



SWEETWATER AUTHORITY

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GOVERNING BOARD

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JENNIFER H. SABINE
INTERIM GENERAL MANAGER

FINANCE AND PERSONNEL COMMITTEE

AGENDA

DATE: Wednesday, June 16, 2021

TIME: 4:30 p.m.

Notice: Pursuant to Governor Newsom's Executive Orders N-29-20 and 33-20, which in part, provide waivers to certain Brown Act provisions, meetings of the Board of Directors will be held by teleconference. There will be no physical location from which members of the public may participate. Instead, the public may listen and/or view the meeting proceedings and provide public comment and comments on agenda items by following these instructions:

**To join via Zoom Webinar from a computer, tablet, or smartphone,
click on the link below:**

<https://zoom.us/j/91458023440>

To join this meeting via telephone, please dial:

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Meeting ID: 914 5802 3440

If you are unable to access the meeting using this call-in information, please contact the Board Secretary at (619) 409-6703 for assistance.

To provide public comment on non-agenda items or to provide public comment on any item of the agenda:

Before the meeting:

- Go to www.sweetwater.org; click on the "HOW DO I..." at the top of the page; and then click on the "Public Comment" link in the Contact section.

OR

- Physically deposit your public comment in the Authority's payment drop box located in the public parking lot at the Authority's Administrative Office at 505 Garrett Avenue, Chula Vista.

OR

- Mail your comments to 505 Garrett Avenue, Chula Vista, CA 91910 [Attention: Public Comment].

All written public comment submissions must be received 1 hour in advance of the meeting and will be read aloud to the Board during the appropriate portion of the meeting with a reading limit of 3 minutes for each comment.



During the meeting:

The Chair will inquire prior to Board discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to Participants List, hover over your name and click on “Raise Hand.” This will notify the moderator that you wish to speak during Oral Communication or during a specific item on the agenda.
- Via phone, you can raise your hand by pressing *9 to notify the moderator that you wish to speak during the current item.

Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (619) 409-6703 at least forty-eight (48) hours before the meeting, if possible. The above public comment procedures supersede any Authority standard public comment policies and procedures to the contrary.

1. CALL MEETING TO ORDER AND ROLL CALL

2. ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED IN THE AGENDA.

3. PUBLIC COMMENT.

Opportunity for members of the public to address the Committee. (Government Code Section 54954.3).

4. ACTION AGENDA.

The following items on the Action Agenda call for discussion and action by the Committee. All items are placed on the Agenda so that the Committee may discuss and take action on the item if the Committee is so inclined, including items listed for information.

A. Request for Information on Process and Requirements for Procurement of Consultant Services (Information Item)

B. ACWA/JPIA Commitment to Excellence Program Update (Information Item)

5. DIRECTORS’ COMMENTS.

Directors’ comments are comments by Directors concerning Authority business that may be of interest to the Committee. Directors’ comments are placed on the Agenda to enable individual Board members to convey information to the Board and the Public. There is no discussion or action taken on comments made by Board members.

6. NEXT MEETING DATE: Wednesday, July 7, 2021 at 4:30 p.m.

7. ADJOURNMENT.

This agenda was posted at least seventy-two (72) hours before the meeting in a location freely accessible to the Public on the exterior bulletin board at the main entrance to the Authority’s office and it is also posted on the Authority’s website at www.sweetwater.org. No action may be taken on any item not appearing on the posted agenda, except as provided by California Government Code Section 54954.2. Any writings or documents provided to a majority of the members of the Sweetwater Authority Governing Board regarding any item on this agenda will be made available for public inspection at the Authority Administration Office, located at 505 Garrett Avenue, Chula Vista, CA 91910, during normal business hours. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (619) 409-6703 at least forty-eight (48) hours before the meeting, if possible.

