

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
FLORIN RESOURCE CONSERVATION DISTRICT**

**Agenda**

**Wednesday, February 24, 2016**

**6:30 PM**

**9257 Elk Grove Blvd.  
Elk Grove, CA 95624**

Compliance with Government Code Section 54957.5

Public records, including writings related to an agenda item for an open session of a regular meeting of the Florin Resources Conservation District that are distributed less than 72 hours before the meeting, are available for public inspection during normal business hours at the Administration building of Elk Grove Water District, located at 9257 Elk Grove Blvd. Elk Grove, California. In addition, such writings may be posted, whenever possible, on the Elk Grove Water District website at [www.egwd.org](http://www.egwd.org).

The Board will discuss all items on the agenda, and may take action on any item listed as an "Action" item. The Board may discuss items that do not appear on the agenda, but will not act on those items unless there is a need to take immediate action and the Board determines by a two-thirds (2/3) vote that the need for action arose after posting of the agenda.

If necessary, the Meeting will be adjourned to Closed Session to discuss items on the agenda listed under "Closed Session." At the conclusion of the Closed Session, the meeting will reconvene to "Open Session."

**CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE**

**Public Comment – Please complete a Request to Speak Form if you wish to address the Board.**

Members of the audience may comment on matters that are not included on the agenda. Each person will be allowed three (3) minutes, or less if a large number of requests are received on a particular subject. No action may be taken on a matter raised under "Public Comment" until the matter has been specifically included on an agenda as an action item. Items listed on the agenda will be opened for public comment as they are considered by the Board of Directors.

**1. Proclamations and Announcements**

Associate Director Comment

Public Comment

**2. Consent Calendar** (Stefani Phillips, Secretary and Jim Malberg, Treasurer)

- a. Regular Meeting Minutes – January 27, 2016
- b. FRCD Cash Flow Worksheet – January, 2016
- c. Warrants Paid – January, 2016
- d. Active Accounts – January, 2016
- e. Bond Covenant Status for FY 2015-16 – January, 2016
- f. Revenues and Expenses – Actual vs. Budget FY 2015-16 – January, 2016
- g. Cash Accounts – January, 2016
- h. Consultants Expenses – January, 2016
- i. Major Capital Improvement Projects – Budget vs. Actuals – January, 2016
- j. General Manager Bonus

Associate Director Comment

Public Comment

**Recommended Action: Approve FRCD Consent Calendar items a-i; and approve a performance bonus for the General Manager in the amount of \$10,000 for the period of March 1, 2015 through February 29, 2016**

**3. Natural Resources Conservation Service Report** (Ellen Carlson, Management Analyst)

Associate Director Comment

Public Comment

**4. Private Fire Service Fees** (Jim Malberg, Finance Manager)

Associate Director Comment

Public Comment

**5. Emergency Response Plan** (Ellen Carlson, Management Analyst)

Associate Director Comment

Public Comment

**Recommended Action: Accept and file the 2016 Emergency Response Plan**

**6. Committee Meetings** (Stefani Phillips, Secretary)

a. Infrastructure Committee Meeting – February 9, 2016

Associate Director Comment

Public Comment

**7. Refunding of Outstanding Water Revenue Certificates of Participation**

(Jim Malberg, Finance Manager)

Associate Director Comment

Public Comment

**Recommended Action: Adopt Resolution No. 02.24.16.01 of the Board of Directors of the Florin Resource Conservation District Authorizing the Issuance and Sale of Water Revenue Refunding Bonds to Refinance Certain of its Outstanding Certificates of Participation, Authorizing Execution of a Supplemental Indenture of Trust, and Approval and Execution of Related Agreements and Official Actions**

**8. Elk Grove Water District Conservation Activities – January 2016**

(Ellen Carlson, Management Analyst)



Associate Director Comment

Public Comment

**9. Florin Resource Conservation District Conservation Activities – February 2016** (Ellen Carlson, Management Analyst)

Associate Director Comment

Public Comment

**10. Elk Grove Water District Operations Report – January 2016**  
(Mark J. Madison, PE, General Manager)

Associate Director Comment

Public Comment

**11. Legislative Update** (Ellen Carlson, Management Analyst)

Associate Director Comment

Public Comment

**12. Directors Comments**

Associate Director Comment

Public Comment

**13. Closed Session**

- a. CONFERENCE WITH LABOR NEGOTIATORS (Gov't. Code Section 54957.6)  
Agency designated representatives: Mark J. Madison, General Manager  
Unrepresented employees: All
- b. CONFERENCE WITH LABOR NEGOTIATORS (Section 54957.6)  
Agency designated representatives: Chuck Dawson  
Unrepresented employee: General Manager

Adjourn to Regular Meeting – March 23, 2016.

February 24, 2016

TO: Chairman and Directors of the Florin Resource Conservation District  
FROM: Stefani Phillips, Secretary and Jim Malberg, Treasurer  
SUBJECT: **CONSENT CALENDAR**

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**RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors approve the FRCD Consent Calendar.

**Summary**

By this action, the Board will approve the FRCD Consent Calendar items a-i.

**DISCUSSION**

Background

Consent Calendar items a-i are standing items on the Regular Board Meeting agenda.

**FINANCIAL SUMMARY**

N/A

Respectfully Submitted,



STEFANI PHILLIPS, FLORIN RESOURCE CONSERVATION BOARD SECRETARY  
AND JIM MALBERG, TREASURER

SP

Attachments



## MINUTES OF THE REGULAR MEETING OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS

Wednesday, January 27, 2016

The regular meeting of the Florin Resource Conservation District Board of Directors was called to order at 6:30 p.m. by Chuck Dawson, Chair, at 9257 Elk Grove Blvd, Elk Grove CA.

### Call to Order, Roll Call, and Pledge of Allegiance.

Directors Present: Chuck Dawson, Bob Gray, Elliot Mulberg, Tom Nelson, and Jeanne Sabin  
Directors Absent: None  
Staff Present: Mark J. Madison, General Manager; Jim Malberg, Finance Manager; Stefani Phillips, Secretary  
Associate Directors Present: Lisa Medina, Davies Ononiwu, Mike Schmitz  
General Counsel Present: Ann Siprelle, Best Best & Krieger (BB&K)  
Consultants Present: Ken Dieker, Del Rio Advisors, LLC

### Public Comment

No comments were made.

### 1. Proclamations and Announcements

No comments were made.

### 2. Florin Resource Conservation District Election of Officers – 2016

Director Elliot Mulberg proposed a rotational option for the Board members to take turns as Board officers in order to make board members better.

Discussion among the Board followed.

The Board agreed to make an informal two-year term for board officer positions and conjoin the terms to the election years.

MSC (Nelson/Sabin) to nominate Chuck Dawson as Chairman 5/0: Ayes: Dawson, Gray, Mulberg, Nelson, and Sabin.

MSC (Sabin/Mulberg) to nominate Tom Nelson as Vice-Chairman 5/0: Ayes: Dawson, Gray, Mulberg, Nelson, and Sabin.

### 3. Consent Calendar

- a. Regular Meeting Minutes – December 16 and December 30, 2015
- b. FRCD Cash Flow Worksheet – December, 2015
- c. Warrants Paid – December, 2015
- d. Active Accounts – December, 2015
- e. Bond Covenant Status for FY 2015-16 – December, 2015
- f. Revenues and Expenses – Actual vs Budget FY 2015-16 – December, 2015
- g. Cash Accounts – December, 2015
- h. Consultants Expenses – December, 2015

Director Bob Gray pulled items c and h.

MSC (Mulberg/Nelson) to approve Consent Calendar items a,b,d,e,f,g 5/0: Ayes: Dawson, Gray, Mulberg, Nelson, and Sabin.

Mr. Gray is concerned about the large credit refunds under warrants paid. Jim Malberg, Finance Manager, responded stating often times we leave a deposit and then we refund it back. Mark Madison, General Manager will have the credit refunds pulled and provide an answer to Mr. Gray.

Mr. Madison explained to the Board that staff is still working on the running total for projects that are over \$100,000 and will present the information staff found at the February Board meeting.

