SERVICE - WATER EXCHANGE PROGRAM
6/13/2023	41172	HOFFMAN SECURITY	\$ 347.40	JUNE 2023 DISTRICT SECURITY
6/13/2023	41173	MCGUIRE BOTTLED WATER	\$ 189.10	DRINKING WATER
6/13/2023	41174	PACIFIC GAS & ELECTRIC	\$ 77,530.65	MAY 2023 ELECTRICAL SERVICE
6/13/2023	41175	PITNEY BOWLES	\$ 224.03	SUPPLIES FOR THE POSTAGE MACHINE
6/13/2023	41176	PURCHASE POWER	\$ 621.99	POSTAGE REFILL
6/13/2023	41177	SAN LUIS CANAL COMPANY	\$ 76,627.95	WATER TRANSFER ESC 806.61 AF @ \$ 95.00
6/13/2023	41178	THOMASON TRACTOR	\$ 3,766.56	SERVICE & REPAIR # 91A
6/13/2023	41179	UNWIRED BROADBAND, INC.	\$ 549.99	JUNE 2023 INTERNET SERVICE
6/13/2023	41180	US BUREAU OF RECLAMATION	\$ 5,000.00	BUREAU ADMINISTRATION FEE FOR POWER LOA ON WARREN ACT WATER
6/13/2023	41181	VERIZON WIRELESS	\$ 1,068.69	MAY 2023 CELL PHONES
6/13/2023	41182	WESTSIDE WATER	\$ 8,712.81	APRIL 2023 DROUGHT REPORT, CHEMICAL TEST, BACTERIA TEST & SYSTEM CHECKS
6/13/2023	41183	XEROX FINANCIAL SERVICES	\$ 613.31	COPIER LEASE

	CHECK	NAME		
DATE	NUMBER		AMOUNT	MEMO
6/19/2023	41184	WATER & LAND SOLUTIONS, LLC	\$ 16,500.00	MAY 2023 CONSULTING SERVICE
6/19/2023	41185	BAKER SUPPLIES	\$ 33.97	PART FOR # 42
6/19/2023	41186	AARON BARCELLOS	\$ 500.00	MAY 2023 DIRECTOR STIPEND
6/19/2023	41187	JUSTIN'S TIRE AND AUTO	\$ 1,005.19	OIL CHANGE # 44 & SERVICE # 01AA
6/19/2023	41188	BRENNTAG PACIFIC, INC.	\$ 1,178.24	CHLORINE FOR DOMESTIC WATER PLANT
6/19/2023	41189	BRYANT L. JOLLEY	\$ 975.00	PREP FOR FY23 AUDIT
6/19/2023	41190	EDWARD NEIL CALLIS	\$ 500.00	MAY 2023 DIRECTOR STIPEND
6/19/2023	41191	LORENA CHAGOYA	\$ 111.50	REIMBURSEMENT FOR TRIP EXPENSES
6/19/2023	41192	CLARK PEST CONTROL	\$ 652.00	DISTRICT PEST CONTROL
6/19/2023	41193	BEAU CORREIA	\$ 500.00	MAY 2023 DIRECTOR STIPEND
6/19/2023	41194	EMPLOYER'S CHOICE	\$ 2,862.13	CLEAN CANAL LATERAL 3
6/19/2023	41195	STEVE FAUSONE	\$ 500.00	MAY 2023 DIRECTOR STIPEND
6/19/2023	41196	CORELOGIC INFORMATION SOLUTIONS	\$ 200.00	MAY 2023 APN RESEARCH
6/19/2023	41197	F.S. ROD, INC.	\$ 665.03	GRAVEL - SLD
6/19/2023	41198	PAUL FUJITANI	\$ 2,000.00	JUNE 2023 CONSULTING SERVICE
6/19/2023	41199	HACH COMPANY	\$ 1,431.85	SUPPLIES FOR GBP
6/19/2023	41200	HOLT OF CALIFORNIA	\$ 1,961.41	REPAIR # 28 - SLD & REPAIR # SJ33
6/19/2023	41201	HOME DEPOT CREDIT SERVICES	\$ 348.61	DISTRICT SUPPLIES
6/19/2023	41202	LOOPUP	\$ 77.10	MAY 2023 CONFERENCE LINE
6/19/2023	41203	MARFAB	\$ 215.65	PARTS FOR PUMP STATIONS & DISTRICT SUPPLIES
6/19/2023	41204	DIANA MOSES	\$ 7.86	MILEAGE REIMBURSEMENT
6/19/2023	41205	NAPA AUTO PARTS	\$ 19.83	AIR FILTER # 30
6/19/2023	41206	PROVOST & PRITCHARD	\$ 4,673.75	APRIL 2023 CONTROL SURVEY FOR SUBSIDENCE MONITORING
6/19/2023	41207	SAVEMART SUPERMARKET	\$ 319.58	OFFICE SNACKS
6/19/2023	41208	SUMMERS ENGINEERING INC.	\$ 209.00	ADMIN SERVICES
6/19/2023	41209	TECHNO-FLO	\$ 1,637.48	SADDLE METER LATERAL # 3
6/19/2023	41210	TEE-DEE-US AUTOMOTIVE	\$ 2,767.07	REPAIR AC # 03, # 06B & # 30
6/19/2023	41211	VALLEY IRON INC.	\$ 3,273.31	RESTOCK METAL IN SHOP
6/19/2023	41212	WATER RECLAMATION EQUIPMENT	\$ 3,522.46	SOUND WELL AT SHIELDS & RUSSELL, PARTS FOR SLD, OAKUM FOR STATION # 1, CHECK ELECTRICAL 10W, FITTINGS FOR DITCH PUMP, PULL PUMP/MOTOR RUSSELL LIFT # 2 & CHECK PUMPS 10W
6/19/2023	41213	WESTAIR GASES & EQUIPMENT, INC.	\$ 559.25	OXYGEN & ACETYLENE FOR SHOP & MIG GUN FOR SHOP
6/19/2023	41214	WAYNE WESTERN JR.	\$ 500.00	MAY 2023 DIRECTOR STIPEND
6/19/2023	41215	WEST STANISLAUS IRRIGATION DISTRICT	\$ 281,250.00	WATER TRANSFER PURCHASE WY2023-2024 7,500 AF 4TH INSTALLMENT OF 5
6/19/2023	41216	WINDECKER INC.	\$ 15,079.25	1,000 GALLON TANK FOR CLEAR DIESEL & 1,700 GALLONS UNLEADED @ 4.19
6/19/2023	41217	XIO, INC.	\$ 94.00	CLOUD BASED MONITORING SERVICE - DOMESTIC SYSTEM
6/19/2023	41218	YONKERS & JOHNSON	\$ 114.48	SUPPLIES FOR # 25
6/19/2023	41219	ALEX AUTO DIAGNOSTICS	\$ 1,048.54	REPAIRS FOR # 10B & # 13B
6/19/2023	41220	WELTY WEAVER & CURRIE	\$ 14,137.50	MAY 2023 LEGAL SERVICES
5/17/2023	JE-63	TRANSFER FUNDS FOR PAYROLL	\$ 70,000.00	PAYROLL DATED 5/19/2023
5/19/2023	W000000855	SAGE SOFTWARE INC.	\$ 1,260.00	ANNUAL PAYROLL UPDATE
6/1/2023	JE-71	TRANSFER FUNDS FOR PAYROLL	\$ 60,000.00	PAYROLL DATED 6/5/2023
6/2/2023	W000000857	WESTAMERICA VISA	\$ 8,000.20	AMAZON DISTRICT SUPPLIES, BUSINESS LUNCHEON, POST GENERAL MANAGER POSITION ONLINE, PARKING IN FRESNO FOR TRIP, FUEL, RIDING LAWN MOWER, WELDING HELMET, DISTRICT EMAILS, VINEGAR FOR WEED CONTROL, LODGING FOR ACWA CONFERENCE LESS: \$ 500.00 FOR REDEEMED VISA POINTS
6/13/2023	W000000859	PAI SERVICES LLC	\$ 110.60	SAGE TIME SUPPORT MAY 2023
6/15/2023	W000000860	US BUREAU OF RECLAMATION	\$ 206,958.98	MAY 2023 USBR WATER COSTS SLC \$ 125,513.91, DMC \$ 37,306.44, RESTORATION WATER COSTS SLC \$ 28,123.19 & DMC \$ 16,015.44
6/15/2023	W000000861	SLDM WATER AUTHORITY	\$ 167,857.89	MAY 2023 SLDMWA CONEYANCE COSTS \$ 105,260.24, DMC \$ 21,089.70 & WARREN ACT COSTS \$ 41,507.95

	TOTAL	\$ 1,325,580.75	
--	--------------	------------------------	--

		MECHANICS PAYROLL CHECKING # 7895	
--	--	--	--

DATE	CHECK NUMBER	NAME		MEMO
5/18/2023	PR-1476	NET PAYROLL	\$ 39,716.94	PAYROLL DATED 5/19/2023
5/19/2023	3246	PRINCIPAL LIFE INSURANCE COMPANY	\$ 339.70	EMPLOYEE PAID INSURANCE
5/19/2023	JE-65	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$ 2,285.05	STATE PAYROLL TAX DEPOSIT
5/19/2023	JE-66	INTERNAL REVENUE SERVICE	\$ 13,997.04	FEDERAL PAYROLL TAX DEPOSIT
5/19/2023	JE-67	JOHN HANCOCK	\$ 6,756.99	401K RETIREMENT
6/2/2023	JE-73	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$ 2,515.39	STATE PAYROLL TAX DEPOSIT
6/2/2023	JE-74	INTERNAL REVENUE SERVICE	\$ 15,047.55	FEDERAL PAYROLL TAX DEPOSIT
6/2/2023	JE-75	JOHN HANCOCK	\$ 7,288.01	401K RETIREMENT
6/2/2023	JE-76	NET PAYROLL	\$ 43,492.09	PAYROLL DATED 6/5/223
		TOTAL	\$ 131,438.76	

**PANOCHÉ WATER DISTRICT
TREASURER'S MONTHLY FINANCIAL REPORT
BALANCE SHEET-CURRENT ASSETS & LIABILITIES**

	<u>May 31, 2023</u>	<u>April 30, 2023</u>
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	\$395,918	\$157,407
PREPAYMENTS/CREDIT ACCOUNTS	-	-
TOTAL CURRENT LIABILITIES	\$395,918	\$157,407
CASH AND INVESTMENT ACCOUNTS		
O&M CHECKING	\$3,997,285	\$2,348,930
PAYROLL CHECKING	\$32,771	\$14,113
CONTRACTUAL OBLIGATION FUND MONEY MARKET	\$1,411,682	\$760,462
LAIF	\$2,123,241	\$2,123,241
2021 REVENUE BONDS - LAIF RESTRICTED	\$1,189,080	\$1,189,080
TOTAL CASH AND INVESTMENTS	\$8,754,058	\$6,435,826
ACCOUNTS RECEIVABLES		
WATER	\$429,629	\$2,530,424
GROUNDWATER MANAGEMENT FEE	-	-
DELINQUENT ACCOUNT CHARGES	\$138,492	\$139,913
OTHER	-	\$1,622
GBA NOTE RECEIVABLE	\$155,634	\$172,801
PDD NOTE RECEIVABLE	\$110,779	\$122,935
CASH ADVANCE - PROP 84	\$2,850,000	\$2,640,000
CASH ADVANCE - PDD	\$135,000	\$135,000
TOTAL ACCOUNTS RECEIVABLES	\$3,684,534	\$5,742,695
TOTAL CURRENT UNAUDITED ASSETS	\$12,438,592	\$12,178,521
NET CURRENT UNAUDITED ASSETS (NET CASH POSITION)	\$12,042,675	\$12,021,113

General Ledger Detail Report
Summary Report for Period 01 Thru 03 Ending 5/31/2023




PANOCHÉ WATER DISTRICT (PWD)

Account Number/Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
13112-000					
MECHANIC CKNG #*****8566	191,704.46	8,191,460.22	4,385,880.08	3,805,580.14	3,997,284.60
13412-000					
MECHANIC PR#*****7895	23,847.54	450,000.00	441,076.95	8,923.05	32,770.59
13465-000					
2021 REVENUE BONDS - LAIF	1,181,119.41	7,960.55	0.00	7,960.55	1,189,079.96
13470-000					
CONTRACTUAL OBLIGATION FUND #9745	760,413.07	651,269.24	0.00	651,269.24	1,411,682.31
13520-000					
LOCAL AGENCY INVESTMENT FD	4,194,980.79	28,259.82	2,100,000.00	2,071,740.18-	2,123,240.61
Report Total:	6,352,065.27	9,328,949.83	6,926,957.03	2,401,992.80	8,754,058.07

RETURN SERVICE REQUESTED

PANOCHÉ WATER DISTRICT
 O & M ACCOUNT
 52027 W ALTHEA AVE
 FIREBAUGH CA 93622-9401

Managing Your Accounts

-  Client Services 800.797.6324
-  Online www.mechanicsbank.com
-  Mobile Download Our Mobile Apps



**BUSINESS LINE OF CREDIT
 UP TO \$100,000**

Prime +0%
APR

LIMITED TIME OFFER
www.MechanicsBank.com/GrowIt

All loans and credit products subject to program eligibility, collateral, underwriting approval and credit approval. Offer is for new lines of credit and does not apply to renewing lines of credit. Subject to change or cancellation without notice. Offer is effective as of 3/17/2022 and subject to change or cancellation without notice. Prime Rate is defined as "the Prime Rate as published daily in the Money Rates section of the Wall Street Journal." For the current Prime Rate, talk to a banker or visit <https://www.wsj.com/market-data/bonds/moneyrates>.