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BOARD INFORMATION

TO: Governing Board (Finance and Personnel Committee)

FROM: Jennifer Sabine, Interim General Manager
Rich Stevenson, Director of Finance

DATE: June 11, 2021

SUBJECT: Request for Information on Process and Requirements for Procurement of Consultant Services

SUMMARY

At the May 26, 2021 Board Meeting, Director Preciado requested that an information item be provided to the Finance and Personnel Committee on the process to evaluate and award consulting agreements. The purpose of this memo is to provide information of the Authority's policies and practices for the procurement of consultant services that specifically addresses the following areas:

- Professional Services vs General Consulting Services
- Request for Proposals (RFP)
- Preference for Local, Small, or "New to the Authority" Consultants
- Summary of prior Professional and General Consulting Service procurements (Attachment)

The report focuses on agreements over \$75,000 that require Board approval. However, agreements under \$75,000 within the General Manager's authorization to procure generally follow a similar process.

Professional Services vs. General Consulting Services

The following definition of consulting services is provided to assist in discussing the selection and award process and clarifying that different types of consultants are selected based on different evaluation criteria.

Type	Description	Evaluation Criteria Basis
Professional Services	Includes architectural, landscape architectural, engineering, environmental, and land surveying services (GC 4525)	Typically evaluated on qualifications and cannot be evaluated solely on costs

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General Consulting Services	Consulting services not included in the definition of Professional Services such as communication or financial services	Evaluated based on a combination of qualifications and/or costs
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Request for Proposals (RFP)

Consultant Services are procured by issuing an RFP. The general content of an RFP for consulting services includes:

- Background on the Authority related to the underlying project
- Background on the project
- Scope of work to complete the project
- Required information to be included in the proposal
- Selection process of a consultant's proposal to award a contract, including selection criteria
- Cost Proposals (optional)

The content of the RFP as described above is first developed by staff. Since January 2021, staff has presented the draft RFP to the Board for input prior to issuance. To maintain the integrity of the process and ensure fairness and transparency, once the RFP is issued, the RFP requirements must be adhered to unless modified by the Authority pursuant to an addendum prior to the due date for submitting proposals. Based on staff judgment and the scope of the underlying project, the requirements of an RFP may range from general to very detailed for more complex projects. Rating criteria, and the weighting of criterion, also vary depending on the project scope and Authority needs.

Once proposals are received, staff reviews, scores, and ranks the proposals in accordance with the selection criteria set forth in the RFP. The process for selection depends on the process identified in the RFP. Typically, the proposals are considered by the Committee designated by the Board, and selection interviews may be held. The Committee then makes a recommendation to the Board on the highest qualified consultant. After considering the recommendation by the Committee, the Board votes on the highest qualified consultant and directs staff to negotiate a contract. After negotiating the contract terms, including a fair and reasonable price, the Board awards a contract.

A notable legal requirement is applied to the category of **Professional Services**. It indicates that professional services "*must be selected on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the required services, and at fair and reasonable prices.*" While a cost proposal can be required in an RFP for Professional Services, the selection cannot be made solely based on the lowest cost.

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For professional services contract, the RFP typically contains language such as the following:

A cost proposal shall clearly show the hourly rates of all members of the project team, estimated hours and expenses for each major task defined by the Consultant, including those of all subconsultants to complete the Scope of Work. This fee and hours estimate will be the basis for final scope and fee negotiations.

The cost proposal is not required to be sealed when presented to the Authority, but sometimes the Authority may require that cost proposals be sealed to assure that costs are not considered until contract negotiations with the highest qualified firm. Also, it is important to note that in many cases, it may be difficult to compare the costs of consultant proposals based solely on rates – especially for on-call contracts where the estimated number of hours cannot be provided or when the scope of work is not defined.

Preference for Local, Small or “New to the Authority” Consultants

At its October 27, 2021, Special Board meeting, the Board considered whether local preference could be considered in the selection of consultant services. Legal Counsel opined in the table below where certain types of preferences may be applied:

Preference for Local, Small or New to the Authority Consultant	
Professional Services	No, consultants are selected based on qualifications per GC 4525
General Consulting Services	Yes

PAST BOARD ACTIONS

October 27, 2021 The Governing Board Received Information and Considered Options Regarding Potential Revisions to the Preferential Purchasing for Local Businesses Section of the Policy for the Procurement of Services (including Construction), Supplies and Equipment.