Mr. Gray commented that the expense figures for BBK are not matching. Mr. Madison responded stating staff will investigate and correct the inaccurate figures for BBK.

MSC (Gray/Sabin) to approve Consent Calendar items c,h 5/0: Ayes: Dawson, Gray, Mulberg, Nelson, and Sabin.

#### **4. Options Related to the Potential Refunding of the Florin Resource Conservation District Debt**

Jim Malberg, Finance Manager, introduced the Options Related to the Potential Refunding of the Florin Resource Conservation District Debt to the Board. In summary, staff desires to evaluate a debt refunding option that would shorten the remaining the term of the outstanding debt.

Ken Dieker, Del Rio Advisors, LLC, provided information to the Board on the various options the District can pursue.

Mr. Madison covered scenario 4B. He explained to the Board that because the District is not doing Automatic Meter Infrastructure (AMI) it would allow the District to use some reserves, that were previously allocated, to pay down and shorten the term of the debt.

Tom Nelson, Vice-Chairman, would like to see how this would impact the District's Capital Improvement Plan's (CIP's). Mr. Madison responded stating this information will be presented at the February Board meeting.

Mr. Madison changed the recommendation to add "lock-in the rate with Capital One."

MSC (Sabin/Dawson) to authorize staff to lock-in the rate with Capital One and proceed with investigating scenario 4A or 4B, 5/0: Ayes: Dawson, Gray, Mulberg, Nelson, and Sabin.

#### **5. Committee Meetings**

There were no committee meetings held in the month of December 2015.

#### **6. Draft Florin Resource Conservation District Needs Assessment**

Mark Madison, General Manager, provided background on the Draft Florin Resource Conservation District to the Board.

Mr. Madison recommended having a special meeting in February to move through the Needs Assessment and provide any input the Board may have.

Discussion among the Board members followed.

Stefani Phillips, Board Secretary, will schedule a special meeting with the Board to discuss further details of the Needs Assessment for the Florin Resource Conservation District.



## 7. Elk Grove Water District Conservation Activities – December 2015

Ellen Carlson, Management Analyst, presented the Elk Grove Water District Conservation Activities – December 2015 to the Board. In summary, service area 1 reduced its water consumption by 28.56% in December in comparison to December 2013 usage. Service area 2 reduced by 44.66% for the same period. The combined reduction for both service areas was 35.57%. The cumulative reduction since June 2015 totals 36.14%.

## 8. Elk Grove Water District Operations Report – December 2015

Mark Madison, General Manager, presented the Elk Grove Water District Operations Report – December 2015 to the Board.

Comments and inquiries included:

- 10 Door Hangers
- 90 USA Locates
- 2 Pressure Complaints
- 2 Water Quality Complaints – due to customer water softeners
- 30 Preventative Maintenance work orders
- 26 Hydrant Maintenance
- 109 Valve Exercising
- No Utility work orders due to the weather and the work that is being performed on the water main project on Colton Avenue/Orton Street
- Monthly Production
  - Well 1D – didn't run much due to demand
  - Well 4D – normal production
  - Well 11D – normal production
  - Well 14D – didn't run much due to demand
  - Well 3 – didn't run much due to demand
  - Well 8 – ran for sampling
  - Well 9 – didn't run much due to demand
  - Well 13 – working on Arsenic level and didn't run much
- Combined Total Production – down from last year and also 2013
- Total Demand/Production – down from last year and also 2013
- Static and Pumping levels – static water levels are up and the water tables are higher
- 15 outstanding delinquents for the Backflow Prevention Program
- 2 Leaks
  - 1 Service Line leaks – crack found in the pipe
  - 1 Main Line leaks – hydrant got hit by a car
- Pressure maps – smooth and constant pressure throughout the District due to Variable Frequency Drive (VFD) that have been put in place

Director Bob Gray inquired if the hours listed on the activities summary page of the operations report are man hours. Mr. Madison responded yes.

Mr. Gray inquired if the District was still looking for valves. Mr. Madison responded yes but he will further investigate this matter and get back to Mr. Gray with a definitive answer as to why this is still happening.

## 9. Florin Resource Conservation District Appointment of Directors to Committees – 2016

The Board discussed the various committees. Associate Lisa Medina was added to the Infrastructure Committee.

The new committees are as shown:

Finance – FRCD/EDC/EGWD:	All Board Members
Conservation Committee – FRCD:	Elliot Mulberg Tom Nelson Jeanne Sabin
Alternate:	Michael Schmitz
Infrastructure Committee – EGWD:	Bob Gray Tom Nelson Lisa Medina
Alternate:	Davies Ononiwu
Planning – FRCD/EDC/EGWD:	Chuck Dawson Jeanne Sabin
Alternate:	Elliot Mulberg

A discussion was held regarding Ad-Hoc Committees. Board members referred to the Board-by-Laws which state that the chair shall appoint Board members as needed.

MSC (Mulberg/Sabin) to appoint Associate Lisa Medina to be seated to the Infrastructure Committee, 5/0: Ayes: Dawson, Gray, Mulberg, Nelson, and Sabin.

## 10. Contract Amendment to Tully & Young to Evaluate Climate Change as Part of the 2015 Urban Water Management Plan

Bruce Kamilos, Associate Civil Engineer, presented the Contract Amendment to Tully & Young to Evaluate Climate Change as Part of the 2015 Urban Water Management Plan to the Board. In summary, FRCD/EGWD has contracted with Tully & Young to prepare the 2015 Urban Water Management Plan (UWMP). The professional services agreement FRCD/EGWD has executed with Tully & Young is for an amount not to exceed \$49,500. This contract amount does not include addressing the impacts of climate change on water supply and demand in the UWMP. Addressing climate change in the UWMP is an optional element and not a requirement. By amending the contract by \$5,000 to include the evaluation of climate change as part of the UWMP, and would bring the contract total to \$54,500.

Discussion among the Board members followed.

MSC (Mulberg/Sabin) to amend the professional services agreement with Tully & Young, in the amount of \$5000, to evaluate climate change to as part of the 2015 Urban Water Management Plan, 4/1: Noes: Dawson, Gray, Nelson, and Sabin. Ayes: Mulberg.



### 11. Sustainable Groundwater Management Act Quarterly Update

Mark Madison, General Manager, presented the Sustainable Groundwater Management Act Quarterly Update to the Board.

Mr. Madison requested that the Board provide direction on the following proposed actions:

1. Give the District authority to appoint our own representative from the District (Board member or staff member) without going through another public agency
2. Have the District be a signatory to the agreement

Much discussion carried on among the Board members.

The Board agreed on option #1 and then ask for option #2.

### 12. Elk Grove Water District Fiscal Year 2015-16 Quarterly Operating Budget Status Report

Jim Malberg, Finance Manager, presented the Elk Grove Water District Fiscal Year 2015-16 Quarterly Operating Budget Status Report to the Board.

Comments and inquiries include:

- Revenues at 50.67%
- Total Operational Expenses at 46.32%
- Salaries & Benefits at 53.28% due to paying workman's comp for a year back in July 2015 and also had a true up
- Purchased Water at 46.05% due to conservation efforts
- Equipment Rent, Taxes, Utilities at 34.11% - electricity is the driver in this category

Director Elliot Mulberg inquired if account 5425 for Licenses, Certifications, Fees was a one-time occurrence. Mr. Malberg responded yes, but he will look into this and e-mail Mr. Mulberg with an answer.

### 13. Elk Grove Water District Fiscal Year 2015-16 Quarterly Capital Reserve Status Report

Jim Malberg, Finance Manager, presented the Elk Grove Water Fiscal Year 2015-16 Quarterly Capital Reserve Status Report to the Board. In summary, through December 31, 2015, the District has spent \$730,466 (about 30%) on capital projects leaving a remaining total reserve balance at September 30, 2015 of \$10,769,534.

### 14. Legislative Update

Ellen Carlson, Management Analyst, presented the Legislative Update to the Board. In summary, Legislators reconvened on January 4, 2016 and have introduced a few new bills. Governor Brown submitted a proposed 2016-17 budget on January 7, 2016 which contains \$323 million for drought response.