WATCH OUT FOR GRANDPARENT SCAMS




Criminals pose as a relative (usually a child or a grandchild) claiming to be in some kind of trouble that requires immediate financial support. **Learn how to spot this scam at www.MechanicsBank.com/Security.**

<i>Summary of Accounts</i>		
Account Type	Account Number	Ending Balance
PUBLIC CHECKING	XXXXXXXX8566	\$4,027,961.93

RETURN SERVICE REQUESTED

PANOCHÉ WATER DISTRICT
 PAYROLL ACCOUNT
 52027 W ALTHEA AVE
 FIREBAUGH CA 93622-9401

Managing Your Accounts

-  Client Services 800.797.6324
-  Online www.mechanicsbank.com
-  Mobile Download Our Mobile Apps



**BUSINESS LINE OF CREDIT
 UP TO \$100,000**

Prime +0%
APR

LIMITED TIME OFFER
www.MechanicsBank.com/GrowIt

All loans and credit products subject to program eligibility, collateral, underwriting approval and credit approval. Offer is for new lines of credit and does not apply to renewing lines of credit. Subject to change or cancellation without notice. Offer is effective as of 3/17/2022 and subject to change or cancellation without notice. Prime Rate is defined as "the Prime Rate as published daily in the Money Rates section of the Wall Street Journal." For the current Prime Rate, talk to a banker or visit <https://www.wsj.com/market-data/bonds/moneyrates>.

WATCH OUT FOR GRANDPARENT SCAMS

Criminals pose as a relative (usually a child or a grandchild) claiming to be in some kind of trouble that requires immediate financial support. **Learn how to spot this scam at www.MechanicsBank.com/Security.**




Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC CHECKING	XXXXXXXX7895	\$33,116.37

RETURN SERVICE REQUESTED

PANOCHÉ WATER DISTRICT
 CONTRACTUAL OBLIGATION FUND
 52027 W ALTHEA AVE
 FIREBAUGH CA 93622-9401

Managing Your Accounts

-  Client Services 800.797.6324
-  Online www.mechanicsbank.com
-  Mobile Download Our Mobile Apps



**BUSINESS LINE OF CREDIT
 UP TO \$100,000**

Prime +0%
APR

LIMITED TIME OFFER
www.MechanicsBank.com/GrowIt

All loans and credit products subject to program eligibility, collateral, underwriting approval and credit approval. Offer is for new lines of credit and does not apply to renewing lines of credit. Subject to change or cancellation without notice. Offer is effective as of 3/17/2022 and subject to change or cancellation without notice. Prime Rate is defined as "the Prime Rate as published daily in the Money Rates section of the Wall Street Journal." For the current Prime Rate, talk to a banker or visit <https://www.wsj.com/market-data/bonds/moneyrates>.

The "Per Check Charge" defined on your statement represents a \$15 charge for each check that exceeds the six check limitation on your account. Refer to Mechanics Bank's Account Agreement for additional information.

Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC MONEY MARKET	XXXXXXXX9745	\$1,411,682.31

California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

June 12, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

PANOCHÉ WATER DISTRICT

GENERAL MANAGER/ACCT SUPERVISOR
52027 WEST ALTHEA
FIREBAUGH, CA 93622

[Tran Type Definitions](#)

Account Number: 90-10-005

May 2023 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,123,240.61
Total Withdrawal:	0.00	Ending Balance:	2,123,240.61

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

June 12, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

PANOCHE WATER DISTRICT

2021A REVENUE BONDS
 GENERAL MANAGER
 52027 W. ALTHEA AVENUE
 FIREBAUGH, CA 93622

Account Number: 11-10-004

May 2023 Statement

[Tran Type](#)
[Definitions](#)

Account Summary

Total Deposit: 0.00
 Total Withdrawal: 0.00

Beginning Balances

Principal: 1,167,000.00
 Interest: 22,079.96

Ending Balances

Principal: 1,167,000.00
 Interest: 22,079.96
Grand Total: 1,189,079.96

Bond ID	Bond Name	Principal Balance	Next Maturity Date
2108261	REVENUE BONDS, SERIES 2021	1,167,000.00	6/7/2023

PANOCHÉ WATER DISTRICT

Budget to Actual March 1, 2023 thru May 30, 2023 - 25%

BOD Approved Mar. 1, 2023 BOD Adopted Apr. 18, 2023, after Prop 218 Process		Approved Budget 2023-2024	Actual thru May 2023	Remaining	
Operating Revenues					
1	Supplemental Water	\$ 8,937,467	\$ 1,567,710	\$ 7,369,757	82%
2	Operation & Maintenance	\$ 5,784,364	\$ 433,481	\$ 5,350,883	93%
3	Fresno/Merced Counties - 2021 CVP Bond	\$ 1,303,892	\$ 651,174	\$ 652,718	50%
4	Labor Reimbursements	\$ 350,079	\$ 39,565	\$ 310,514	89%
5	Other Revenue	\$ 125,416	\$ 91,757	\$ 33,659	27%
6	Reimbursed Expenses	\$ 340,000	\$ 33,880	\$ 306,120	90%
7	Domestic Water Treatment Plant	\$ 174,000	\$ 13,542	\$ 160,458	92%
8	Sustainable Groundwater Management ¹	\$ 4,852	\$ -	\$ 4,852	100%
9	CVP AG Water Contract (80%)	\$ 6,075,000	\$ 4,371,635	\$ 1,703,365	28%
Total Revenue		\$ 23,095,070	\$ 7,202,744	\$ 15,892,326	

Operating Expenses					
Water Costs					
10	Supplemental Water	\$ 8,937,467	\$ 2,508,102	\$ 6,429,365	72%
11	Planning & Engineering	\$ 57,000	\$ 1,189	\$ 55,811	98%
12	Los Vaqueros Expansion	\$ 224,500	\$ 215,733	\$ 8,767	4%
13	BF Sisk Expansion	\$ 366,500	\$ 1,151	\$ 365,349	100%
14	Central Delta-Mendota Region SGMA ¹	\$ 4,852	\$ (1,568)	\$ 6,420	132%
15	CVP AG Water Contract (80%)	\$ 6,075,000	\$ 133,898	\$ 5,941,102	98%
		\$ 15,665,319	\$ 2,858,505	\$ 12,806,814	
Administration					
16	2021 CVP Bond Payment	\$ 929,978	\$ -	\$ 929,978	100%
17	Legal Costs	\$ 250,000	\$ 47,613	\$ 202,387	81%
18	2021 CVP Bond Assessment Refund	\$ -	\$ -	\$ -	0%
19	Salaries and Wages	\$ 686,975	\$ 170,011	\$ 516,965	75%
20	Employees' Benefits	\$ 198,151	\$ 49,413	\$ 148,738	75%
21	SLDMWA Activity Agreements	\$ 106,863	\$ 53,310	\$ 53,553	50%
22	SLDMWA DHCCP Bond Payment	\$ 148,592	\$ -	\$ 148,592	100%
23	Directors' Benefits	\$ 36,000	\$ 5,000	\$ 31,000	86%
24	Insurance Costs	\$ 95,000	\$ 49,352	\$ 45,648	48%
25	SWRCB Water Rights Fee	\$ 125,000	\$ -	\$ 125,000	100%
26	Other Supplies & Services	\$ 106,500	\$ 41,889	\$ 64,611	61%
27	Payroll Burden	\$ 85,268	\$ 25,339	\$ 59,929	70%
28	Professional Services	\$ 78,000	\$ 22,784	\$ 55,216	71%
29	Annual Audits	\$ 40,000	\$ -	\$ 40,000	100%
30	Communication Costs	\$ 45,000	\$ 15,427	\$ 29,573	66%
31	Conferences and Training Costs	\$ 45,000	\$ 3,852	\$ 41,148	91%
32	Utilities	\$ 45,000	\$ 8,099	\$ 36,901	82%
		\$ 3,021,328	\$ 492,088	\$ 2,529,240	

BOD Approved Mar. 1, 2023 BOD Adopted Apr. 18, 2023, after Prop 218 Process		Proposed Budget 2023-2024	Actual thru May 2023	Remaining	
Operations & Maintenance					
33	Energy Costs	\$ 1,795,500	\$ 69,802	\$ 1,725,698	96%
34	Salaries and Wages	\$ 915,001	\$ 209,597	\$ 705,404	77%
35	Employees' Benefits	\$ 325,888	\$ 60,918	\$ 264,970	81%
36	Pumps & Structures Repairs	\$ 241,000	\$ 34,016	\$ 206,984	86%
37	Payroll Burden	\$ 153,734	\$ 31,239	\$ 122,495	80%
38	Reimbursable Expenses	\$ 340,000	\$ 20,685	\$ 319,315	94%
39	Chemical Application	\$ 111,000	\$ 10,679	\$ 100,321	90%
40	Domestic Water Treatment Plant	\$ 174,000	\$ 28,046	\$ 145,954	84%
41	Fuel & Oil costs	\$ 145,000	\$ 19,972	\$ 125,028	86%
42	Capital Cost - Depreciation	\$ -	\$ -	\$ -	0%
43	Equipment repairs	\$ 100,000	\$ 21,812	\$ 78,188	78%
44	Vehicle repairs & Maintenance	\$ 40,000	\$ 7,944	\$ 32,056	80%
45	Buildings Repairs & Maintenance	\$ 50,000	\$ 3,012	\$ 46,988	94%
46	Laboratory - Water Testing	\$ 17,300	\$ -	\$ 17,300	100%
		\$ 4,408,423	\$ 517,722	\$ 3,890,700	
Total Expenses		\$ 23,095,070	\$ 3,868,315	\$ 19,226,754	
Net Revenue/(Deficit)		\$ -	\$ 3,334,429	\$ (3,334,429)	
		Current O&M²	Water Rate³	Acresage Rate⁴	
		\$ 128.54	\$ 110.47	\$ 21.22	
			\$ (18.07)		

¹ SGMA costs historically billed on an acresage basis
² FYE 2023-24 proposed O&M Rate assumes 45,000 acre-feet of deliveries
³ Potential Water Rate assumes 45,000 acre-feet of deliveries
⁴ Potential Acresage Rate assumes 38,317 acres

Steve Fausone

June 12, 2023

Review Period: 4/7/2023 – 5/5/2023

Statement and documentation made available: 6/6/2023

I have reviewed the credit card documentation for the Westamerica Bank VISA account ending in 8512.

Included in the packet were credit card statement detail and supporting documentation. Activity for this time period include charges from the following cardholders:

Mr. Ara Azhderian – General Manager

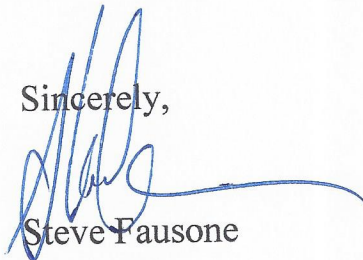
Mr. Juan Cadena – Director of Operations

Mr. Chis Carlucci

Ms. Lorena Chagoya

All charges reviewed appear to be valid district related expenses complete with supporting documents.