FISCAL IMPACT

The fiscal impact will be included with any future award for Professional Services or General Consulting Services.

POLICY / STRATEGIC PLAN

Policy 517 Financial Policies

CONCLUSION

This is an information item.

Memo to: Governing Board (Finance and Personnel Committee)
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ATTACHMENT

Summary of Professional and General Consulting Service Awards FY 19 through FY 21

Sweetwater Authority
Summary of Professional Service and General Consulting Service Awards
Awarded by Board FY19 through FY21

Award Date	Service	Type of Service	Basis of award	RFP Cost Schedule Requirement	Cost included in selection criteria?
10/24/18	Preparation of Inundation Maps for Sweetwater and Loveland Dams	Professional Services	Direct selection (based on GEI's knowledge of Authority Dams)	No RFP issued	n/a
1/23/19	Information Systems Master Plan	General Consulting	Finance Committee recommendation	Included in proposal	Yes
1/23/19	Bulk Print and Mail, and Electronic Bill Payment and Presentment Services	General Consulting	Cooperative contract	RFP issued by another agency	n/a
6/26/19	Communications and Public Relations Consulting Services	General Consulting	Direct selection (based on past experience with Authority)	No RFP issued	n/a
8/14/19	Labor Negotiator (Special Labor Counsel)	General Consulting	Board Selection based on interviews and highest qualified	Included in proposal	No
10/23/19	Compensation Survey	General Consulting	Staff's recommendation – Board waived consultant selection process	Included in proposal	No
11/13/19	America's Water Infrastructure Act (AWIA) Compliance Crosswalk and Risk and Resilience Assessment	General Consulting	Operations Committee Recommendation	Included in proposal	No
12/11/19	Feasibility Study on Maximizing Reservoir Assets and Expanding Local Water Supply	General Consulting	Operations Committee and Board Pre-approved the Request for Statement of Qualifications (SOQ); Only 1 SOQ was received; Board made the selection based on SOQ submitted by Gillingham	Provide a sealed cost proposal	No
12/11/19	Satellite Imagery System Leak Analysis	General Consulting	Sole Source	n/a	n/a
3/11/20	Programmatic Permitting of the Property Operations and Maintenance Plan	Professional Services	Consultant Selection Committee recommendation	Provide a sealed costs proposal	No

Award Date	Service	Type of Service	Basis of award	RFP Cost Schedule Requirement	Cost included in selection criteria?
3/11/20	Federal Lobbyist	General Consulting	Direct Selection (based on past experience with Authority – No RFP Issued)	n/a	n/a
6/10/20	As-needed Consultants for Sweetwater and Loveland Dams	Professional Services	Direct Selection (based on past experience with Authority)	n/a	n/a
7/22/20	Professional Geotechnical Services	Professional Services	Operations Committee Recommendation	Provide cost proposal as a separate document	No
7/22/20	As Needed Labor and Employment Legal Services	General Consulting	Direct selection by Board	No RFP issued	n/a
10/26/20	Update the Urban Water Management Plan and Water Distribution Master Plan	Professional Services	Consultant Selection Committee recommended top 2 consultants; Board made final selection	Provide cost proposal as a separate document	No
10/28/20	Public Opinion Survey	General Consulting	Operations Committee deferred selection to the Board; Board made final selection	Included in proposal	Yes
11/11/20	Energy Audit	General Consulting	Direct Selection (based on past experience with Authority)	n/a	n/a
2/24/21	Landscape Architecture Services – Beautification of Various Authority Facilities	Professional Services	Consultant Selection Committee recommendation	Provide cost proposal as a separate document	No
3/10/21	National City Wells Iron and Manganese Removal System Design	Professional Services	Operations Committee Recommendation	Provide a sealed cost proposal	No
3/24/21	Federal Lobbyist	General Consulting	Direct Selection (based on past experience with Authority – No RFP Issued)	n/a	n/a

Award Date	Service	Type of Service	Basis of award	RFP Cost Schedule Requirement	Cost included in selection criteria?
5/26/21	Design of Loveland Dam's Valve Replacement Project	Professional Services	Direct Selection (based on past experience with Authority – No RFP Issued)	n/a	n/a
5/26/21	On-call SCADA System Integration Professional Services	Professional Services	Consultant Selection Committee recommendation	Provide a sealed cost proposal	No