Comments and inquiries include:

- AB 21 – Was a water bill but has now been amended to a medical marijuana bill and will be removed from the California Assembly report
- AB 309 – Originally proposed as a greenhouse bill but has been amended to the establishment of a grant program to support research examining ways to expand California's water portfolio
- AB 581 – Has been sent to the Senate
- AB 1555 – New bills and is in suspense waiting for review

- AB 1590 – Following this bill carefully due to this bill being associated with the State Water Resource Control Board
- SB 7 – Revived and in assembly
- SB 554 – Has been moved to assembly
- SB 814 – Drought – Excessive Water Use – will be watching for one more month and recommend to oppose bill. Will bring this bill back in the month of February.

### 15. Directors Comments

Director Jeanne Sabin, stated she moved from FRCD Boundaries and is a designated agent of a resident landowner with the EGWD Region.

Vice-Chairman Tom Nelson, discussed dry wells and expressed his desire for the FRCD District to do this project.

Director Bob Gray commented that he would like to have the fire service discussion at the February Board meeting.

### 16. Closed Session

- PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't. Code Section 54957)  
Title: General Manager
- CONFERENCE WITH LABOR NEGOTIATORS (Gov't. Code Section 54957.6)  
Agency designated representatives: Chuck Dawson  
Unrepresented employees: General Manager

Adjourn to Regular Meeting on Wednesday, February 24, 2016 at 6:30 p.m.

Respectfully submitted,

*Stefani Phillips*

Stefani Phillips, Secretary

SP/CR





## **FRCD Cash Flow For the Month Ended January 31, 2015**

<b>Cash in Bank – Beginning</b>	<b>\$ 114,238.04</b>
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**Receipts:**

<b>Interest Earned</b>	<b>\$ 7.76</b>
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**Disbursements:**

<b>Cash in Bank – Ending</b>	<b>\$ 114,245.80</b>
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Check History Report

1/1/2016 to 1/31/2016  
Elk Grove Water District

Check Number	Check Date	Vendor Number	Name	Check	Explanation
039850	1/14/2016	SALAS	RICHARD SALAS	37.21	
039851	1/19/2016	ACWAJPI	CB&T/ACWA-JPIA	58,082.52	
039852	1/19/2016	AFLAC	AFLAC	1,732.23	
039853	1/19/2016	AIRBORN	AIRBORNE SECURITY PATROL, INC.	6,300.00	Conservation Patrol
039854	1/19/2016	ARBOR	ARBOR TECH SERVICES	2,800.00	Maintenance at Well # 3
039855	1/19/2016	ARC	ARC	33.29	
039856	1/19/2016	ATT&T	AT&T MOBILITY	298.88	
039857	1/19/2016	BACKFLO	BACKFLOW DISTRIBUTORS, INC	170.00	
039858	1/19/2016	BATTER	BATTERIES PLUS	33.48	
039859	1/19/2016	CCPPM	CCPPM	1,269.47	Printing/Supplies
039860	1/19/2016	CITY EG	CITY OF ELK GROVE	77.85	
039861	1/19/2016	CONSOLI	CONSOLIDATED COMMUNICATIONS	1,238.05	Phones-MOC/ADMIN
039862	1/19/2016	CONSOLI	CONSOLIDATED COMMUNICATIONS	241.72	Ethernet Service
039863	1/19/2016	COUNTY3	COUNTY OF SACRAMENTO	25.00	
039864	1/19/2016	COUNTY4	SACRAMENTO COUNTY UTILITIES	103.70	
039865	1/19/2016	CR CHI	CHICAGO TITLE CO	17.36	
039866	1/19/2016	CRF FN	FIDELITY NATIONAL TITLE	115.15	
039867	1/19/2016	CRF JMD	JOSHUA & MARISSA DRAZIL	9.84	
039868	1/19/2016	CRF KVM	KYLE & VANESSA MCGILL	5.04	
039869	1/19/2016	CRF O	ORANGE COAST TITLE COMPANY	61.71	
039870	1/19/2016	CRF PLA	PLACER TITLE COMPANY	82.98	
039871	1/19/2016	CRFADL	ALAN & DEBRA LADWIG	9.85	
039872	1/19/2016	CRFDRA	DERRICK ALVI & RAILA M AGRADE	1.47	
039873	1/19/2016	CRFFNTO	FIDELITY NATIONAL TITLE CO	10.52	
039874	1/19/2016	CRFFTC	FIRST AMERICAN TITLE COMPANY	90.09	
039875	1/19/2016	CRFID	FIDELITY NATIONAL TITLE CO	91.00	
039876	1/19/2016	CRFJUM	JUAN MIRANDA	4.99	
039877	1/19/2016	CRFMMLF	MARIA MELO & LEVI FILHO	3.21	
039878	1/19/2016	CRFMO	MICHAEL ORTIZ	65.70	
039879	1/19/2016	CRFNA	NORTH AMERICAN TITLE COMPANY	35.54	
039880	1/19/2016	CRFNA	NORTH AMERICAN TITLE COMPANY	17.84	
039881	1/19/2016	CRFO	ORANGE COAST TITLE	4.94	
039882	1/19/2016	CRFOCTC	ORANGE COAST TITLE COMPANY	342.79	
039883	1/19/2016	CRFORA	ORANGE COAST TITLE	93.21	
039884	1/19/2016	CRFORA	ORANGE COAST TITLE	68.85	
039885	1/19/2016	CRFTIL	TITLE 365	141.93	
039886	1/19/2016	CRPC	PHIL COUCHEE	4.07	
039887	1/19/2016	CRSTS	STEPHANIE SANDOW	2.53	



Invoice #	Invoice Date	Vendor Name	Invoice Description	Amount	Category
039888	1/19/2016	DATAPRO		7,258.19	Monthly Billing
039889	1/19/2016	ELK LOC		9.07	
039890	1/19/2016	ERONOMI		140.00	
039891	1/19/2016	FASTENA		68.68	
039892	1/19/2016	INT STA		1,282.02	
039893	1/19/2016	J MELLO		64.65	Fuel
039894	1/19/2016	JAN PRO		515.00	Clothing Reimbursement
039895	1/19/2016	JAYS		2,247.04	Janitorial-MOC/ADMIN
039896	1/19/2016	LAKE V		2,566.00	(2) Materials-Supplies-Colton/Orton
039897	1/19/2016	MONTIEL		92.65	Maintenance at MOC
039898	1/19/2016	NICOLAY		4,200.00	Clothing Reimbursement
039899	1/19/2016	NTS		167.41	Actuarial Services
039900	1/19/2016	PACE		1,547.06	(6) Invoices-Materials-Supplies-Distribution/Colton/Orton
039901	1/19/2016	PETTY		289.44	
039902	1/19/2016	PRE ALL		106.00	
039903	1/19/2016	RADIAL		633.02	Repairs & Maintenance of Vehicles
039904	1/19/2016	RCB BK		1,538.18	Materials/Supplies-Parking Lot Remotes, Hotel
039905	1/19/2016	RCB EC		378.70	Safety, Meetings, Employee Recognition
039906	1/19/2016	RCB MM		3,942.14	Hotel (for 3People), Parking, Meals
039907	1/19/2016	RCB SH		400.21	Materials/Supplies-Treatment
039908	1/19/2016	RCB SP		579.75	Meals, Parkina, Contracted Services, Hotel
039909	1/19/2016	RCBJC		1,366.49	Materials/Supplies-Distribution
039910	1/19/2016	REPUBLI		780.81	
039911	1/19/2016	ROOCO		1,010.88	(2) Invoices-Materials-Supplies-Colton/Orton
039912	1/19/2016	ROTH		380.82	Temporary Customer Service Help
039913	1/19/2016	SAGE 2		5,833.09	Annual fees-Abra Payroll Support
039914	1/19/2016	SAWWA2		90.00	
039915	1/19/2016	SDRMA		1,217.68	Additional Equipment additions
039916	1/19/2016	SECO		1,116.60	Well #13 Level Transducer
039917	1/19/2016	SIERRA		940.25	
039918	1/19/2016	SMUD		858.21	
039919	1/19/2016	SMUD		5,895.39	
039920	1/19/2016	SMUD		3,164.22	
039921	1/19/2016	SMUD		53.69	
039922	1/19/2016	SMUD		5,476.72	
039923	1/19/2016	SMUD		1,731.39	
039924	1/19/2016	SMUD		498.51	
039925	1/19/2016	SMUD		99.84	
039926	1/19/2016	SMUD		742.89	
039927	1/19/2016	SUMMIT		1,247.40	(3) Invoices-Repairs/Maintenance-MOC/ADMIN
039928	1/19/2016	T FRANK		86.79	Clothing Reimbursement
039929	1/19/2016	ULTRA		17.22	
039930	1/19/2016	VALL MO		60.12	
039931	1/19/2016	VERIZON		416.80	Aircards-Laptops
039932	1/20/2016	MONTIEL		238.47	Clothing Reimbursement
039933	1/21/2016	SALAS		150.00	DMV Redistration Reimbursement