Sincerely,



Steve Fausone

PANOCHÉ WATER DISTRICT
AGED ACCOUNTS RECEIVABLE - Delinquent
As Of 5/31/2023

Name	31-60 Days	61-90 Days	Over 90 Days	Total A/R
Brown, Lupe	-	-	2.53	2.53
Cecilia Echeveste Survivor's Trust	715.33	558.73	44,377.64	45,651.70
Correia, Beau and Katherine	78.30	-	-	78.30
Correia 2015 Living Trust	643.80	-	-	643.80
Imperial Merchants USA, LLC	3.53	3.53	273.98	281.04
John S. Diedrich Farms	298.85	-	0.00	298.85
KB Family Farm	684.17	-	0.00	684.17
Nyman Family	3,040.00	-	0.00	3,040.00
Nyman, Brad and Kristi	1,332.61	-	0.00	1,332.61
Nyman, Rebecca	84.30	-	0.00	84.30
	6,880.89	562.26	44,654.15	52,097.30
<u>Other</u>				
Camp 13 Drainage District	-	-	57,050.97	57,050.97
Grassland Basin Authority	-	-	29,343.32	29,343.32
	-	-	86,394.29	86,394.29
Total Accounts - Delinquent	6,880.89	562.26	131,048.44	138,491.59

PANOACHE WATER DISTRICT

52027 WEST ALTHEA AVE, FIREBAUGH, CA 93622
TELEPHONE (209) 364-6136 • FAX (209) 364-6122



BOARD MEETING MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: LORENA CHAGOYA, ETHICS & COMPLIANCE OFFICER

SUBJECT: AGENDA ITEM 15
SAFETY PROGRAM REVISED POLICIES

DATE: JUNE 19, 2023

CC: CHASE HURLEY, INTERIM GENERAL MANAGER

BACKGROUND: Since June of 2017, the District has been contracting the California Safety Training Corporation (CSTC) to write and maintain our Safety Program. The District paid more than \$15,000.00 annually for a fixed 3-year contract agreement, including additional charges in events that CSTC provided onsite safety trainings. The contract agreement expired on May 31, 2023.

The District has continued to maintain our Safety Program to improve compliance with laws and regulations internally with the support of our ACWA JPIA Risk Control Advisor. Due to CSTC's copy rights of the current written policies, I have revised the policies within our program.

Please consider the following revised draft policies:

- A. Alcohol and Drug-Free Workplace
- B. Spill Prevention Control and Countermeasures Plan (SPCC)
- C. Ergonomics Program

<u>Panoche Water District</u>	Panoche Water District Alcohol and Drug Free Workplace Policy	Date: <u>Adopted</u> <u>5/17/2018</u> <u>Revised</u> <u>5/17/13/2023</u>
--------------------------------------	--	---

Panoche Water District is committed to providing ensuring safe, healthful and efficient working conditions for District employees. The District also has a vital interest in taking steps to reasonably ensure safety in its workplace and safety and quality in its service. The unlawful or improper presence or use of drugs or alcohol in the workplace conflicts with these important interests. For these reasons ~~the~~ District has established a drug and alcohol-free workplace policy, [which applies to all District employees.](#)

The District has established the following policy strictly prohibiting the unlawful or improper manufacture, distribution, dispensing, use, possession, sale or attempted sale or purchase of alcohol and/or drugs or controlled substances while on duty, while on District premises, while operating vehicles on District business, and while on controlled or uncontrolled standby status for the District. The objective of this policy is to keep the work environment drug and alcohol-free. Violation of any provision of this policy may result in disciplinary action, up to and including termination of employment. [This policy is also intended to comply with applicable California and federal law, including California's Drug-Free Workplace Act and the federal Drug-Free Workplace Act of 1988, as amended.](#) There are two components to this policy. The first explains prohibited conduct. The second explains methods of detecting inappropriate drug or alcohol use.

[This policy supersedes all prior District policies and procedures regarding the prohibition of drugs and alcohol in the workplace. Any questions about this policy should be directed to the Ethics & Compliance Officer \(ECO\) or the General Manager, ~~who may be contacted at \[PHONE and EMAIL\].~~](#)

PROHIBITED CONDUCT

The District absolutely prohibits any use, sale, manufacture, distribution, dispensing, purchase, transfer or possession of any illegal or non-prescribed drug by its employees while on duty, while on District premises, while operating vehicles on District business, and while on controlled or uncontrolled standby status for the District. ~~Legally prescribed medications, other than marijuana, are excluded from this rule and permitted only to the extent that the use of such medications does not adversely affect the employee's work ability, job performance, ability to drive safely, or the safety of the employee, co-workers, or members of the public. The term "illegal drug" includes marijuana, even if medically prescribed.~~ In addition, the District strictly prohibits employees from ~~reporting to work, performing District business, or going or remaining on duty or on on-call status, while being~~ under the influence of alcohol and/or any drug ~~while on duty or performing District business. The term "illegal drug" includes marijuana, even if medically prescribed.~~ ~~Legally prescribed medications, other than marijuana, are excluded from this rule and permitted only to the extent that the use of such medications does not adversely affect the employee's work ability, job performance, ability to drive safely, or the safety of the employee.~~

Formatted: Indent: First line: 0.5", Space After: 0 pt

Formatted: Body Text, Indent: First line: 0", Space After: 0 pt, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Highlight

Formatted: Right

~~co-workers, or members of the public. The use of marijuana while on duty or on District premises is prohibited, even if prescribed.~~

Formatted: Font: (Default) Times New Roman

Employees who perform safety-sensitive functions on the job are prohibited from working within four hours after using alcohol, drugs, illegal drugs, and/or controlled substances, even if such use did not occur while on duty or stand by status. [Refer to the District's Substance Abuse Policy Statement.](#)

Formatted: Font: (Default) +Body (Times New Roman)

Employees are prohibited from reporting to work when they are unable to safely perform their job due to the use of any drug(s), including legally prescribed medications. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or wellbeing of others, must notify a supervisor, the ~~Office Manager~~ **Ethics and Compliance Officer** or the General Manager of such use immediately before starting or resuming work. In reporting such medication use, the employee is not required to identify the medication or specify the reasons why the employee is taking the medication.

Formatted: Font: (Default) +Body (Times New Roman)

The District may, in its sole discretion, determine that an employee's use of a legally prescribed drug poses a threat to the employee's own safety, the safety of the public or the safety of co-workers, or impairs the employee's job performance. In that event, the employee may be required to take a leave of absence or comply with other appropriate action determined by the District. The employee may be required to provide information from the employee's prescribing physician concerning the effect of the prescribed drug, and any limitations the drug causes relative to the employee's job performance.

Every employee's employment or continued employment with the District is conditioned upon the employee's full compliance with this drug and alcohol-free workplace policy. Any violation may result in disciplinary action up to and including discharge.

DEFINITIONS

"Alcohol" means an intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.

"Illegal Drug" means a drug that's use is prohibited or restricted by federal or California law. The term "illegal drug" includes marijuana, even if medically prescribed. The use of marijuana while on duty or on District premises is prohibited, even if prescribed.

"Oral fluid sample" means a specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands.

"Refusal to take a test" generally means the inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation; tampering with or attempting to adulterate the specimen; interfering with the collection procedure; not immediately reporting to the collection site; failing to remain at the collection site until the collection process

Formatted: Right

is complete; having a test result reported by an medical review officer as adulterated or substituted; or leaving the scene of an accident without a valid reason before the tests have been conducted.

“Safety-sensitive job duties or functions” are those in which an employee’s performance of those duties or functions can affect the safety of the employee or others. Such duties and functions include, but are not limited to driving and operating on commercial vehicles and functions identified as safety-sensitive functions in 49 CFR 382.107. This includes the following functions:

- All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer.
- All time inspecting equipment or otherwise inspecting, servicing, or conditioning any commercial motor vehicle.
- All driving time, which is any time spent at the driving controls of a commercial motor vehicle in operation.
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth.
- All time loading or unloading a vehicle, supervising or assisting in loading or unloading, attending a vehicle being loaded or unloaded, remaining ready to operate the vehicle, or giving or receiving receipts for shipments loaded or unloaded.
- All time repairing, obtaining assistance for, or remaining with a disabled vehicle.

“Substance Abuse Professional” means a person who evaluates employees who have violated a Department of Transportation’s drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

“Urine sample” means urine collected from an employee at the collection site for the purpose of a drug test.

ENFORCEMENT OF POLICY

The District reserves the right to take all appropriate and lawful actions where there is reasonable cause to believe an employee has violated this policy. When an employee’s behavior raises any question about the employee’s physical condition or ability to perform the employee’s job, or poses a risk or potential risk to the public and/or other employees, the employee in question shall be suspended pending an investigation.

The District may require drug/alcohol testing (oral fluid, urine, or breath collection) analysis or other drug/alcohol screening in the following situations. Oral fluid testing will not be implemented until the Department of Health and Human Services certifies at least two laboratories for oral fluid testing purposes. Until that occurs, tests to be conducted with oral fluid samples will be conducted with urine samples, in accordance with applicable law. If testing is conducted off-site, a designated representative of the District will be available at all times to answer questions from collectors. †

Formatted: Font: (Default) Times New Roman

Formatted: Indent: First line: 0.5", Widow/Orphan control

Formatted: Font: (Default) +Body (Times New Roman), Not Bold, No underline

Formatted: Right

1. ~~Post offer pre-employment drug and alcohol testing.~~ All applicants for employment at the District including safety-sensitive classifications to whom an offer of employment has been made will be subject to pre-employment testing for drugs, including marijuana. The offer of employment is conditioned on a negative drug test result. Pre-employment drug and alcohol testing will be conducted with collection of a urine sample and in compliance with applicable law. In some cases of invalid tests or diluted samples, a new urine sample may immediately be collected under direct observation. Also, if observed materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with the specimen, or if the specimen temperature is out of range or appears tampered with, a new urine sample may immediately be collected under direct observation. A refusal to test, invalid test, or diluted sample will be treated as a positive test result and may disqualify the applicant from further consideration for employment. Pre Employment testing requirements will be conducted in compliance with current law.For purposes of direct observation testing, if a same gender collector is unavailable, or in circumstances of nonbinary or transgender ~~employees~~employees, the test will be conducted with collection of an oral fluid sample. -

Formatted: No underline

Formatted: Justified

-A refusal to test, refusal to allow a directly observed test when appropriate, invalid test, or diluted sample may be treated as a positive test result and may disqualify the applicant from further consideration for employment. -

2. Return-to-duty and follow-up testing. If an employee who performs safety-sensitive job functions violates the District's drug and alcohol policy, the employee will be referred to a Substance Abuse Professional ("SAP") and employee may be subject to discipline, up to and including termination of employment. When recommended by the SAP, participation and completion of the rehabilitation program is mandatory. Failure to attend and complete a prescribed program will result in termination from employment. If the employee is permitted to return to work, the employee will be required to undergo a return-to-duty test and follow-up testing. A return to duty may be conditioned on a negative drug test result. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one year or longer than five years.

Formatted: Space After: 0 pt, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Underline

Return-to-duty tests and related follow-up tests will be conducted with a collection of a urine sample under direct observation, in compliance with applicable law. For purposes of direct observation testing, if a same gender collector is unavailable, or in circumstances of nonbinary or transgender employees, the test will be conducted with collection of an oral fluid sample. A refusal to test, refusal to allow a directly observed test when appropriate, invalid test, or diluted sample may be treated as a positive test result and may result in discipline, up to and including termination of employment.

Formatted: Space After: 0 pt, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

3. Random testing. Employees who perform safety-sensitive job functions will be subject to random drug and alcohol testing. All such tests will be unannounced and performed at reasonable intervals throughout the year. As explained further in the Employee Handbook, the District uses a random selection system for random testing. Random testing will be conducted with a collection of an oral fluid sample under direct observation, in compliance with applicable law. A refusal to test, refusal to allow a directly observed test, invalid test, or diluted sample may

Formatted: Right

be treated as a positive test result and may result in discipline, up to and including termination of employment.

4. Reasonable suspicion testing. Employees who perform safety-sensitive job functions in safety sensitive jobs, including but not limited to employees with driving responsibilities and those who operate machinery, may be subject to reasonable suspicion testing procedures designed to detect the presence of drugs, including marijuana and other controlled substances, and alcohol. Reasonable suspicion testing may be required when the District determines, at its sole discretion, that the employee is acting in a manner that suggests the employee possesses, controls, or is under the influence of a drug and/or alcohol; or is suspected as being involved in the use, possession, dispensing, transfer, distribution, manufacture, and/or sale of drugs or alcohol in District-controlled areas, on District property, while on duty or on standby status, or while performing District business.

The District's determination that reasonable suspicion exists to require the employee to undergo a drug and alcohol detection test will be based on objective factors. An employee may be directed by the District to undergo reasonable suspicion testing while the employee is performing job functions, just before the employee is to perform job functions, or just after the employee has ceased performing such functions.