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BOARD INFORMATION

TO: Governing Board (Finance and Personnel Committee)
FROM: Jennifer Sabine, Interim General Manager
DATE: June 11, 2021
SUBJECT: ACWA/JPIA Commitment to Excellence Program Update

SUMMARY

In October 2013, the Association of California Water Agencies - Joint Powers Insurance Authority (ACWA/JPIA) initiated its Commitment to Excellence safety outreach program. This effort helps ACWA/JPIA members reduce the frequency and severity of liability, workers' compensation, and property losses by gaining commitment from top decision-makers.

On April 23, 2014, the Authority signed the ACWA/JPIA Commitment to Excellence agreement. By this action, the Authority committed to providing sufficient resources and support to the Commitment to Excellence program.

On June 7, 2021, staff completed an annual review comparing the 172 ACWA/JPIA Best Practices with current Authority policies, practices, and procedures. Best Practices are organized into the topical areas of vehicle operations, construction, infrastructure, employment practices, ergonomics/falls, ergonomics/claims, wildfires, and ACWA/JPIA services. Based on this comparison, the Authority is aligned with 157 Best Practices or approximately 91 percent. The remaining 15 were determined by staff to be neither applicable nor appropriate for the Authority. A summary of the Implementation Plan is attached.

PAST BOARD ACTIONS

- June 9, 2021 The Governing Board approved the FY 2021-22 Strategic Plan Detailed Work Plan.
- June 24, 2020 The Governing Board approved the FY 2020-21 Strategic Plan Detailed Work Plan.
- April 23, 2014 The Governing Board approved support of the ACWA/JPIA Commitment to Excellence Program by memorializing the agreement with signatures of the Governing Board members and the General Manager.

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FISCAL IMPACT

Staff will continue to monitor the Commitment to Excellence program, and prioritize items requiring additional action or Authority resources for consideration in future budgets.

POLICY / STRATEGIC PLAN

Strategic Plan Goal 5: Workforce Development and Constructive Labor Relations (WD)
– Attract, retain and develop a highly-skilled, adaptable workforce; Equip employees to effectively and safely perform their jobs and prepare for career advancement; Promote constructive labor relations.

- Objective WD4: Identify and implement expanded risk management and safety protocols to reduce experience modification and incident rates at or below industry standards

CONCLUSION

This is an information item.

ATTACHMENTS

1. Commitment to Excellence Summary of Implementation Plan
2. Commitment to Excellence Best Practices Summary 2020

**COMMITMENT TO EXCELLENCE
BEST PRACTICES – SUMMARY
OF SWEETWATER AUTHORITY
IMPLEMENTATION PLAN**

	Yes	No	N/A	%	Notes
VEHICLE OPERATIONS	25	0	0	100%	Aligned with all JPIA Best Practices
CONSTRUCTION	33	0	0	100%	Aligned with all JPIA Best Practices
INFRASTRUCTURE	16	1	12	55%	"No" related to controlled burns requiring associated training/equipment. "N/A" related to sewer backups and canal failures
EMPLOYMENT PRACTICES	21	0	0	100%	Aligned with all JPIA Best Practices
ERGONOMICS /FALLS	29	0	0	100%	Aligned with all JPIA Best Practices
ERGONOMICS CLAIMS	12	1	0	92%	"No" related to aging workforce planning
WILDFIRE	13	0	0	100%	Aligned with all JPIA Best Practices
ACWA JPIA SERVICES	8	1	0	89%	"No" relates to utilizing an alternative learning management system
Total Performance Benchmarks				91%	

Yes - (We already do this)

No - (We don't do this at this time, but may be interested in the future)

N/A - (This is not applicable for our district or something we have interest in)