039934	1/21/2016	A. TEIC	A. TEICHERT & SON, INC	496.24	
039935	1/21/2016	ABIDE	ABIDE BUILDERS, INC	11,975.70	RRWTF-Parking Lot
039936	1/21/2016	BATTER	BATTERIES PLUS	65.87	
039937	1/21/2016	BAY ALA	BAY ALARM COMPANY	35.00	
039938	1/21/2016	BG SOLU	SOLUTIONS BY BG INC.	4,987.50	Daily Tasks/Help Tickets
039939	1/21/2016	BONY2	THE BANK OF NEW YORK MELLON	2,100.00	Annual Bond Admin Fees
039940	1/21/2016	BRINKS	BRINK'S INCORPORATED	274.99	
039941	1/21/2016	CAP AIR	CAPITAL AIR TOOL, LLC.	127.60	
039942	1/21/2016	CDW	CDW GOVERNMENT	467.97	
039943	1/21/2016	CSDS	CSDS SACRAMENTO	528.72	
039944	1/21/2016	DMV4	DMV	490.00	Repair & Maintenance of Equipment
039945	1/21/2016	EFFECT	EFFECTIVE PHONE SOLUTIONS INC.	1,265.85	Disaster Recovery
039946	1/21/2016	EGPOWER	ELK GROVE POWER EQUIPMENT	88.21	
039947	1/21/2016	FASTENA	FASTENAL COMPANY	210.99	
039948	1/21/2016	FERRELL	FERRELLGAS	215.31	
039949	1/21/2016	FRONT C	FRONTIER COMMUNICATIONS	221.46	Well site communications-Alarm and Security
039950	1/21/2016	FRONT C	FRONTIER COMMUNICATIONS	169.41	Well site communications-Alarm and Security
039951	1/21/2016	FRONT C	FRONTIER COMMUNICATIONS	174.79	Well site communications-Alarm and Security
039952	1/21/2016	LAKE V	LAKE VUE ELECTRIC, INC	170.00	
039953	1/21/2016	MAITA	MAITA CHEVROLET	36.96	
039954	1/21/2016	NTS	NTS MIKEDON, LLC	1,819.20	(3) Invoices-Materials-Supplies-Colton/Orton
039955	1/21/2016	PACE	PACE SUPPLY CORP	1,119.31	(4) Invoices-Materials-Supplies-Colton/Orton, Distribution
039956	1/21/2016	PEST	PEST CONTROL CENTER INC	160.00	
039957	1/21/2016	PG&E	PACIFIC GAS & ELECTRIC	117.23	
039958	1/21/2016	RADIAL	RADIAL TIRE OF ELK GROVE	246.23	Repair & Maintenance of Vehicles
039959	1/21/2016	RCB RS	CARD SERVICE CENTER	456.52	
039960	1/21/2016	RDO 1	RDO TRUST # 80-5800	137.82	
039961	1/21/2016	ROTH	ROTH STAFFING COMPANIES, L.P.	1,058.22	Temporary Customer Service Help
039962	1/21/2016	SAC SHE	SACRAMENTO COUNTY SHERIFF	332.72	Confidential
039963	1/21/2016	SIERRA	SIERRA OFFICE SUPPLIES	324.39	Copier-ADMIN
039964	1/21/2016	TOSHIBA	TOSHIBA FINANCIAL SERVICES	528.93	
039965	1/21/2016	ULTRA	ULTRA TRUCK WORKS, INC	526.84	
039966	1/21/2016	VALL MO	VALLEY MOTOR PARTS	8.49	
039967	1/21/2016	XC2	XC2 SOFTWARE, LLC	938.00	Software for Backflow test reports
039968	1/27/2016	AECOM	AECOM TECHNICAL SERVICES, INC	10,423.37	Emergency Response Planning
039969	1/27/2016	B WAGNE	BRANDON WAGNER	194.37	Clothing Reimbursement
039970	1/27/2016	BAY ALA	BAY ALARM COMPANY	309.00	
039971	1/27/2016	BEST	BEST, BEST & KRIEGER	13,883.91	Legal
039972	1/27/2016	COEG	CITY OF ELK GROVE	250.00	
039973	1/27/2016	FASTENA	FASTENAL COMPANY	131.06	
039974	1/27/2016	FERRELL	FERRELLGAS	21.47	
039975	1/27/2016	FREDER	DAVID FREDERICK	90.00	
039976	1/27/2016	IWATER	IWATER, INC	1,500.00	Annual Maintenance for InfraMAP
039977	1/27/2016	JAYS	JAY'S TRUCKING SERVICE	1,303.52	(2) Invoices-Materials-Supplies-Colton/Orton
039978	1/27/2016	JMENDOZ	JOSE MENDOZA	302.39	Clothing Allowance
039979	1/27/2016	NTS	NTS MIKEDON, LLC	1,063.20	(3) Invoices-Materials-Supplies-Colton/Orton