Reasonable suspicion testing will be conducted with a collection of an oral fluid sample under direct observation, in compliance with applicable law. Testing for reasonable suspicion of alcohol use may also be conducted with collection of a breath sample. A refusal to test, refusal to allow a directly observed test, invalid test, or diluted sample may be treated as a positive test result and may result in discipline, up to and including termination of employment.

5. Post-accident testing. An employee directly or indirectly involved in a work-related accident or any violation of safety precautions or standards, whether or not an injury resulted from such accident or violation, may be required to undergo drug and alcohol testing procedures if the employee is reasonably suspected to have been impaired by drugs and/or alcohol when the accident or violation occurred, and that such impairment likely contributed to the incident.

Post-accident testing will be conducted with a collection of an oral fluid sample under direct observation, in compliance with applicable law. Testing for alcohol use may also be conducted with collection of a breath sample. A refusal to test, refusal to allow a directly observed test, invalid test, or diluted sample may be treated as a positive test result and may result in discipline, up to and including termination of employment.

If an applicant or employee refuses to cooperate with the administration of any drug, alcohol, or controlled substance test, the refusal will be handled in the same manner as a positive test result. An invalid test or a diluted sample will be treated as a positive test result. The applicant or employee will be subject to withdrawal of offer of employment and/or immediate termination of employment as set forth in this policy.

Formatted: Right

Consequences for drivers with alcohol concentrations of less than 0.04, but more than 0.02. If the initial test indicated an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. An employee who has a confirmed alcohol concentration of 0.02 but less than 0.04 will be removed from his/her position for at least twenty-four hours unless a retest results in an alcohol concentration less than 0.02. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of Department of Transportation guidelines and this policy. The District reserves the right to discipline employees, up to and including termination of employment for any tests showing alcohol concentrations of 0.01 or greater.

Formatted: Underline

Consequences for violations of this policy. If any driver performing safety-sensitive functions violates this policy (e.g. has a verified positive controlled substances test result, has an alcohol concentration of 0.04 or greater, or refuses to submit to a test, that employee will be subject to discipline, up to and including termination of employment, and must also be evaluated by a substance abuse professional.

Inspection and sSearches. Panoche WaterThe District reserves the right (without employee consent) to inspect and/or search all property on Panoche Water District premises for alcohol, and controlled or illegal drugs and substances, including marijuana. Refusal to submit to any such inspection or refusal to cooperate in any investigation will subject the employee to disciplinary action up to and including immediate suspension or termination of employment.

Formatted: Indent: First line: 0.5"

Report of dDrug cConvictions. In accordanceConsistent with Department of Interior regulations, as a condition of employment on any project the District is engaged in with the Bureau of Reclamation, employees ~~are required to~~ must report to the General Manager any conviction of a criminal drug statue occurring in the workplace. ~~Such~~The report must be made within five calendar days after the ~~conviction~~conviction.

Information regarding effects of alcohol and controlled substances. Information on the effects of alcohol misuse and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol problem; and available methods of intervening when an alcohol and/or controlled substance problem is suspected may be obtained upon a request to the ECO or the General Manager.

Formatted: Indent: First line: 0.5"

CONFIDENTIALITY

Formatted: Underline

Every effort will be made to ensure that all information and records regarding drug and alcohol testing will be kept confidential and only be distributed to District officials on a need-to-know basis. The information and records will be placed in a medical folder, ~~and~~ not in the employee's personnel file. The records shall be maintained in a secure location with controlled access.

Disclosures made by employees to the District concerning their use of legal drugs will be

Formatted: Right

treated confidentially and will not be revealed to managers or supervisors unless there is an important work-related reason to do so in order to determine whether it is advisable for the employee to continue working. Disclosures made by employees to the District concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.

Treatment and/or counseling for substance abuse may be provided in accordance with the District's medical benefits plans. Additionally, the District may grant a leave of absence for an employee to seek treatment to the extent these measures do not impose an undue burden upon the District or co-workers. Before returning to work, the employee must present a doctor's certificate certifying that the employee can meet the safety and performance standards of the District.

Any questions about this policy should be directed to ~~Human Resources~~ the ECO or the General Manager.

DRAFT

Formatted: Right

Employee Acknowledgement and Agreement

Formatted: Centered

This will acknowledge that I have received a copy of the Panoche Water District Alcohol and Drug Free Workplace Policy dated June 19, 2023 ~~dated May 2018~~, and that I understand and agree to comply with the requirements of that policy at all times. I also understand that I am required to notify the ~~District's Ethics & Compliance Officer~~ General Manager if I am convicted for a violation of a criminal drug statute occurring in the workplace and I agree to do so no more than five calendar days after the conviction.

Employee's Printed Name

Position

Employee's Signature

Date

DRAFT

Formatted: Right

PWD ~~Drug and Alcohol~~ Alcohol and Drug Free Workplace Policy
Adopted 5/17/2018
Revised 6/13/2023



U.S. ENVIRONMENTAL PROTECTION AGENCY TIER I QUALIFIED FACILITY SPCC PLAN TEMPLATE

Instructions to Complete this Template

This template is intended to help the owner or operator of a Tier I qualified facility develop a self-certified Spill Prevention, Control, and Countermeasure (SPCC) Plan. To use this template, your facility must meet all of the applicability criteria of a Tier I qualified facility listed under §112.3(g)(1) of the SPCC rule. This template provides every SPCC rule requirement necessary for a Tier I qualified facility, which you must address and implement.

You may use this template to comply with the SPCC regulation or use it as a model and modify it as necessary to meet your facility-specific needs. If you modify the template, your Plan must include a section cross-referencing the location of each applicable requirement of the SPCC rule and you must ensure that your Plan is an equivalent Plan that meets all applicable rule requirements of 40 CFR 112.6(a)(3).

You may complete this template either electronically or by hand on a printed copy. This document is a reformatted version of the template found in Appendix G of 40 CFR part 112.^a No substantive changes have been made. Please note that a "Not Applicable" ("N/A") column has been added to both Table G-10 (General Rule Requirements for Onshore Facilities) and Table G-11 (General Rule Requirements for Onshore Oil Production Facilities). The "N/A" column should help you complete your self-certification when a required rule element does not apply to your facility. Use of the "N/A" column is optional and is not required by rule.

All Tier I qualified facility self-certifiers must complete Sections I, II, and III. Additionally, the owner or operator of an:

- Onshore facility (excluding production) must complete Section A.
- Onshore oil production facility (excluding drilling and workover facilities) must complete Section B.
- Onshore oil drilling and workover facility must complete Section C.

Complete and include with your Plan the appropriate attachments. You should consider printing copies of the attachments for use in implementing the SPCC Plan (e.g. Attachment 3.1 - Inspection Log & Schedule; Attachment 4 - Discharge Notification Form).

To complete the template, check the box next to the requirement to indicate that it has been adequately addressed. Either write "N/A" in the column or check the box under the "N/A" column to indicate those requirements that are not applicable to the facility. Where a section requires a description or listing, write in the spaces provided (or attach additional descriptions if more space is needed).

Below is a key for the colors used in the section headers:

Sections I, II, and III: Required for all Tier I qualified facilities
Section A: Onshore facilities (excluding production)
Section B: Onshore oil production facilities (excluding drilling and workover facilities)
Section C: Onshore oil drilling and workover facilities
Attachments: 1 - Five Year Review and Technical Amendment Logs 2 - Oil Spill Contingency Plan and Checklist 3 - Inspections, Dike Drainage and Personnel Training Logs 4 - Discharge Notification Form

After you have completed all appropriate sections, certify and date your Plan, and then implement it by the compliance date. If your facility was in operation before August 16, 2002, and you do not already have a Plan, then implement this template immediately. Conduct inspections and tests in accordance with the written procedures that you have developed for your facility. You must keep with the SPCC Plan a record of these inspections and tests, signed by the appropriate supervisor or inspector, for a period of three years.

Do not forget to periodically review your Plan (at least once every five years) or to update it when you make changes to your facility. You must prepare amendments within six months of the facility change, and implement them as soon as possible, but not later than six months following preparation of any amendment.

In the event that your facility releases oil to navigable waters or adjoining shorelines, immediately call the National Response Center (NRC) at 1-800-424-8802. The NRC is the federal government's centralized reporting center, which is staffed 24 hours

^a Please note that the use of this template is not mandatory for a Tier I qualified facility. You may also meet the SPCC Plan requirement by preparing a satisfactory Tier II qualified facility Plan, preparing a satisfactory Plan that is certified by a Professional Engineer, or by developing an equivalent Plan for a Tier I qualified facility. Further information on the requirements of these methods can be found in 40 CFR part 112.6(a)(1). If you use any of these alternative methods you must include a cross reference in your Plan that shows how the equivalent Plan meets all applicable 40 CFR part 112 requirements.

Tier I Qualified Facility SPCC Plan

per day by U.S. Coast Guard personnel.

This template constitutes the SPCC Plan for the facility, when completed and signed by the owner or operator of a facility that meets the applicability criteria in §112.3(g)(1). This template addresses the requirements of 40 CFR part 112. Maintain a complete copy of the Plan at the facility if the facility is normally attended at least four hours per day, or for a facility attended fewer than four hours per day, at the nearest field office. When making operational changes at a facility that are necessary to comply with the rule requirements, the owner/operator should follow state and local requirements (such as for permitting, design and construction) and obtain professional assistance, as appropriate.

Facility Description

Facility Name Panoche Water District
Facility Address 52027 West Althea Avenue
City Firebaugh State CA ZIP 93622
County Fresno Tel. Number (209) 364-6136
Owner or Operator Name Panoche Water District
Owner or Operator Address 52027 West Althea Avenue
City Firebaugh State CA ZIP 93622
County Fresno Tel. Number (209) 364-6136

I. Self-Certification Statement (§112.6(a)(1))

The owner or operator of a facility certifies that each of the following is true in order to utilize this template to comply with the SPCC requirements:

I Lorena Chagoya certify that the following is accurate:

1. I am familiar with the applicable requirements of 40 CFR part 112;
2. I have visited and examined the facility;
3. This Plan was prepared in accordance with accepted and sound industry practices and standards;
4. Procedures for required inspections and testing have been established in accordance with industry inspection and testing standards or recommended practices;
5. I will fully implement the Plan;
6. This facility meets the following qualification criteria (under §112.3(g)(1)):
 - a. The aggregate aboveground oil storage capacity of the facility is 10,000 U.S. gallons or less; and
 - b. The facility has had no single discharge as described in §112.1(b) exceeding 1,000 U.S. gallons and no two discharges as described in §112.1(b) each exceeding 42 U.S. gallons within any twelve month period in the three years prior to the SPCC Plan self-certification date, or since becoming subject to 40 CFR part 112 if the facility has been in operation for less than three years (not including oil discharges as described in §112.1(b) that are the result of natural disasters, acts of war, or terrorism); and
 - c. There is no individual oil storage container at the facility with an aboveground capacity greater than 5,000 U.S. gallons.
7. This Plan does not deviate from any requirement of 40 CFR part 112 as allowed by §112.7(a)(2) (environmental equivalence) and §112.7(d) (impracticability of secondary containment) or include any measures pursuant to §112.9(c)(6) for produced water containers and any associated piping;
8. This Plan and individual(s) responsible for implementing this Plan have the full approval of management and I have committed the necessary resources to fully implement this Plan.

I also understand my other obligations relating to the storage of oil at this facility, including, among others:

1. To report any oil discharge to navigable waters or adjoining shorelines to the appropriate authorities. Notification information is included in this Plan.
2. To review and amend this Plan whenever there is a material change at the facility that affects the potential for an oil discharge, and at least once every five years. Reviews and amendments are recorded in an attached log [See Five Year Review Log and Technical Amendment Log in Attachments 1.1 and 1.2.]
3. Optional use of a contingency plan. A contingency plan:
 - a. May be used in lieu of secondary containment for qualified oil-filled operational equipment, in accordance with the requirements under §112.7(k), and;
 - b. Must be prepared for flowlines and/or intra-facility gathering lines which do not have secondary containment at an oil production facility, and;
 - c. Must include an established and documented inspection or monitoring program; must follow the provisions of 40 CFR part 109; and must include a written commitment of manpower, equipment and materials to expeditiously remove any quantity of oil discharged that may be harmful. If applicable, a copy of the contingency plan and any additional documentation will be attached to this Plan as Attachment 2.