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JPIA Best Practices 2020

VEHICLE PROGRAM BEST PRACTICES

Focus	Checklist
Driver Review Qualification	<input type="checkbox"/> Applicable for all positions. <input type="checkbox"/> Copy of DMV Report (pre-hire). <input type="checkbox"/> Driver record point standard greater than DMV. <input type="checkbox"/> Pull Notice Program used. <input type="checkbox"/> Ride-along (test, re-test, post accident).
Defensive Driver Training	<input type="checkbox"/> Required for all. <input type="checkbox"/> Prior to driving assigned vehicle. <input type="checkbox"/> Within 60 days of hire and every 2 years. <input type="checkbox"/> Post accident tailgate/briefings.
Accident Investigation Reporting	<input type="checkbox"/> Formal Accident Investigation and Report. <input type="checkbox"/> Corrective action taken and documented. <input type="checkbox"/> Formal management review (by GM). <input type="checkbox"/> Investigation Report sent JPIA. <input type="checkbox"/> Personnel action taken for at-fault incidents.
Backing Accident Avoidance	<input type="checkbox"/> Employees acknowledge policy. <input type="checkbox"/> Formal written policy. <input type="checkbox"/> Non-compliance/at-fault discipline. <input type="checkbox"/> Periodic Program Review.
Cell/Texting/ Electronic Devices	<input type="checkbox"/> Policy acknowledged by drivers. <input type="checkbox"/> Cell/Texting/Electronic Policy exceeds state standards. <input type="checkbox"/> Disciplinary action points for policy violation. <input type="checkbox"/> "E-Device" use reviewed following accidents.
Safe Driver Award or Recognition	<input type="checkbox"/> Based on local milestones, improvements, achievements. <input type="checkbox"/> Annual award recognition by the Board. <input type="checkbox"/> Award pin, certificate, plaque, etc.

CONSTRUCTION PROGRAM BEST PRACTICES

Focus	Checklist
USA Line Location	<input type="checkbox"/> Marking Documentation <input type="checkbox"/> Locator Qualification/Training <input type="checkbox"/> Excavator Qualification Training <input type="checkbox"/> Line GPS/Maps/Tracer Wire <input type="checkbox"/> Using Damage Incident Reporting Tool (DIRT) Form <input type="checkbox"/> USA Ticket Verification

Risk Transfer	<input type="checkbox"/> Program
	<input type="checkbox"/> Responsible Person and Backup
	<input type="checkbox"/> Insurance Coverage Equals Risk
	<input type="checkbox"/> Pre-Qualification Packet (Process)
	<input type="checkbox"/> Emergency Response Risk Transfer
	<input type="checkbox"/> Tracking Risk Transfer Requirements
	<input type="checkbox"/> Permit Coordination
	<input type="checkbox"/> Document Retention
Contractor Qualification	<input type="checkbox"/> Pre-Qualification Packet/Program
	<input type="checkbox"/> Insurance Requirements
	<input type="checkbox"/> Reference Check
	<input type="checkbox"/> Post-Project Evaluation
	<input type="checkbox"/> Bid Writing/Loss Prevention Coordination
	<input type="checkbox"/> Pre-Job Review
Third Party Exposures	<input type="checkbox"/> Acceptance of Project
	<input type="checkbox"/> Site Control
	<input type="checkbox"/> Site Documentation, Site Inspection (Pre/Post Construction Inspection)
	<input type="checkbox"/> Contract Language/Responsible Party
	<input type="checkbox"/> Multi-Employer Exposures
	<input type="checkbox"/> Lighting, Warnings
	<input type="checkbox"/> Asset Inspection
	<input type="checkbox"/> Third Party Exposure Inspection
Traffic Control	<input type="checkbox"/> Template/Formal
	<input type="checkbox"/> Encroachment Permit
	<input type="checkbox"/> Controlling Agency Coordination
	<input type="checkbox"/> Inspection Program
	<input type="checkbox"/> Trained Personnel (Qualified Person)