039980	1/27/2016	PACE	PACE SUPPLY CORP	1,086.40	(4) Invoices-Materials-Supplies-Colton/Orton, Treatment, Distribution
039981	1/27/2016	PLATT2	PLATT	11.17	
039982	1/27/2016	RADIAL	RADIAL TIRE OF ELK GROVE	672.32	Repairs & Maintenance of Vehicles
039983	1/27/2016	ROOCO	ROOCO RENTS	633.52	(2) Invoices-Materials-Supplies-Colton/Orton
039984	1/27/2016	ROTH	ROTH STAFFING COMPANIES, L.P.	298.89	Temporary Customer Service Help
039985	1/27/2016	SAC VAL	SAC VALLEY ELECTRIC, INC	3,102.45	VDF-Booster Pump-Final Payment
039986	1/27/2016	SIERRA	SIERRA OFFICE SUPPLIES	148.54	
039987	1/27/2016	SIGN CE	THE SIGN CENTER	91.44	
039988	1/27/2016	SUMMIT	AIR WORKS INC	110.00	
039989	1/27/2016	ULTRA	ULTRA TRUCK WORKS, INC	868.96	(2) Invoices-Repairs/Maintenance
039990	1/27/2016	VALL MO	VALLEY MOTOR PARTS	10.79	
039991	1/31/2016	A. TEIC	A. TEICHERT & SON, INC	250.53	
039992	1/31/2016	ARC	ARC	58.37	
039993	1/31/2016	BADAWI	BADAWI & ASSOCIATES	2,490.00	Audit Services
039994	1/31/2016	BG SOLU	SOLUTIONS BY BG INC.	5,058.75	Daily Tasks/Help Tickets
039995	1/31/2016	BSK4	BSK ASSOCIATES	1,115.00	Sampling
039996	1/31/2016	CAP RUB	CAPITAL RUBBER	289.18	
039997	1/31/2016	COUNTY4	SACRAMENTO COUNTY UTILITIES	47.69	
039998	1/31/2016	CRF FT	FIRST AMERICAN TITLE	88.95	Account Closed-Credit Refund
039999	1/31/2016	CRF MTP	MARY THERESA PARDO	36.72	Account Closed-Credit Refund
040000	1/31/2016	CRF TVN	THANH VAN NGUYEN	8.63	Account Closed-Credit Refund
040001	1/31/2016	CRF3	3 POINT REAL ESTATE &	52.32	Account Closed-Credit Refund
040002	1/31/2016	CRFORA	ORANGE COAST TITLE	123.85	Account Closed-Credit Refund
040003	1/31/2016	CRFPM	PATRICK MALONEY	21.41	Account Closed-Credit Refund
040004	1/31/2016	CRFRAS	RAJESH SHARMA	14.14	Account Closed-Credit Refund
040005	1/31/2016	CRFSFP	SARAH & PASCAL FORCIER	31.10	Account Closed-Credit Refund
040006	1/31/2016	CRWA	CALIFORNIA RURAL WATER ASSC	425.00	Account Closed-Credit Refund
040007	1/31/2016	CRWA	CALIFORNIA RURAL WATER ASSC	400.00	Account Closed-Credit Refund
040008	1/31/2016	EBERHAR	EBERHART SOFTWARE	570.00	Account Closed-Credit Refund
040009	1/31/2016	GOLDEN	GOLDEN STATE FLOW	1,598.20	Materials/Supplies-Distribution
040010	1/31/2016	HALING	CINDY HALING	300.00	
040011	1/31/2016	INT STA	INTERSTATE OIL COMPANY	798.71	Fuel
040012	1/31/2016	NEWEGG	NEWEGG BUSINESS, INC	64.24	
040013	1/31/2016	NTS	NTS MIKEDON, LLC	258.00	
040014	1/31/2016	OREILLY	O'REILLY AUTO PARTS	59.70	
040015	1/31/2016	PAC BEN	PACIFIC BENEFIT IFLEX, INC	16.00	
040016	1/31/2016	PACE	PACE SUPPLY CORP	1,772.74	(3) Invoices- Materials-Supplies-Colton/Orton, Distribution
040017	1/31/2016	PLATT2	PLATT	41.10	
040018	1/31/2016	RADIAL	RADIAL TIRE OF ELK GROVE	1,208.81	Repairs & Maintenance of Vehicles
040019	1/31/2016	ROOCO	ROOCO RENTS	268.48	
040020	1/31/2016	SIERRA	SIERRA OFFICE SUPPLIES	225.51	
040021	1/31/2016	SITE ON	SITEONE LANDSCAPE SUPPLY	141.03	
040022	1/31/2016	ULTRA	ULTRA TRUCK WORKS, INC	64.64	
040023	1/31/2016	UNITED	UNITED SITE SERVICES	250.15	
040024	1/31/2016	VALL MO	VALLEY MOTOR PARTS	40.66	
040025	1/31/2016	ZOOM	ZOOM IMAGING SOLUTIONS, INC	349.35	
				<b>222,145.70</b>	<b>Total:</b>

Elk Grove Water District  
Active Account Information  
1/31/2016

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Water Accounts:												
Metered												
Residential	11,669	11,658	11,647	11,637	11,643	11,656	11,649					
Commercial	513	517	518	521	519	519	521					
Fire Service	121	122	122	124	122	122	122					
<b>Total Accounts</b>	<b>12,303</b>	<b>12,297</b>	<b>12,287</b>	<b>12,282</b>	<b>12,284</b>	<b>12,297</b>	<b>12,292</b>	-	-	-	-	-

Elk Grove Water District  
Active Account Information  
FY 2014/2015

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Water Accounts:												
Non-metered												
Residential	135	133	134	133	107	80	65	21	20	-	-	-
Commercial	47	33	33	35	21	10	10	4	4	-	-	-
Metered												
Residential	11,494	11,484	11,490	11,473	11,479	11,513	11,525	11,579	11,607	11,632	11,651	11,658
Commercial	457	458	459	457	479	492	502	509	512	514	511	512
Fire Service	123	121	121	121	121	121	121	121	121	121	121	121
<b>Total Accounts</b>	<b>12,256</b>	<b>12,229</b>	<b>12,237</b>	<b>12,219</b>	<b>12,207</b>	<b>12,216</b>	<b>12,223</b>	<b>12,234</b>	<b>12,264</b>	<b>12,267</b>	<b>12,283</b>	<b>12,291</b>



# Elk Grove Water District

## Bond Covenant Status

### For Fiscal Year 2015-16

As of January 31, 2016

**Operating Revenues:**

Charges for Services	\$	7,775,272
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**Operating Expenses:**

Salaries & Benefits		1,902,897
Seminars, Conventions and Travel		21,151
Office & Operational		443,647
Purchased Water		1,507,601
Outside Services		359,587
Equipment Rent, Taxes, and Utilities		171,904
Depreciation & Amortization		904,167
Total Operating Expenses		5,310,954

<b>Income From Operations</b>	<b>\$</b>	<b>2,464,318</b>
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**Covenant Number 2**

Income From Operations		2,464,318
Add: Depreciation & Amortization Expenses		904,167 *
Total		3,368,485

Interest & Principal Payments		
2,225,240 interest + 1,430,000 principal		2,132,223 *

**Coverage Ratio:**

<b>Actual</b>		<b>1.58</b>
<b>Required</b>		<b>1.15</b>

\* Note: The calculation for the period = the percentage of the year completed.





**Florin Resource Conservation District  
CASH - Detail Schedule of Investments  
1/31/2016**

Consent  
Calendar Item# 9

Account number / name	Investment Name	Investment Type	Restrictions	Market Value
<b>HELD BY BOND TRUSTEE:</b>				
<b>G/L Account # Money Market Fund</b>				
1130-000-30 Building	BNY 113518 FRCD OB 2003 A/B Rev Fd	MM Mutual Fund	Restricted	0.00
Building	BNY 113522 FRCD OB 2003 B SUB IPF	MM Mutual Fund	Restricted	2.00
Building	BNY 113591 FRCD OB 03 A/B O/M RES FD	MM Mutual Fund	Restricted	8,161,800.55
1132-000-30 Building	BNY 113594 FRCD OB 03 A/B RES FD	MM Mutual Fund	Restricted	0.00
Building	BNY 113598 FRCD 03 A INST PMT FD	MM Mutual Fund	Restricted	0.00
Building	BNY 113599 FRCD OB 03 A SR IPF	MM Mutual Fund	Restricted	0.00
1133-000-30 Building	BNY 113601 FRCD 2003 A/B CAR/PAINT EXP	MM Mutual Fund	Restricted	3,774.72
1134-000-30 Building	BNY 113602 FRCD 2003 A/B ADMIN EXP FD	MM Mutual Fund	Restricted	0.00
1103-000-20 Water	BNY 113757 FRCD 2002 INST PMT SER B	MM Mutual Fund	Restricted	2.00
Water	BNY 113759 FRCD 2002 INST PMT SER B	MM Mutual Fund	Restricted	1.01
1102-000-20 Water	BNY 113756 FRCD INST PMT SER A	MM Mutual Fund	Restricted	770,226.92
1107-000-20 Water	BNY 113576 FRCD 2003 A CONST FUND	MM Mutual Fund	Restricted	0.00
1122-000-20 Water	BNY 113584 FRCD 2005 A CONST FUND	MM Mutual Fund	Restricted	0.00
1123-000-20 Water	BNY 113585 FRCD 2005 A INST PM	MM Mutual Fund	Restricted	192,420.59
1121-000-20 Water	BNY 113586 FRCD 2005 A RATE STAB	MM Mutual Fund	Restricted	0.00
Water	BNY 113587 FRCD 2005 A RES FD	MM Mutual Fund	Restricted	1.00
1101-000-20 Water	BNY 113764 FRCD 2002 A/B RATE STABILIZATION	MM Mutual Fund	Restricted	0.00
1108-000-20 Water	BNY 892747 FRCD 2014A COI	MM Mutual Fund	Restricted	0.00
1109-000-20 Water	BNY 892745 FRCD 2014A REDEMPTION	MM Mutual Fund	Restricted	0.00
1110-000-20 Water	BNY 892744 FRCD 2014A DEBT SERVICE	MM Mutual Fund	Restricted	0.00
1001-000-20 Water	CASH ON HAND		<b>Subtotal</b>	<b>\$ 9,137,374.63</b>
1010-000-10 FRCD	HELD BY RIVER CITY BANK:		Unrestricted	\$ 300.00
1010-000-20 Water	RCB 1111057982 CHECKING ACCOUNT		Unrestricted	114,245.80
1020-000-20 Water	RCB 1111063486 GENERAL CHECKING		Unrestricted	295,645.18
1030-000-20 Water	RCB 1111028001 MONEY MARKET		Unrestricted	5,940,886.11
1040-000-20 Water	RCB 1111025851 CHARGE CARD ACCOUNT		Unrestricted	710,138.02
1050-000-20 Water	RCB 1111096589 HIGH YIELD MONEY MARKET		Unrestricted	1,383,552.73
1060-000-20 Water	RCB 1111099502 DEBT SERVICE ACCOUNT		Unrestricted	4.21
1070-000-20 Water	RCB 1111097844 PAYROLL ACCOUNT		Unrestricted	190,572.64
	RCB 1111097933 WEB PAYMENT RECEIPTS		Unrestricted	1,463,130.66
			<b>Subtotal</b>	<b>\$ 10,098,175.35</b>
1080-000-20 Water	Office of the Treasurer - Sacramento California	Investment Pool	Unrestricted	\$ 2,841,173.04
				N/A
			<b>Total</b>	<b>\$ 22,077,023.02</b>
			<b>Total Restricted</b>	<b>\$ 9,137,374.63</b>
			<b>Total Unrestricted</b>	<b>\$ 12,939,648.39</b>