I certify that I have satisfied the requirement to prepare and implement a Plan under §112.3 and all of the requirements under §112.6(a). I certify that the information contained in this Plan is true.

Signature _____ Title: Ethics & Compliance Officer
 Name Lorena Chagoya Date: 06 / 19 / 20 23

II. Record of Plan Review and Amendments

Five Year Review (§112.5(b)):

Complete a review and evaluation of this SPCC Plan at least once every five years. As a result of the review, amend this Plan within six months to include more effective prevention and control measures for the facility, if applicable. Implement any SPCC Plan amendment as soon as possible, but no later than six months following Plan amendment. Document completion of the review and evaluation, and complete the Five Year Review Log in Attachment 1.1. If the facility no longer meets Tier I qualified facility eligibility, the owner or operator must revise the Plan to meet Tier II qualified facility requirements, or complete a full PE certified Plan.

Table G-1 Technical Amendments (§§112.5(a), (c) and 112.6(a)(2))	
This SPCC Plan will be amended when there is a change in the facility design, construction, operation, or maintenance that materially affects the potential for a discharge to navigable waters or adjoining shorelines. Examples include adding or removing containers, reconstruction, replacement, or installation of piping systems, changes to secondary containment systems, changes in product stored at this facility, or revisions to standard operating procedures.	<input checked="" type="checkbox"/>
Any technical amendments to this Plan will be re-certified in accordance with Section I of this Plan template. [§112.6(a)(2)] [See Technical Amendment Log in Attachment 1.2]	<input checked="" type="checkbox"/>

III. Plan Requirements

1. Oil Storage Containers (§112.7(a)(3)(i)):

Table G-2 Oil Storage Containers and Capacities		
This table includes a complete list of all oil storage containers (aboveground containers (A) and completely buried tanks (B)) with capacity of 55 U.S. gallons or more, unless otherwise exempt from the rule. For mobile/portable containers, an estimated number of containers, types of oil, and anticipated capacities are provided.		<input checked="" type="checkbox"/>
Oil Storage Container (indicate whether aboveground (A) or completely buried (B))	Type of Oil	Shell Capacity (gallons)
A – Aboveground storage tank	Gasoline	2,000
A – Aboveground storage tank	Diesel, on-road (clear)	1,000
A – Aboveground storage tank	Diesel, off-road (red dyed)	1,000
A – Aboveground storage tank	Pump Oil	500
A – Steel drum	For used Absorbent and paper filters containing oil	55
A – Steel drum	Deep well pump oil	55
A – Steel drum	For used oil and gasoline filters	55
A – Steel drum	Hydraulic oil	55
A – Steel drum	Waste oil	55
A – Steel drum	Used oil	55
A – Storage tank	Motor oil	120
A – Storage tank	Transmission oil	120
A – Storage tank	Hydraulic Oil	120

Total Aboveground Storage Capacity (C)	5190	gallons
Total Completely Buried Storage Capacity	0	gallons
Facility Total Oil Storage Capacity	5190	gallons

^a Aboveground storage containers that must be included when calculating total facility oil storage capacity include: tanks and mobile or portable containers; oil-filled operational equipment (e.g. transformers); other oil-filled equipment, such as flow-through process equipment. Exempt containers that are not included in the capacity calculation include: any container with a storage capacity of less than 55 gallons of oil; containers used exclusively for wastewater treatment; permanently closed containers; motive power containers; hot-mix asphalt containers; heating oil containers used solely at a single-family residence; and pesticide application equipment or related mix containers.

^b Although the criteria to determine eligibility for qualified facilities focuses on the aboveground oil storage containers at the facility, the completely buried tanks at a qualified facility are still subject to the rule requirements and must be addressed in the template; however, they are not counted toward the qualified facility applicability threshold.

^c Counts toward qualified facility applicability threshold.

2. Secondary Containment and Oil Spill Control (§§112.6(a)(3)(i) and (ii), 112.7(c) and 112.9(c)(2)):

Table G-3 Secondary Containment and Oil Spill Control	
Appropriate secondary containment and/or diversionary structures or equipment ^a is provided for all oil handling containers, equipment, and transfer areas to prevent a discharge to navigable waters or adjoining shorelines. The entire secondary containment system, including walls and floor, is capable of containing oil and is constructed so that any discharge from a primary containment system, such as a tank or pipe, will not escape the containment system before cleanup occurs.	<input checked="" type="checkbox"/>

^a Use one of the following methods of secondary containment or its equivalent: (1) Dikes, berms, or retaining walls sufficiently impervious to contain oil; (2) Curbing; (3) Culverting, gutters, or other drainage systems; (4) Weirs, booms, or other barriers; (5) Spill diversion ponds; (6) Retention ponds; or (7) Sorbent materials.

Table G-4 below identifies the tanks and containers at the facility with the potential for an oil discharge; the mode of failure; the flow direction and potential quantity of the discharge; and the secondary containment method and containment capacity that is provided.

Table G-4 Containers with Potential for an Oil Discharge					
Area	Type of failure (discharge scenario)	Potential discharge volume (gallons)	Direction of flow for uncontained discharge	Secondary containment method ^a	Secondary containment capacity (gallons)
<i>Bulk Storage Containers and Mobile/Portable Containers^b</i>					
2,000 gal gasoline tank	Tank overflow, fitting leak, seam failure	10-2,000	Radial	Concrete pad and earthen berm	Double walled tank
1,000 gal on-road (clear) diesel tank	Tank overflow, fitting leak, seam failure	10-1,000	Radial	Concrete pad and earthen berm	Double walled tank
1,000 gal off-road (red dyed) diesel tank	Tank overflow, fitting leak, seam failure	10-1,000	Radial	Concrete pad and earthen berm	Double walled tank
500 gal pump oil	Tank overflow, fitting leak, seam failure	10-500	Radial	Concrete containment box	>500 gal
55 gal steel drum for used absorbent and paper filter containing oil	Tank overflow	<1		Spill Kit	Absorbs up to ___
55 gal steel drum deep well pump oil	Fitting leak	1	Radial	Concrete containment box	
55 gal steel drum for used oil and gasoline filters	Tank overflow	<1	Radial	Concrete containment box	
55 gal steel drum hydraulic oil	Fitting leak	<1	Radial	Concrete containment box	
55 gal steel drum waste oil	Tank overflow	<1	Radial	Concrete containment box	
55 gal steel drum used oil	Fitting leak	<1	Radial	Concrete containment box	
120 gal motor oil tank	Fitting leak	<1		Spill Kit	Absorbs up to ___
120 gal transmission oil tank	Fitting leak	<1		Spill Kit	Absorbs up to ___
120 gal hydraulic oil	Fitting leak	<1		Spill Kit	Absorbs up to ___
<i>Oil-filled Operational Equipment (e.g., hydraulic equipment, transformers)^c</i>					
NONE					
<i>Piping, Valves, etc.</i>					
Aboveground piping between diesel and gasoline tanks and dispensers	Fitting leak or failure	1		Concrete pad and earthen berm	Double walled tank
<i>Product Transfer Areas (location where oil is loaded to or from a container, pipe or other piece of equipment.)</i>					

<i>Other Oil-Handling Areas or Oil-Filled Equipment (e.g. flow-through process vessels at an oil production facility)</i>					

^a Use one of the following methods of secondary containment or its equivalent: (1) Dikes, berms, or retaining walls sufficiently impervious to contain oil; (2) Curbing; (3) Culverting, gutters, or other drainage systems; (4) Weirs, booms, or other barriers; (5) Spill diversion ponds; (6) Retention ponds; or (7) Sorbent materials.

^b For storage tanks and bulk storage containers, the secondary containment capacity must be at least the capacity of the largest container plus additional capacity to contain rainfall or other precipitation.

^c For oil-filled operational equipment: Document in the table above if alternative measures to secondary containment (as described in §112.7(k)) are implemented at the facility.

DRAFT

3. Inspections, Testing, Recordkeeping and Personnel Training (§§112.7(e) and (f), 112.8(c)(6) and (d)(4), 112.9(c)(3), 112.12(c)(6) and (d)(4)):

Table G-5 Inspections, Testing, Recordkeeping and Personnel Training	
An inspection and/or testing program is implemented for all aboveground bulk storage containers and piping at this facility. [§§112.8(c)(6) and (d)(4), 112.9(c)(3), 112.12(c)(6) and (d)(4)]	<input checked="" type="checkbox"/>
<p>The following is a description of the inspection and/or testing program (e.g. reference to industry standard utilized, scope, frequency, method of inspection or test, and person conducting the inspection) for all aboveground bulk storage containers and piping at this facility:</p> <p>All tanks and associated equipment must be inspected for malfunctions, deterioration's, or operator errors which may cause or lead to spills of oil and hazardous substances. The inspection shall be conducted by someone familiar with the tank system, and often enough to identify problems in time to correct them before a spill occurs. A written record of inspections will be kept on file. These records shall be retained for a minimum of one year. Inspections for ASTs shall be conducted in accordance with a protocol established by the Fresno County Fire Department.</p>	
Inspections, tests, and records are conducted in accordance with written procedures developed for the facility. Records of inspections and tests kept under usual and customary business practices will suffice for purposes of this paragraph. [§112.7(e)]	<input checked="" type="checkbox"/>
A record of the inspections and tests are kept at the facility or with the SPCC Plan for a period of three years. [§112.7(e)] [See Inspection Log and Schedule in Attachment 3.1]	<input checked="" type="checkbox"/>
Inspections and tests are signed by the appropriate supervisor or inspector. [§112.7(e)]	<input checked="" type="checkbox"/>
Personnel, training, and discharge prevention procedures [§112.7(f)]	
Oil-handling personnel are trained in the operation and maintenance of equipment to prevent discharges; discharge procedure protocols; applicable pollution control laws, rules, and regulations; general facility operations; and, the contents of the facility SPCC Plan. [§112.7(f)]	<input checked="" type="checkbox"/>
A person who reports to facility management is designated and accountable for discharge prevention. [§112.7(f)] Name/Title: <u>Chris Carlucci, Maintenance Manager</u>	<input checked="" type="checkbox"/>
Discharge prevention briefings are conducted for oil-handling personnel annually to assure adequate understanding of the SPCC Plan for that facility. Such briefings highlight and describe past reportable discharges or failures, malfunctioning components, and any recently developed precautionary measures. [§112.7(f)] [See Oil-handling Personnel Training and Briefing Log in Attachment 3.4]	<input checked="" type="checkbox"/>

4. Security (excluding oil production facilities) §112.7(g):**Table G-6 Implementation and Description of Security Measures**

Security measures are implemented at this facility to prevent unauthorized access to oil handling, processing, and storage area.	☒
<p>The following is a description of how you secure and control access to the oil handling, processing and storage areas; secure master flow and drain valves; prevent unauthorized access to starter controls on oil pumps; secure out-of-service and loading/unloading connections of oil pipelines; address the appropriateness of security lighting to both prevent acts of vandalism and assist in the discovery of oil discharges:</p> <p>Access/Facilities The facility is monitored during work hours by all employees. The facility has a perimeter fence which is locked during non-business hours</p> <p>Lighting The fuel storage area of Panoche Water District is well-lit to both prevent unauthorized access to the area and to assist operators in conducting operations after dark.</p> <p>Discovery of a Release The person discovering a release of material from a container, tank, or operating equipment will initiate certain actions immediately, including:</p> <p>Extinguish any sources of ignition. Until the material is identified as nonflammable and noncombustible, all potential sources of ignition in the area will be removed. Vehicles will be turned off. If the ignition source is stationary, attempt to move spilled material away from ignition source. Avoid sparks and movement creating static electricity</p> <p>Identify the material released. Consult SDS sheets which provide the information for proper identification of the characteristics of the released material.</p> <p>Attempt to stop the release at its source. Assure that no danger to human health exists first. Simple procedures (turning valves, plugging leaks, etc.) will be attempted by the discoverer if there are no health or safety hazards and there is a reasonable certainty of the origin of the leak.</p> <p>Initiate spill notification and reporting procedure. Report the incident immediately to the Local County Fire Department. If there is an immediate threat to human life (e.g. a fire in progress or fumes overcoming workers), an alarm will be sounded to evacuate the building, which will initiate a fire department response. Request the assistance of the fire department's hazardous materials response team if an uncontrollable spill has occurred and/or if the spill has migrated beyond the site boundaries.</p>	

5. Emergency Procedures and Notifications (§112.7(a)(3)(iv) and 112.7(a)(5)):**Table G-7 Description of Emergency Procedures and Notifications**

The following is a description of the immediate actions to be taken by facility personnel in the event of a discharge to navigable waters [§112.7(a)(3)(iv) and 112.7(a)(5)]:

General

US EPA regulations define a spill as the discharge of oil into, or upon, the navigable waters of the United States or adjoining shorelines, in harmful quantities. Harmful quantities are defined as a discharge that violates applicable water quality standards or causes a sheen upon, or discoloration of, the surface of the water or the adjoining shorelines. Contaminated ground water may also have the potential to seep, leach, or flow into navigable waters which would be included in this definition. Storm sewers are considered to fall under the definition of a "navigable waterway" since most storm sewers eventually discharge into a navigable waterway.