INFRASTRUCTURE PROGRAM BEST PRACTICES

Focus	Checklist
WATER LINE FAILURE	<input type="checkbox"/> Asset Identification
	<input type="checkbox"/> Valve Exercising/Flushing
	<input type="checkbox"/> Preventive Maintenance
	<input type="checkbox"/> H ₂ O Loss Monitoring
	<input type="checkbox"/> Emergency Response
SEWER BACKUP	<input type="checkbox"/> Inspection – Liftstation/Pipe
	<input type="checkbox"/> Inspections – Lift station
	<input type="checkbox"/> Inspections – Entire Sewer System
	<input type="checkbox"/> Lateral Responsibility
	<input type="checkbox"/> Preventive Maintenance
	<input type="checkbox"/> Asset Identification
	<input type="checkbox"/> Emergency Response

CANAL FAILURE OR FLOODING	<input type="checkbox"/> Rodent Control
	<input type="checkbox"/> Operations
	<input type="checkbox"/> Inspection/Maintenance
	<input type="checkbox"/> Construction/Design
	<input type="checkbox"/> Vegetation/Weed Control
THEFT / VANDALISM	<input type="checkbox"/> Security/Alarms/Cameras
	<input type="checkbox"/> Equipment ID
	<input type="checkbox"/> Fencing/Enclosures
FIRE	<input type="checkbox"/> Hotwork
	<input type="checkbox"/> Controlled Burns
	<input type="checkbox"/> Defensible Space
EQUIPMENT FAILURE	<input type="checkbox"/> Electric Surge
	<input type="checkbox"/> Preventive Maintenance
	<input type="checkbox"/> Animals/Insects/Bugs
	<input type="checkbox"/> Lightning
	<input type="checkbox"/> Backup Equipment
	<input type="checkbox"/> Emergency Response

EMPLOYMENT PRACTICES BEST PRACTICES

Focus	Checklist
Appropriate Documentation	<input type="checkbox"/> Up-to-date handbook/MOU
	<input type="checkbox"/> Up-to-date job descriptions
	<input type="checkbox"/> Regular performance appraisals given
	<input type="checkbox"/> Management procedures and policies in place
Effective Hiring	<input type="checkbox"/> Uniform hiring process
	<input type="checkbox"/> Pre-employment checks on all hires
	<input type="checkbox"/> Post-hiring process followed for all new staff
Promoting Staff Development	<input type="checkbox"/> Organization aligned to support staff development
	<input type="checkbox"/> Supervisor specific training
	<input type="checkbox"/> Job specific training
	<input type="checkbox"/> Sexual Harassment/Discrimination training
	<input type="checkbox"/> Regular performance feedback
Utilizing Professional Resources	<input type="checkbox"/> Designated and trained Human Resources staff
	<input type="checkbox"/> Labor specific counsel utilized
	<input type="checkbox"/> Involvement in professional organization(s)
	<input type="checkbox"/> JPIA resources utilized
Effective Communication	<input type="checkbox"/> All staff communication mechanism
	<input type="checkbox"/> Routine management meetings
	<input type="checkbox"/> Open door policy
	<input type="checkbox"/> Internal complaint procedure
	<input type="checkbox"/> Collaborative problem solving

ERGONOMIC/FALLS PROGRAM BEST PRACTICES

Ergonomics

Focus	Checklist
Ergonomic Program	<input type="checkbox"/> Written program with periodic review.
	<input type="checkbox"/> Included in new employee orientation (NEO).
	<input type="checkbox"/> Office/field evaluations.
	<input type="checkbox"/> Evaluations performed internally.
	<input type="checkbox"/> Responsible person identified
Ergonomic Training	<input type="checkbox"/> Provided all employees and on-going
	<input type="checkbox"/> Provided during new employee orientation (NEO).
	<input type="checkbox"/> Provided temporary workers.
	<input type="checkbox"/> In-house trainer(s).
	<input type="checkbox"/> TargetSolutions usage.
Ergonomic Operations Equipment	<input type="checkbox"/> Tools, equipment, resources obtained.
	<input type="checkbox"/> Quantity and availability.
	<input type="checkbox"/> Mechanical assistance.
	<input type="checkbox"/> Workstations.
	<input type="checkbox"/> Personal protective equipment (PPE).
	<input type="checkbox"/> H.R. LaBounty Safety Award participation).