Consultant Expenses  
January 31, 2016

Consent  
Calendar Item# h

Fiscal Retainer Contracts

Consultant	Description	Current Month	Paid to date	Budget/Contract Amount	Percent of year (58%)
Best Best, & Krieger**	Task orders	13,884	53,036	130,000	40.80%
Solutions by BG, Inc.	Task orders	10,046	76,539	124,636	61.41%
Downey Brand LLP**	Task orders		1,800	25,000	7.20%

Project Specific Contracts

Consultant	Description	Current Month	Paid to date	Budget/Contract Amount	Percent of Contract
AECOM	ERP	10,423	73,957	74,720	98.98%

\*Capital Projects

\*\*Legal Cost detail - FY 15/16

Operations	
FRCD	\$ 2,548
EDC	\$ 61,924
Litigation	
Other	
TOTAL	<u>64,472</u>



**Elk Grove Water District  
Major Capital Improvement Project  
Budget vs Actuals  
January 31, 2016**

<b>Capital Project</b>	<b>Total Project Budget</b>	<b>Expenditures to Date *</b>	<b>Percent Spent</b>
Service Line Replacements	\$450,000	\$171,836	38.19%
Colton Ave./Orton St. Water Main	415,000	214,581	51.71%
Railroad Corridor Water Line	164,000	178,792	109.02%
Hampton Road WTP Refurbishment	1,346,000	1,107,363	82.27%
VFD's - Booster Pumps Railroad Street WTF	134,000	63,064	47.06%
SCADA Improvements	175,000	181,419	103.67%
Business Center/CSD Bldg. Water Main Looping	175,000	-	0.00%
Truck Replacements	120,000	62,255	51.88%
RRWTF Modular Meeting Room & IT Center	125,000	1,723	1.38%
Railroad Street WTF Parking Lot Improvements	455,375	438,777	96.36%
<b>Sub-Total</b>	<b>\$3,559,375</b>	<b>\$2,419,810</b>	<b>67.98%</b>

\*Includes \$151,072 of capitalized labor in FY 2015-16

February 24, 2016

TO: Chairman and Directors of the Florin Resource Conservation District  
FROM: Ann Siprelle, BBK Legal Counsel  
SUBJECT: AWARD OF PERFORMANCE BONUS FOR GENERAL MANAGER

**RECOMMENDATION**

It is recommended that the Board of Directors approve a performance bonus for the General Manager in the amount of \$10,000 for the period of March 1, 2015 through February 29, 2016.

**Summary**

As a result of the Board of Directors' performance evaluation of the General Manager for the period of March 1, 2015 through February 29, 2016, the Board has determined to award a performance bonus in the amount of \$10,000.

**DISCUSSION**

**Background**

Paragraph 6 of the General Manager's Employment Agreement provides for an annual performance evaluation and award of a performance bonus in the Board's sole discretion.

**Present Situation**

The Board evaluated the General Manager's performance during the Board meeting on January 27, 2016.

**FINANCIAL SUMMARY**

The proposed performance bonus is consistent with the FY 2015-16 Elk Grove Water District budget.

Respectfully submitted,

  
ANN SIPRELLE  
BBK GENERAL COUNSEL

February 24, 2016

TO: Chairman and Directors of the Florin Resource Conservation District  
FROM: Ellen Carlson, Management Analyst  
SUBJECT: **NATURAL RESOURCES CONSERVATION SERVICE REPORT**

## **RECOMMENDATION**

This item is presented for information only. No action by the Board is proposed at this time.

## **Summary**

NRCS has been a partner in conservation with local resource conservation districts for many years. The local NRCS office has assisted the FRCD in such past projects and programs as the Envirothon, creek restoration, habitat planting and water quality monitoring.

## **DISCUSSION**

### **Background**

The Natural Resources Conservation Service (NRCS) is a department of the United States Department of Agriculture (USDA). The local NRCS District Conservationist is Dwane Coffey. The NRCS provides farmland protection and conservation assistance to landowners and agricultural interests. The NRCS has a long history of partnership with RCDs.

### **Present Situation**

NRCS continues to provide technical assistance to farm and ranch landowners on erosion and sedimentation projects, nutrient management issues, water use efficiency improvements, soils information, wetland determinations and outreach to non-traditional customers to improve access to USDA services.

So far this winter, 6 EQIP applications worth \$385,107.00 were selected and obligated into financial contracts on 318 acres. NRCS has another 51 applications worth \$1.5



**NATURAL RESOURCES CONSERVATION SERVICE REPORT**

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Page 2

million awaiting funding selection. NRCS staff members are doing site visits and developing project plans with landowners on a first come first served basis, and have about a 2-3 month backlog.

This past fall, NRCS awarded a \$25K cooperative agreement to Sloughouse RCD who had applied to advance a small farms best management practice initiative in partnership with UC Cooperative Extension and the National Center for Appropriate Technology (NCAT) in Davis. This is one example of NRCS support and partnership with districts. If there is a point when the FRCD is ready to pursue similar projects please do let Dwane Coffey know and he will engage in detailed conversation about such a proposal.

NRCS has partnered with Elk Grove Grange, Sacramento County Farm Bureau, Citrus Heights Veterans Center, and others to outreach to veterans interested in getting into farming or already in farming to increase access to agricultural programs and services that they may need. This came as a response to veterans requests for this assistance.

**STRATEGIC PLAN CONFORMITY**

FRCD's partnership with the NRCS complies with the District's Cooperative Programs goals of the 2012-2017 Strategic Plan.

**FINANCIAL SUMMARY**

There is no direct financial impact associated with this item at this time.

Respectfully submitted,



ELLEN R. CARLSON  
MANAGEMENT ANALYST

February 24, 2016

TO: Chairman and Directors of the Florin Resource Conservation District  
FROM: Jim Malberg, Finance Manager/Treasurer  
SUBJECT: **PRIVATE FIRE SERVICE FEES**

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### **RECOMMENDATION**

This item is presented for informational purposes only, no action is requested at this time.

#### **Summary**

On April 24, 2013 the Board of Directors of the Florin Resource Conservation District (Board) approved the 2013 Water Rate Study (the 2013 Study). The 2013 Study established that maximum amount for Fees and Charges for Fiscal Year (FY) 2014 through FY 2018. Included in the approved fees and charges are costs and associated fees for public and private fire service.