An important facet of an effective response procedure during an oil or hazardous substance release incident is to keep the material separated from water to minimize migration and the resulting potential increase in human and environmental exposure. Every effort will be made to prevent spills and emphasize substance containment at the source rather than resort to separation of the material from expanded portions of the environment or downstream water.

Discovery of a Release

The person discovering a release of material from a container, tank, or operating equipment will initiate certain actions immediately, including:

1. **Extinguish any sources of ignition.** Until the material is identified as nonflammable and noncombustible, all potential sources of ignition in the area will be removed. Vehicles will be turned off. If the ignition source is stationary, attempt to move spilled material away from ignition source. Avoid sparks and movement creating static electricity
2. **Identify the material released.** Consult SDS sheets which provide the information for proper identification of the characteristics of the released material.
3. **Attempt to stop the release at its source. Assure that no danger to human health exists first.** Simple procedures (turning valves, plugging leaks, etc.) will be attempted by the discoverer if there are no health or safety hazards and there is a reasonable certainty of the origin of the leak.
4. **Initiate spill notification and reporting procedure.** Report the incident immediately to the Local County Fire Department. If there is an immediate threat to human life (e.g. a fire in progress or fumes overcoming workers), there will be a verbal notification to evacuate the building, which will initiate a fire department response. Request the assistance of the fire department's hazardous materials response team if an uncontrollable spill has occurred and/or if the spill has migrated beyond the site boundaries.

Containment of a Release

If material is released outside a containment area, it is critical that the material be contained as quickly as possible. Action to be conducted will include:

1. **Attempt to stop the release at the source.** If the source of the release has not been found; if special protective equipment is necessary to approach the release area; or if assistance is required to stop the release, a fire department response will be initiated by contacting the Fresno County Fire Department. Panoche Water District personnel will be available to guide the fire department's efforts.
 - A. Close the Emergency Shutoff Valve or direct feed valve.
2. **Extinguish all potential ignition sources.** These measures could include: Shutting off the motor, not using cell phones in direct proximity to the material, etc.
3. **Contain the material released into the environment.** Following proper safety procedures, the spill will be contained by absorbent materials and/or dikes using shovels, brooms and/or dikes. Consult applicable SDS sheets for material compatibility, and environmental precautions.
4. **Recover or cleanup the material spilled.** As much material as possible will be recovered and reused where appropriate. Material which cannot be reused must be discarded as hazardous waste. Liquids absorbed by solid materials shall be shoveled into open top drum(s), or if the size of the spill warrants, into a roll-off container. When drums are filled after a cleanup, the drum lids shall be secured and the drums shall be appropriately labeled identifying the contents, the date of the spill/cleanup, and the site name and location. Combining non-compatible materials can cause potentially dangerous chemical and/or physical reactions or may severely limit disposal options. Compatibility information can be found on the material safety data sheets.

5. **Cleanup of the spill area.** Surfaces that are contaminated by the release shall be cleaned using an appropriate substance or water. Cleanup water must be minimized, contained and properly disposed. Occasionally, porous materials (such as wood, soil, or oil-dry) may be contaminated; such materials will require special handling for disposal.
6. **Decontaminate tools and equipment used in cleanup.** Even if dedicated to cleanup efforts, tools and equipment that have been used must be decontaminated before replacing them in the spill control kit.
7. **Notification and reports to outside agencies.** The SPCC Coordinator shall determine if a reportable spill has occurred and shall make all necessary notifications. Verbal notification to government agencies and emergency planning committees shall be executed, if necessary. In all cases where verbal notification is given, a confirming written report shall be sent to the same entity.
8. **Arrange for proper disposal of any waste materials.** The waste material from the cleanup must be characterized pursuant to the spilled material's Material Safety Data Sheet and local disposal requirements. Representative sampling and analysis may be necessary to make this determination. The waste must be transported and disposed of in compliance with all applicable laws and regulations.
9. **Review the SPCC Plan.** Appropriate personnel shall review spill response efforts, notification procedures, and cleanup equipment usage to evaluate their adequacy during the episode. Where deficiencies are found, the plan shall be revised and amended.

Internal Report

Spills that are regulated per this plan must be documented using Panoche Water District's Accident/Incident Investigation Form

Other Emergency Response Plans

Panoche Water District also maintains a Hazardous Materials Business Plan, as well as an Emergency Action and Evacuation Plan.

Spill, Fire, and Safety Equipment

Portable fire extinguishers are located throughout Panoche Water District facilities, are well marked, and are easily accessible. Records are kept on all fire equipment in service, and regular testing is performed in accordance with established procedures. A map of fire extinguisher locations and other data is available in the Panoche Water District Emergency Action and Evacuation Plan and on the Facility Maps.

Liaison with Local Authorities

Copies of this plan will be submitted to the local fire department, police department, local hospital and spill control contractors as requested or needed by them. In addition, familiarization sessions will be held with personnel from these organizations as they feel necessary. It is important that personnel responding to an emergency are familiar with chemicals used, the possibilities for release of hazardous materials, and the location of the fire equipment such as hydrants, etc.

Reporting Procedures / Emergency Reporting Contacts

In the event of an accidental spill, the Panoche Water District employee discovering the release will contact the Local County Fire Department or 911 as soon as possible after the incident has occurred. Contact preference is in the order listed. If spill discharge to surface water is imminent, emergency agencies will be notified as described on Table G-7.

6. Contact List (§112.7(a)(3)(vi)):

Table G-7 Contact List	
Internal Reporting	
In the event of a spill, the following internal contacts shall be made:	
1. Ethics & Compliance Officer	Telephone: 209-752-4734
2. Maintenance Manager	Telephone: 209-509-9951
3. Water Resources Manager	Telephone: 559-474-0541
Reporting to Outside Agencies	
After the internal contact has been notified, he/she will conduct reporting to outside agencies, if necessary. If a spill threatens to reach an off-site waterway, and the spill cannot be contained and recovered by Panoche Water District personnel, then the following contacts shall be made by the internal contact as needed:	
Primary Reporting Numbers:	
United States Environmental Protection Agency U.S. EPA Region 9 Oil Program (SFD-9-2) 75 Hawthorne San Francisco, CA 94105 Phone: (415) 972-3052 Fax: (415) 947-3518	
National Response Center (800) 424-8802	
Secondary Reporting Numbers:	
Fresno County Fire Department - Firebaugh (as needed): 559-659-2061 Fresno County Environmental Health Department: 559-600-3271 or 559-600-3111 (24 Hour Emergency Response)	
Emergency Reporting Contacts	
Regulatory Contacts	
California Emergency Management Agency	916-845-8510
National Response Center	1-800-424-8802
California Department of Industrial Relations	559-454-1295
Department of Toxic Substances Control	916-262-1621
Local Contacts	
Fresno County Sheriff	559-600-8401
Fresno County Fire Department Firebaugh	559-659-2061
Dos Palos Memorial Rural Health Clinic	209-392-6121
Spill Control Contractors	
Clean Harbors Environmental Services Company	1-800-645-8265 1-800-OIL-TANK

7. NRC Notification Procedure (§112.7(a)(4) and (a)(5)):

Table G-9 NRC Notification Procedure	
In the event of a discharge of oil to navigable waters, the following information identified in Attachment 4 will be provided to the National Response Center immediately following identification of a discharge to navigable waters or adjoining shorelines [See Discharge Notification Form in Attachment 4]: <i>[§112.7(a)(4)]</i>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • The exact address or location and phone number of the facility; • Date and time of the discharge; • Type of material discharged; • Estimate of the total quantity discharged; • Estimate of the quantity discharged to navigable waters; • Source of the discharge; 	<ul style="list-style-type: none"> • Description of all affected media; • Cause of the discharge; • Any damages or injuries caused by the discharge; • Actions being used to stop, remove, and mitigate the effects of the discharge; • Whether an evacuation may be needed; and • Names of individuals and/or organizations who have also been contacted.

8. SPCC Spill Reporting Requirements (Report within 60 days) (§112.4):

Submit information to the EPA Regional Administrator (RA) and the appropriate agency or agencies in charge of oil pollution control activities in the State in which the facility is located within 60 days from one of the following discharge events:

- A single discharge of more than 1,000 U.S. gallons of oil to navigable waters or adjoining shorelines or
- Two discharges to navigable waters or adjoining shorelines each more than 42 U.S. gallons of oil occurring within any twelve month period

You must submit the following information to the RA:

- (1) Name of the facility;
- (2) Your name;
- (3) Location of the facility;
- (4) Maximum storage or handling capacity of the facility and normal daily throughput;
- (5) Corrective action and countermeasures you have taken, including a description of equipment repairs and replacements;
- (6) An adequate description of the facility, including maps, flow diagrams, and topographical maps, as necessary;
- (7) The cause of the reportable discharge, including a failure analysis of the system or subsystem in which the failure occurred; and
- (8) Additional preventive measures you have taken or contemplated to minimize the possibility of recurrence
- (9) Such other information as the Regional Administrator may reasonably require pertinent to the Plan or discharge

* * * * *

NOTE: Complete one of the following sections (A, B or C) as appropriate for the facility type.

A. Onshore Facilities (excluding production) (§§112.8(b) through (d), 112.12(b) through (d)):

The owner or operator must meet the general rule requirements as well as requirements under this section. Note that not all provisions may be applicable to all owners/operators. For example, a facility may not maintain completely buried metallic storage tanks installed after January 10, 1974, and thus would not have to abide by requirements in §§112.8(c)(4) and 112.12(c)(4), listed below. **In cases where a provision is not applicable, write "N/A".**

Table G-10 General Rule Requirements for Onshore Facilities	N/A
Drainage from diked storage areas is restrained by valves to prevent a discharge into the drainage system or facility effluent treatment system, except where facility systems are designed to control such discharge. Diked areas may be emptied by pumps or ejectors that must be manually activated after inspecting the condition of the accumulation to ensure no oil will be discharged. [§§112.8(b)(1) and 112.12(b)(1)]	<input type="checkbox"/> <input checked="" type="checkbox"/>
Valves of manual, open-and-closed design are used for the drainage of diked areas. [§§112.8(b)(2) and 112.12(b)(2)]	<input type="checkbox"/> <input type="checkbox"/>
The containers at the facility are compatible with materials stored and conditions of storage such as pressure and temperature. [§§112.8(c)(1) and 112.12(c)(1)]	<input type="checkbox"/> <input type="checkbox"/>
Secondary containment for the bulk storage containers (including mobile/portable oil storage containers) holds the capacity of the largest container plus additional capacity to contain precipitation. Mobile or portable oil storage containers are positioned to prevent a discharge as described in §112.1(b). [§112.6(a)(3)(ii)]	<input type="checkbox"/> <input type="checkbox"/>
If uncontaminated rainwater from diked areas drains into a storm drain or open watercourse the following procedures will be implemented at the facility: [§§112.8(c)(3) and 112.12(c)(3)] <ul style="list-style-type: none"> • Bypass valve is normally sealed closed <input type="checkbox"/> <input type="checkbox"/> • Retained rainwater is inspected to ensure that its presence will not cause a discharge to navigable waters or adjoining shorelines <input type="checkbox"/> <input type="checkbox"/> • Bypass valve is opened and resealed under responsible supervision <input type="checkbox"/> <input type="checkbox"/> • Adequate records of drainage are kept [See Dike Drainage Log in Attachment 3.3] <input type="checkbox"/> <input type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/>
For completely buried metallic tanks installed on or after January 10, 1974 at this facility [§§112.8(c)(4) and 112.12(c)(4)]: <ul style="list-style-type: none"> • Tanks have corrosion protection with coatings or cathodic protection compatible with local soil conditions. <input type="checkbox"/> <input type="checkbox"/> • Regular leak testing is conducted. <input type="checkbox"/> <input type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/>
For partially buried or bunkered metallic tanks [§112.8(c)(5) and §112.12(c)(5)]: <ul style="list-style-type: none"> • Tanks have corrosion protection with coatings or cathodic protection compatible with local soil conditions. <input type="checkbox"/> <input type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/>
Each aboveground bulk container is tested or inspected for integrity on a regular schedule and whenever material repairs are made. Scope and frequency of the inspections and inspector qualifications are in accordance with industry standards. Container supports and foundations are regularly inspected. [See Inspection Log and Schedule and Bulk Storage Container Inspection Schedule in Attachments 3.1 and 3.2] [§112.8(c)(6) and §112.12(c)(6)(i)]	<input type="checkbox"/> <input type="checkbox"/>
Outsides of bulk storage containers are frequently inspected for signs of deterioration, discharges, or accumulation of oil inside diked areas. [See Inspection Log and Schedule in Attachment 3.1] [§§112.8(c)(6) and 112.12(c)(6)]	<input type="checkbox"/> <input type="checkbox"/>
For bulk storage containers that are subject to 21 CFR part 110 which are shop-fabricated, constructed of austenitic stainless steel, elevated and have no external insulation, formal visual inspection is conducted on a regular schedule. Appropriate qualifications for personnel performing tests and inspections are documented. [See Inspection Log and Schedule and Bulk Storage Container Inspection Schedule in Attachments 3.1 and 3.2] [§112.12(c)(6)(ii)]	<input type="checkbox"/> <input type="checkbox"/>