Falls

Focus	Checklist
Work Environment	<input type="checkbox"/> Housekeeping.
	<input type="checkbox"/> Work area debris management.
	<input type="checkbox"/> Work site access.
	<input type="checkbox"/> Lighting.
Fall Protection Personal Protective Equipment (PPE)	<input type="checkbox"/> Footwear/boots.
	<input type="checkbox"/> Guardrails/walkways.
	<input type="checkbox"/> Fall prevention/arrest systems.
	<input type="checkbox"/> Ladders/stairs/ramps.
	<input type="checkbox"/> Climbing systems.
Fall Protection Training	<input type="checkbox"/> Maintenance and storage.
	<input type="checkbox"/> Training for all personnel.
	<input type="checkbox"/> PPE maintenance and inspection training.
	<input type="checkbox"/> TargetSolutions usage.

ERGONOMIC/FALLS/CLAIMS PROGRAM BEST PRACTICES

Claims

Focus	Checklist
Claims Reporting	<input type="checkbox"/> Written procedures.
	<input type="checkbox"/> Primary and back-up responsible persons.
	<input type="checkbox"/> Timely reporting to JPIA.
	<input type="checkbox"/> Staff, NEO, training.
Job Descriptions	<input type="checkbox"/> Physical requirements identified and updated periodically.
	<input type="checkbox"/> Pre-employment physicals.
	<input type="checkbox"/> Considered in RTWP.
Return To Work Program	<input type="checkbox"/> Formal Program with periodic review.
	<input type="checkbox"/> Return-to-work team.
	<input type="checkbox"/> Fit-for-duty exams (not for WC claims).
	<input type="checkbox"/> Temporary duty focus.
Aging Workforce Considerations	<input type="checkbox"/> Aging workforce planning.
	<input type="checkbox"/> Interactive process provided.

WILDFIRE PREVENTION PROGRAM BEST PRACTICES

Focus	Best Practices Menu
Planning and Coordination	<input type="checkbox"/> Develop an emergency Wildfire Emergency Response Plan (ERP)
	<input type="checkbox"/> Per SB 901 definition, establish and maintain current Wildfire Mitigation Plans, if required.
	<input type="checkbox"/> Join the state's Water/Wastewater Agency Response Network (WARN) or local/regional agency response network.
	<input type="checkbox"/> Identify major water connections, interties, and priority water customers to minimize loss of water supply, quality, and/or system pressure
Staff Training	<input type="checkbox"/> Conduct training, briefing, and exercises for wildfire preparedness, response, and recovery procedures including NIMS training.
	<input type="checkbox"/> Ensure shelter-in-place supplies and proper safety gear is available for employees. <input type="checkbox"/>
	<input type="checkbox"/> Identify essential personnel and ensure they are trained to perform critical duties and they are provided with ID/access credentials.
	<input type="checkbox"/> Establish how and when the utility emergency operations center (EOC) will be activated.
	<input type="checkbox"/> Assign a representative of the utility to the local/region incident command post or EOC.

Facility Protection and Readiness	<input type="checkbox"/> Create a zone of defensible space around sites, wellheads, structures, etc.
	<input type="checkbox"/> Determine if emergency generators are needed to power facilities. Confirm and document generator connection type, capacity load, and fuel consumption.
	<input type="checkbox"/> Check that generators, back-up equipment, and facility systems are in working order.
	<input type="checkbox"/> Be aware of Public Safety Power Shutoff (PSPS) guidelines for planned or emergency power outage for along duration and a wide expanse. Establish procedures to be notified and have contacts with the electric provider for power outage duration estimates.

ACWA JPIA SERVICES

Focus	Checklist
ACWA JPIA	<input type="checkbox"/> Target Solutions
	<input type="checkbox"/> HR LaBounty Safety Awards Program
	<input type="checkbox"/> JPIA Risk Control Grant Program
	<input type="checkbox"/> JPIA Webinars
	<input type="checkbox"/> Learning Management System (LMS)
	<input type="checkbox"/> Risk Transfer Manual /Hot Line
	<input type="checkbox"/> Employee Hotline
	<input type="checkbox"/> Risk Control Manual
	<input type="checkbox"/> Commitment to Excellence (C2E) Best Practices