On December 16, 2015, the Board requested staff to revisit private fire service fees. This report is provided in response to that request and is provided as information only. No action is requested at this time.

### **DISCUSSION**

#### **Background**

The Elk Grove Water District (EGWD) provides fire protection water service to approximately 1,400 fire hydrants; 1,200 are public fire hydrants while 200 are connected to private fire services. The 2013 Study established the maximum monthly fixed fee amounts for private fire service connections for FY 2014 – FY 2018 (see attachment 1) in accordance with American Water Works Association (AWWA) industry standards.

#### **Present Situation**

At the December 16, 2015 Board meeting Director Bob Gray suggested having fees for private fire hydrants added to the January Board meeting for a general Discussion. At

February 24, 2016

**PRIVATE FIRE SERVICE FEES**

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Page 2

staff's request, the Board agreed to push the item to the February or March 2016 Board meeting.

Mr. Habib Isaac with Raftelis Financial Consultants Inc., the District's Water Rate Consultant, has prepared the attached memo explaining the basis and rationale for the private fire service fees.

**Strategic Plan Conformity**

The recommendation made in this staff report conforms to the FRCD/EGWD's 2012-2017 Strategic Plan. The Strategic Plan directs EGWD to achieve financial stability in order to operate in an efficient manner as to provide our ratepayers with a safe and reliable source of water for their current and future needs.

**FINANCIAL SUMMARY**

There is no fiscal impact associated with this item.

Respectfully submitted,



JIM MALBERG  
FINANCE MANAGER/TREASURER

JM

Attachment



Attachment 1

## FIRE PROTECTION COSTS

**Agency:** Florin Resource Conservation District / Elk Grove Water District

**Regarding:** Public and Private Fire Protection Costs and the Water System

**Date:** February 12, 2016

Fire protection costs are an unseen, and rarely used, component of any water system. However, the water system must be designed in such a way as to provide enough water and pressure on demand, when necessary, in the event of a fire. There are operating costs associated with maintaining all aspects of the water system to provide fire demand. Additionally, water systems must be designed to provide extra capacity to meet fire flow demand, such as, the need for bigger distribution lines to meet peak demand plus fire flow requirements and; therefore, capital costs are higher.

There are several steps in apportioning costs prior to developing a monthly service charge. First, fire protection must be identified as its own cost component, similar to Max Day, Max Hour, Billing & Customer Service, and Meters. This allocation to fire protection as a separate cost component was completed for the Elk Grove Water District (District), with approximately 5% of billing, accounting and contract services allocated to fire protection services and a portion of capital related costs also allocated to fire protection services based on the demand of fire flow as a percentage of total potential demand (potable meters plus fire lines). The percentage derived for capital related costs was approximately 23%.

Once the amount for fire protection was determined, it must then be apportioned between public fire protection (hydrants) and private fire lines. To arrive at an accurate allocation of public and private fire costs, total potential fire flow demand is determined for each type of fire line (including hydrants). Typically, public hydrants receives a significant allocation share of the total fire protection costs (usually exceeding 80%) due to the size of line for hydrants (usually around 6") and the total fire flow demand equivalency associated with these hydrants. In the case of the District, approximately 85% of fire protection cost was allocated to public hydrants with the remaining 15% allocated to private fire lines.

Public fire protection costs for hydrants is then recovered in one of two ways, both acceptable by the AWWA M1 Manual. More commonly the costs are spread on the fixed/service charge of all potable accounts in relation to their capacity. The argument is that larger potable meters generally have more improvements attached to the service area of the meter and; therefore, greater fire flow requirements. As such, the benefits of public fire protection to larger meters is greater than for smaller meters. A second approach is to allocate public fire protection costs uniformly across all potable meters. This argument is that all accounts benefit equally from fire protection and should share in the costs equally. However, the method does not consider differences in the level of fire protection for unique parcels. For the District, public fire protection cost was apportioned based on meter equivalencies as part of the fixed charge.



The obligation of private fire lines, which is the remainder of total fire protection costs less the public costs addressed above, is considered the proportional share of fire protection costs that is borne by private fire lines. The total private costs are used to derive a monthly fire line service charge. This charge is typically apportioned over the private fire lines based on the size of the line, by using fire flow demand factors. This is the same method as used to allocate public and private fire costs whereby the total count of private fire lines is multiplied by a respective fire flow demand factor. This yields total fire flow equivalencies which are then used to distribute the proportional fire protection costs associated with private fire lines to each respective private fire line account. Appendix A provides a summary of the derived private fire line rates for Fiscal Year 2015-16. From our experiences working with water agencies throughout California, approximately 70% of our clients have private fire line charges and those that do not are a result of limited data with tracking the historical installation of private fire lines.



## Appendix A – Elk Grove Private Fire Line Charges

### FIRE PROTECTION COSTS

	Rate Revenue Required	Total Consumption	Peak Demand	Customer Account	Meters & Services	Fire Protection
Percent Allocation	100%	16.94%	18.50%	36.59%	21.99%	5.97%
Fiscal Year Ending		<b>35%</b>		<b>65%</b>		
FYE 2016	\$ 14,693,393	2,489,431	2,718,768	5,376,722	3,230,584	877,888

### FIRE PROTECTION COST ALLOCATION

FIRE FLOW DEMAND	Number in Service	Demand Factor	Fire Service Equivalent Connections	% of Total Fire Protection Costs	Fire Protection Cost Allocation
<b>Public Fire Service</b>					
Total Public Hydrants	1,206	111.31	134,241	85.2%	\$ 747,801
<b>Private Fire Service (Connection Size, inches)</b>					
2"	1	6.19	6.19	\$ 1.00	\$ 1.00
3"	4	17.98	71.93	\$ 2.90	\$ 11.62
4"	26	38.32	996.30	\$ 6.19	\$ 160.95
6"	146	111.31	16,251.39	\$ 17.98	\$ 2,625.32
8"	16	237.21	3,795.30	\$ 38.32	\$ 613.11
9"	-	323.34	-	\$ 52.23	\$ -
10"	2	426.58	853.16	\$ 68.91	\$ 137.82
11"	-	548.10	-	\$ 88.54	\$ -
12"	2	689.04	1,378.09	\$ 111.31	\$ 222.62
<b>Total</b>	<b>197</b>		<b>23,352</b>	<b>14.8%</b>	<b>\$ 130,086</b>
<b>Totals</b>	<b>1,403</b>		<b>157,593</b>	<b>100.0%</b>	<b>\$ 877,888</b>

### PRIVATE FIRE LINE RATES

(Connection Size, inches)	Fire Flow Factor	Fire Demand Ratio	Private Fire Line Equivalencies	\$ 130,086
2"	6.19	1.00	1.00	2.87
3"	17.98	2.90	11.62	8.35
4"	38.32	6.19	160.95	17.79
6"	111.31	17.98	2,625.32	51.67
8"	237.21	38.32	613.11	110.12
10"	426.58	68.91	137.82	198.02
12"	689.04	111.31	222.62	319.86
			3,772.44	



February 24, 2016

TO: Chairman and Directors of the Florin Resource Conservation District  
FROM: Ellen Carlson, Management Analyst  
SUBJECT: **EMERGENCY RESPONSE PLAN**

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### **RECOMMENDATION**

It is recommended that the Board of Directors of the Florin Resource Conservation District accept and file the 2016 Emergency Response Plan.

### **Summary**

In 2004, the Elk Grove Water District (EGWD) completed an Emergency Response Plan (ERP). This ERP became out of date and is no longer useful to the District in the event of an emergency. For this reason, the Board and the General Manager approved a contract with AECOM to produce a new ERP. This project is now complete and the ERP is presented to the Board as information. No action is requested at this time.

### **DISCUSSION**

#### **Background**

In June of 2002, President Bush signed the Public Health Security and Bioterrorism Preparedness and Response Act of 2002. Title 6 of this Act addressed the security and safety of drinking water and directed community water systems serving populations greater than 3,300 people to complete vulnerability assessments and emergency response plans. A committee of staff, consulting engineers and Board members presented a vulnerability assessment to the Board of Directors in May, 2004 and the Board adopted the final ERP in December, 2004.