Table G-10 General Rule Requirements for Onshore Facilities		N/A
<p>Each container is provided with a system or documented procedure to prevent overfills for the container. Describe:</p> <p>All tanks are provided with secondary containment. All drums/containers are provided with a concrete containment box. In addition, no tanks and/or containers are filled without District personnel acknowledgement.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Liquid level sensing devices are regularly tested to ensure proper operation [See Inspection Log and Schedule in Attachment 3.1]. [§112.6(a)(3)(iii)]	<input type="checkbox"/>	<input type="checkbox"/>
Visible discharges which result in a loss of oil from the container, including but not limited to seams, gaskets, piping, pumps, valves, rivets, and bolts are promptly corrected and oil in diked areas is promptly removed. [§§112.8(c)(10) and 112.12(c)(10)]	<input type="checkbox"/>	<input type="checkbox"/>
Aboveground valves, piping, and appurtenances such as flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves, and metal surfaces are inspected regularly. [See Inspection Log and Schedule in Attachment 3.1] [§§112.8(d)(4) and 112.12(d)(4)]	<input type="checkbox"/>	<input type="checkbox"/>
Integrity and leak testing are conducted on buried piping at the time of installation, modification, construction, relocation, or replacement. [See Inspection Log and Schedule in Attachment 3.1] [§§112.8(d)(4) and 112.12(d)(4)]	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT 2 – Oil Spill Contingency Plan and Checklist

An oil spill contingency plan and written commitment of resources is required for:

- Flowlines and intra-facility gathering lines at oil production facilities and
- Qualified oil-filled operational equipment which has no secondary containment.

An oil spill contingency plan meeting the provisions of 40 CFR part 109, as described below, and a written commitment of manpower, equipment and materials required to expeditiously control and remove any quantity of oil discharged that may be harmful is attached to this Plan.	<input type="checkbox"/>
--	--------------------------

Complete the checklist below to verify that the necessary operations outlined in 40 CFR part 109 - Criteria for State, Local and Regional Oil Removal Contingency Plans - have been included.

Table G-15 Checklist of Development and Implementation Criteria for State, Local and Regional Oil Removal Contingency Plans (§109.5)^a

(a) Definition of the authorities, responsibilities and duties of all persons, organizations or agencies which are to be involved in planning or directing oil removal operations.	<input type="checkbox"/>
(b) Establishment of notification procedures for the purpose of early detection and timely notification of an oil discharge including: <ul style="list-style-type: none"> (1) The identification of critical water use areas to facilitate the reporting of and response to oil discharges. (2) A current list of names, telephone numbers and addresses of the responsible persons (with alternates) and organizations to be notified when an oil discharge is discovered. (3) Provisions for access to a reliable communications system for timely notification of an oil discharge, and the capability of interconnection with the communications systems established under related oil removal contingency plans, particularly State and National plans (e.g., NCP). (4) An established, prearranged procedure for requesting assistance during a major disaster or when the situation exceeds the response capability of the State, local or regional authority. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(c) Provisions to assure that full resource capability is known and can be committed during an oil discharge situation including: <ul style="list-style-type: none"> (1) The identification and inventory of applicable equipment, materials and supplies which are available locally and regionally. (2) An estimate of the equipment, materials and supplies which would be required to remove the maximum oil discharge to be anticipated. (3) Development of agreements and arrangements in advance of an oil discharge for the acquisition of equipment, materials and supplies to be used in responding to such a discharge. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(d) Provisions for well defined and specific actions to be taken after discovery and notification of an oil discharge including: <ul style="list-style-type: none"> (1) Specification of an oil discharge response operating team consisting of trained, prepared and available operating personnel. (2) Predesignation of a properly qualified oil discharge response coordinator who is charged with the responsibility and delegated commensurate authority for directing and coordinating response operations and who knows how to request assistance from Federal authorities operating under existing national and regional contingency plans. (3) A preplanned location for an oil discharge response operations center and a reliable communications system for directing the coordinated overall response operations. (4) Provisions for varying degrees of response effort depending on the severity of the oil discharge. (5) Specification of the order of priority in which the various water uses are to be protected where more than one water use may be adversely affected as a result of an oil discharge and where response operations may not be adequate to protect all uses. (6) Specific and well defined procedures to facilitate recovery of damages and enforcement measures as provided for by State and local statutes and ordinances. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

^a The contingency plan must be consistent with all applicable state and local plans, Area Contingency Plans, and the National Contingency Plan (NCP)

ATTACHMENT 3 – Inspections, Dike Drainage and Personnel Training Logs

ATTACHMENT 3.1 – Inspection Log and Schedule

Table G-16 Inspection Log and Schedule
 This log is intended to document compliance with §§112.6(a)(3)(iii), 112.8(c)(6), 112.8(d)(4), 112.9(b)(2), 112.9(c)(3), 112.9(d)(1), 112.9(d)(4), 112.12.(c)(6), and 112.12(d)(4), as applicable.

Date of Inspection	Container / Piping / Equipment	Describe Scope (or cite Industry Standard)	Observations	Name/ Signature of Inspector	Records maintained separately ^a
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

^a Indicate in the table above if records of facility inspections are maintained separately at this facility.

ATTACHMENT 3.2 – Bulk Storage Container Inspection Schedule – onshore facilities (excluding production):

To comply with integrity inspection requirement for bulk storage containers, inspect/test each shop-built aboveground bulk storage container on a regular schedule in accordance with a recognized container inspection standard based on the minimum requirements in the following table.

Table G-17 Bulk Storage Container Inspection Schedule	
Container Size and Design Specification	Inspection requirement
Portable containers (including drums, totes, and intermodal bulk containers (IBC))	Visually inspect monthly for signs of deterioration, discharges or accumulation of oil inside diked areas
55 to 1,100 gallons with sized secondary containment	Visually inspect monthly for signs of deterioration, discharges or accumulation of oil inside diked areas plus any annual inspection elements per industry inspection standards
1,101 to 5,000 gallons with sized secondary containment and a means of leak detection ^a	
1,101 to 5,000 gallons with sized secondary containment and no method of leak detection ^a	Visually inspect monthly for signs of deterioration, discharges or accumulation of oil inside diked areas, plus any annual inspection elements and other specific integrity tests that may be required per industry inspection standards

^a Examples of leak detection include, but are not limited to, double-walled tanks and elevated containers where a leak can be visually identified.

DRAFT

ATTACHMENT 3.3 – Dike Drainage Log

Table G-18 Dike Drainage Log

Date	Bypass valve sealed closed	Rainwater inspected to be sure no oil (or sheen) is visible	Open bypass valve and reseal it following drainage	Drainage activity supervised	Observations	Signature of Inspector
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

ATTACHMENT 3.4 – Oil-handling Personnel Training and Briefing Log

Table G-19 Oil-Handling Personnel Training and Briefing Log		
Date	Description / Scope	Attendees

DRAFT

ATTACHMENT 4 – Discharge Notification Form

In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information will be provided to the National Response Center [also see the notification information provided in Section 7 of the Plan]:

Table G-20 Information provided to the National Response Center in the Event of a Discharge			
Discharge/Discovery Date		Time	
Facility Name			
Facility Location (Address/Lat-Long/Section Township Range)			
Name of reporting individual		Telephone #	
Type of material discharged		Estimated total quantity discharged	Gallons/Barrels
Source of the discharge		Media affected	<input type="checkbox"/> Soil
			<input type="checkbox"/> Water (specify)
			<input type="checkbox"/> Other (specify)
Actions taken			
Damage or injuries	<input type="checkbox"/> No <input type="checkbox"/> Yes (specify)	Evacuation needed?	<input type="checkbox"/> No <input type="checkbox"/> Yes (specify)
Organizations and individuals contacted	<input type="checkbox"/> National Response Center 800-424-8802 Time		
	<input type="checkbox"/> Cleanup contractor (Specify) Time		
	<input type="checkbox"/> Facility personnel (Specify) Time		
	<input type="checkbox"/> State Agency (Specify) Time		
	<input type="checkbox"/> Other (Specify) Time		

1. INTRODUCTION

Ergonomics is the study of people and their interaction with the elements of their job or task including equipment, tools, facilities, processes, and environment. It is a multidisciplinary field of study integrating industrial psychology, engineering, medicine, and design.

In a more practical sense, ergonomics is the science of human comfort. When aspects of the work or workplace exceed the body's capabilities, the result is often a musculoskeletal disorder (MSD). To help avoid MSDs, work demands should not exceed the physical capabilities of the worker. MSDs are also known by several other names including:

- ◆ CTDs (cumulative trauma disorders)
- ◆ RSIs (repetitive stress or repetitive strain injuries)
- ◆ RMIs (repetitive motion injuries)
- ◆ Overuse syndrome

The most common, recognizable name for MSDs is cumulative trauma disorders or CTDs. Whatever the name used, these injuries belong to a family or group of wear and tear illnesses that can affect muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels, or spinal discs of the body. MSDs do not include slips, trips and falls, cuts, motor vehicle accidents, or other similar accidents; although a close look at the reasons for acute injuries often reveals design problems that can be corrected.

2. POLICY

It is the policy of Panoche Water District ("The District") to provide all employees with a safe and healthy workplace. A proactive ergonomics program is integrated into our District's written safety and health program.

Records documenting the identification, prevention, and control of employee exposure to ergonomic risk factors will be maintained pursuant to all regulations.

This program is a collaborative effort that includes employees of all levels. The Ergonomics Program Coordinator is the Ethics and Compliance Officer (ECO). He/she is responsible for the program's implementation, management, and recordkeeping requirements.

3. ERGONOMICS PROGRAM

The purpose of an ergonomics program is to apply ergonomic principles to the workplace to reduce the number and severity of MSDs, thus decreasing workers' compensation claims and, where possible, increase productivity, quality, and efficiency. An ergonomically sound work environment maximizes employee comfort while minimizing the risk of undue physical stress.

A proactive approach focuses on making changes when risks have already been identified, as well as incorporating ergonomics into the design phase of a new facility or process, into purchasing new equipment or tools, and into the contemplation of scheduling changes. The District has such a program which includes the following components:

- A. Management Leadership. The management is committed to the ergonomics process. Management supports the efforts of the ECO by pledging financial and philosophical support for the identification and control of ergonomic risk factors. Management will support an effective MSD reporting system and will respond promptly to reports. Management will regularly communicate with employees about the program.
- B. Employee Participation. An essential element to the success of the ergonomics program, employees will be solicited for their input and assistance with identifying ergonomic risk factors, worksite evaluations, development and implementation of controls, and training. Employee participation in the program will occur only during District time.
- C. Identification of Problem Jobs. Collecting data that identifies injury and illness trends is called surveillance. Surveillance can be either *passive* or *active*. Conducting a records review is an example of passive surveillance, which looks at existing data such as OSHA Logs, workers' compensation claims, trips to the medical facility, and absentee records. Active surveillance uses observations, interviews, surveys, questionnaires, checklists, and formal worksite evaluation tools to identify specific high-risk activities. The District will be using both passive and active surveillance to identify problem jobs.
- D. Worksite Evaluations.
 - (1) Triggers for a worksite evaluation:
 - (a) When an employee reports an MSD sign or symptom.
 - (b) Jobs, processes, or work activities where work-related ergonomic risk factors have been identified which may cause or aggravate MSDs.
 - (c) Any change of jobs, tasks, equipment, tools, processes, scheduling, or changes in work shift hours (for example, going from a traditional 5-day, 8-hour shift to a compressed 4-day, 10-hour shift).
 - (d) When a safety walk-through or scheduled inspection or survey has uncovered potential MSD hazards.
 - (2) Work-related risk factors to be considered in the evaluation process include, but are not limited to:
 - (a) Physical risk factors including force, postures (awkward and static), static loading and sustained exertion, fatigue, repetition, contact stress, extreme temperatures, and vibration.
 - (b) Administrative issues including job rotation/enlargement, inadequate staffing, excessive overtime, inadequate or lack of rest breaks, stress from deadlines, lack of training, work pace, work methods, and psychosocial issues.

- (c) Environmental risk factors including noise, lighting, glare, air quality, temperature, humidity, and personal protective equipment and clothing.
 - (d) Combination of risk factors such as, but not limited to, highly repetitive, forceful work with no job rotation or precision work done in a dimly lit room.
- E. Worksite Evaluations Methods. Various methods may be used to evaluate problem jobs including:
- (1) Walk-through and observations
 - (2) Employee interviews
 - (3) Surveys and questionnaires
 - (4) Checklists
 - (5) Detailed worksite evaluations
- F. Control of the Ergonomic Risk Factors. The District will take steps to identify ergonomic risk factors and reduce hazards by using a three-tier hierarchy of control (in order of preference):
- (1) **Engineering controls**. The most desirable and reliable means to reduce workplace exposure to potentially harmful effects. This is achieved by focusing on the physical modifications of jobs, workstations, tools, equipment, or processes.
 - (2) **Administrative controls**. This means controlling or preventing workplace exposure to potentially harmful effects by implementing administrative changes such as job rotation, job enlargement, rest/recovery breaks, work pace adjustment, redesign of methods, and worker education.
 - (3) **Personal protective equipment (PPE)**. Although not recognized as an effective means of controlling hazards and do not take the place of engineering or administrative controls, there are acceptable forms of PPE, which include kneepads and anti-vibration gloves.
- G. Training. Training is intended to enhance the ability of supervisors and employees to recognize work-related ergonomic risk factors and to understand and apply appropriate control strategies. Training in the recognition and control of ergonomic risk factors will be given as follows:
- (1) To all new employees.
 - (2) To all employees assuming a new job assignment.
 - (3) When new jobs, tasks, tools, equipment, machinery, workstations, or processes are introduced.

(4) When high exposure levels to ergonomic risk factors have been identified.

The minimum for all supervisors and employees will include the following elements:

- (1) An explanation of the ergonomics program and their role in the program;
- (2) A list of the exposures which have been associated with the development of MSDs;
- (3) A description of MSD signs and symptoms and consequences of injuries caused by work and non-work-related risk factors;
- (4) An emphasis on the importance of early reporting of MSD signs and symptoms and injuries to management, and;
- (5) The methods used to minimize work and non-work-related risk factors.

Training will be provided in one, or a combination, of the following formats:

- (1) Oral presentations
- (2) Videos
- (3) Distribution of educational literature
- (4) Hands-on equipment and work practice demonstrations

Training will be provided from one, or a combination, of the sources listed below:

- (1) Internally developed resources
- (2) An outside consultant

All training will be documented:

- (1) All employees will be required to sign a training sign-in roster.

H. MSD (Medical) Management and Return-to-Work.

Pursuant to the law, the District provides medical care to all employees injured at work. The District primary health care provider is Apex Annex Health Center located at 400 West "I" St., Los Banos, CA 93635. All work-related injuries and illnesses will be referred to Apex Health Center unless the injured employee has notified the District in writing that other provisions have been made before an injury or illness.

The District's workers' compensation carrier is the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA). The District will offer return to-work opportunities to all injured employees in accordance with work restrictions identified by the health care provider.

Program Evaluation and Follow-Up. To ensure that issues have been addressed and that new problems have not been created, monitoring and evaluation will be conducted on an on-going basis.

4. INDIVIDUAL RESPONSIBILITIES

1. The Ergonomics Program Coordinator is the Ethics and Compliance Officer who has the overall responsibility for implementing and train employees on this program. All evaluations, controls, and training will be coordinated under the direction of the ECO in

collaboration with management. The ECO will monitor the results of the program to determine additional areas of focus as needed.

2. All supervisors has responsibility to:
 - a. enforce the rules and procedures set forth in this program and the health and safety of all employees within their departments through the active support of the ergonomics program;
 - b) attend ergonomics training to familiarize themselves with the elements of the program, recognition, and control of work-related ergonomic risk factors, MSD signs and symptoms, early reporting requirements and procedures;
 - c) ensure that employees are provided with and use the appropriate tools, equipment, parts, and materials in accordance with ergonomic requirements and;
 - d) providing appropriate workers' compensation documentation to employees as required by all regulations.

3. All employees are responsible for conducting himself/herself in accordance with this policy and program. All employees will:
 - a) when provided, use the appropriate tools, equipment, parts, materials, and procedures in the manner established by managers and supervisors;
 - b) ensure that equipment is properly maintained in good condition and when not, report it immediately;
 - c) provide feedback to supervisors regarding the effectiveness of design changes, new tools or equipment, or other interventions;
 - d) attend ergonomics training as required and apply the knowledge and skills acquired to actual jobs, tasks, processes, and work activities;
 - e) report MSD signs or symptoms and work-related MSD hazards to the supervisor as early as possible and;
 - f) take responsibility for their personal health and safety.

5. ANNUAL PROGRAM REVIEW

The ECO will conduct an annual program review to assess the progress and success of the program with the collaboration with management and employees' feedback.

PANOCHÉ WATER DISTRICT WATER ACCOUNTING

Month: May, 2023

6/14/2023

Water Supply																			
District Water	Annual	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	YTD	Transfers	Not	Stored	Remaining
March, 2023 - Feb, 2024	AF	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Usage	Out	Pumped		Balance	
Grower Transfer Ins	500													0				500	
PWD Grower Wells f/Crdt	4,000	81		9										90				3,910	
Gains or Losses	1,100	3	85	538										626				474	
District Water Total	5,600	84	85	547	0	0	0	0	0	0	0	0	0	716				4,884	
Bureau Water	Annual	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	YTD	Transfers	Loss	Stored	Remaining	
March, 2023 - Feb, 2024	AF	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Usage	Out			Balance	
Rescheduled Water	9,757	894	2,895	5,443										9,232		(212)		313	
2023-2024 100% USBR	94,000													0				94,000	
Transfer 2	3,000													0				3,000	
Transfer 3	4,750													0				4,750	
Transfer 4	7,500													0				7,500	
Transfer 5	3,007													0				3,007	
Transfer 6	1,000													0				1,000	
Grower Transfers In	500			421										421				79	
Bureau Water Total	123,514	894	2,895	5,864	0	0	0	0	0	0	0	0	0	9,653	0	(212)	0	113,649	
Total Water Supply	129,114	978	2,980	6,411	0	0	0	0	0	0	0	0	0	10,369	0	(212)		118,533	
Usage																			
Growers		978	2,980	6,411										10,369					
Transfers Out/Sales		0	0	0										0					
Total Usage/Transfers		978	2,980	6,411	0	0	0	0	0	0	0	0	0	10,369					
Diff/Losses: % of Supply	%	1%	3%	9%										7%					
Budget to Actual - AF	45,000	899	2,980	6,402										10,281				34,719	

* Water Supply Numbers are estimates of known Transfers at this time - Deliveries are Actual *

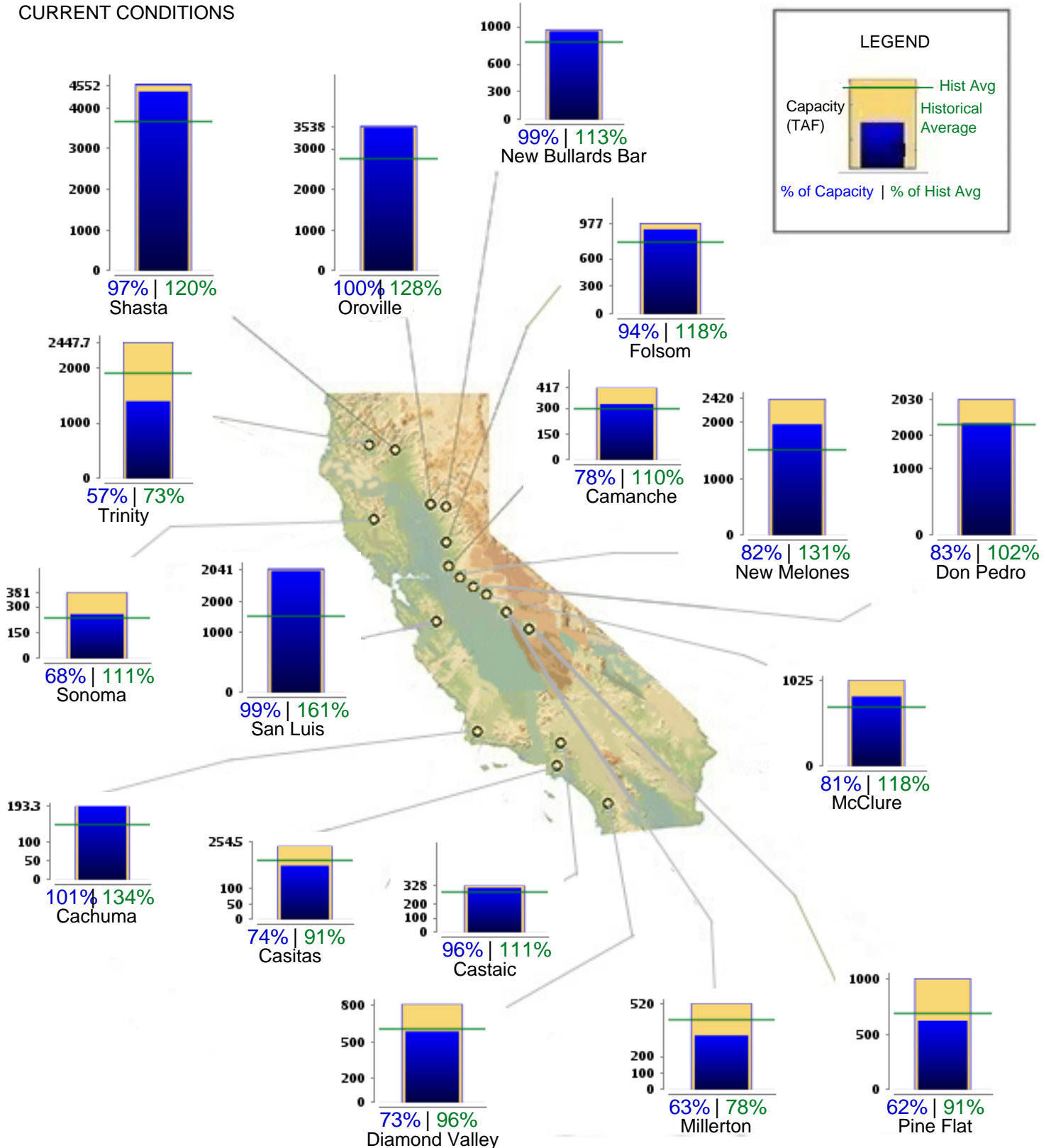


CURRENT RESERVOIR CONDITIONS

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - June 15, 2023

CURRENT CONDITIONS



PANOCHÉ WATER DISTRICT

52027 WEST ALTHEA AVE, FIREBAUGH, CA 93622
TELEPHONE (209) 364-6136 • FAX (209) 364-6122



MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: JUAN CADENA
SUBJECT: DOMESTIC TREATMENT PLANT
DATE: JUNE 19, 2023
CC: CHASE HURLEY

Panoche Water District (PWD) is working with Jim Gartung Engineering to acquire a Grant for a new Surface Water Treatment Plant. PWD has submitted an Engineering Report to the State Water Recourse Control Board (SWRCB) for their review. SWRCB has conducted their review and responded with technical comments.

The Engineering Report has been reviewed by SWRCB and they have a list of technical comments. Jim Gartung Engineering, Westside Water and Panoche's staff have reviewed the technical comments and are finalizing responses. In two weeks, Jim Gartung Engineering, Westside Water and Panoche's staff will meet to review the technical responses. Panoche's staff will then contact SWRCB to set a conference meeting, to discuss our responses to their technical comments and review the steps to follow.