In March of 2014, the Board and General Manager determined that an updated Vulnerability Assessment (VA), and an Emergency Response Plan together with an associated disaster recovery plan should be completed during the 2014-15 fiscal year. The updated VA was completed by staff in April, 2014.

**EMERGENCY RESPONSE PLAN**

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Page 2

**Present Situation**

Staff worked closely with AECOM staff to complete a new ERP. This new plan includes descriptions of activities and job assignments for various staff members in the event of an emergency. Also included are action plans for a variety of emergency events, emergency contact numbers and other “grab and go” resources.

In December, all staff participated in emergency response training and the leadership team participated in a desktop exercise. During these activities, staff provided additional ideas that further refined the ERP. Staff is now implementing a variety of actions suggested by the trainings and documented in the ERP.

A Letter of Promulgation signed by General Manager Mark Madison is attached to this report. The Letter of Promulgation will be included in the Preface of the ERP. This letter signifies the District’s formal acceptance of the ERP and places the ERP into operational policy.

**STRATEGIC PLAN CONFORMITY**

The ERP conforms to the FRCD/EGWD’s Strategic Plan. Specifically, Emergency planning is critical to the EGWD goals associated with regulatory compliance and asset management.

**FINANCIAL SUMMARY**

There is no financial impact associated with this item at this time.

Respectfully submitted,



ELLEN CARLSON  
MANAGEMENT ANALYST

Attachment





February 19, 2016

TO: Chairman and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **EMERGENCY RESPONSE PLAN: LETTER OF PROMULGATION**

Providing its customers with high-quality, safe drinking water is the primary responsibility of the Elk Grove Water District (EGWD). The EGWD, in cooperation with its local first responders and county, state, and federal partners, has prepared this emergency response plan to ensure the most effective and economical allocation of resources for the protection of people and property in times of an emergency or disaster.

Although no plan can completely prevent damage, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This emergency response plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements using the Standard Emergency Management System.

The objective of this emergency response plan is to incorporate and coordinate all the facilities and personnel of the EGWD and partner agencies into an efficient organization capable of responding effectively to an emergency incident that is beyond the normal operational capabilities of the EGWD.

This emergency response plan is intended to function in accordance with the requirements of and principles set forth in the California State Emergency Plan. This plan was also developed to integrate smoothly with emergency operational plans that have been developed by the Sacramento County Operational Area and the City of Elk Grove. This plan will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The EGWD, and its staff, urges all officials, employees, and citizens—individually and collectively—to do their share for the total emergency effort of the EGWD.

February 24, 2016

**EMERGENCY RESPONSE PLAN: LETTER OF PROMULGATION**

Page 2

This letter promulgates the EGWD Emergency Response Plan and the adoption of the Standardized Emergency Management System by the EGWD. By my approval, the EGWD Emergency Response Plan becomes effective on this date.



MARK J. MADISON  
GENERAL MANAGER  
FLORIN RESOURCE CONSERVATION DISTRICT/  
ELK GROVE WATER DISTRICT

MJM/ec

# Emergency Response Plan

**Elk Grove Water District**

**February 24, 2016**

**Chuck Dawson, Chair     Elliot Mulberg, Director**

**Tom Nelson, Vice Chair     Jeanne Sabin, Director**

**Bob Gray, Director**

**Mark J. Madison, General Manager**





**Elk Grove Water District  
Emergency Response Plan  
Adopted February 24, 2016**

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## Preface

This Emergency Response Plan (ERP) is designed to address the organized response to emergency situations associated with human-caused and natural disasters and technological incidents affecting the EGWD and its service area. This ERP has been prepared by the Elk Grove Water District (EGWD) in cooperation with the following persons and agencies:

Battalion Chief Kris Hubbard, Cosumnes Community Services District  
Captain Bryan Noblett, Elk Grove Police Department, Division of Emergency Preparedness  
Cheryl Hawkins, Sacramento County Public Health  
Roger Ince, Sacramento County Office of Emergency Services

## Statement of Limitations

Background information and other data have been furnished to AECOM by the Elk Grove Water District, agencies assisting with developing this plan, or obtained by independent research. AECOM has relied on this information as furnished or obtained, and is neither responsible for nor has confirmed the accuracy of this information. Any deliverables for this project are intended for the sole use of the Elk Grove Water District or other agencies, as indicated. Information provided may not be appropriate to satisfy the needs of others and any re-use of any deliverable containing findings, conclusions, and recommendations shall be disseminated only with the expressed intention of or permission from the Elk Grove Water District, as appropriate.



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Although no plan can completely prevent damage, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This emergency response plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements using the Standard Emergency Management System.

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The EGWD, and its staff, urges all officials, employees, and citizens—individually and collectively—to do their share for the total emergency effort of the EGWD.

This letter promulgates the EGWD Emergency Response Plan and the adoption of the Standardized Emergency Management System by the EGWD. By my approval, the EGWD Emergency Response Plan becomes effective on this date.



MARK J. MADISON  
GENERAL MANAGER  
FLORIN RESOURCE CONSERVATION DISTRICT/  
ELK GROVE WATER DISTRICT

MJM/ec

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## List of Acronyms

AP	Action Plan
ASDWA	Association of State Drinking Water Administrators
ATSDR	Agency for Toxic Substances and Disease Registry
AWWA	American Water Works Association
BWN	Boil Water Notice
Cal OES	California Governor's Office of Emergency Services
CaWARN	California Water/Wastewater Agency Response Network
CAMAL Net	California Mutual Aid Laboratory Network
CDC	Centers for Disease Control and Prevention
CDPH	California Department of Public Health
CSD	Community Services District
CSTI	California Specialized Training Institute
CSWC	California State Warning Center
DDW	Division of Drinking Water
DHS	United States Department of Homeland Security
DoS	Denial of Service
DWRL	Drinking Water and Radiation Laboratory
EGWD	Elk Grove Water District
EOC	Emergency Operations Center
EPA	U.S. Environmental Protection Agency
ERP	Emergency Response Plan
FBI	Federal Bureau of Investigation
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FRCD	Florin Resource Conservation District
FSE	Full Scale Exercise
GM	General Manager
Hazmat	hazardous materials
IA	Individual Assistance
IAP	Incident Action Plan
ICS	Incident Command System
IMT	Incident Management Team
IT	Information Technology
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
MOC	Maintenance Operations Center
NIMS	National Incident Management System
NRWA	National Rural Water Association
NTAS	National Terrorism Advisory System
NWS	National Weather Service
OES	Office of Emergency Services
PA	Public Assistance
PD	Police Department
PIO	Public Information Officer
PPE	Personal Protective Equipment
REOC	Regional Emergency Operations Center
RRWTSF	Railroad Water Treatment Facility
SBA	Small Business Association
SCADA	supervisory control and data acquisition
SCWA	Sacramento County Water Agency
SD	Security Director
SDRMA	Special District Risk Management Authority

SDWA	Safe Drinking Water Act
SEMS	California Standardized Emergency Management System
SWRCB	California State Water Resources Control Board
TTX	Table Top Exercise

# 1 Introduction

This section describes the purpose and scope of this Emergency Response Plan (ERP) and the applicable authorities and regulations that apply to the Elk Grover Water District (EGWD or District) and the services provided by the District. This section also includes a profile of the District's water system and its potential threats and hazards.

## 1.1 ERP Purpose

The purpose of this ERP is to provide the District with a standardized response and recovery plan to prevent, minimize, and mitigate injury and damage resulting from emergencies or disasters of human-caused, natural, or technological origin. This ERP also describes how the EGWD will respond to potential threats or actual scenarios identified in the vulnerability assessment and additional emergency response situations. **Appendix A, Action Plans** contain information that can be used to guide the response to specific types of incidents. In addition to the specific threats addressed, the District will maintain a preparedness culture with an all-hazards perspective.

## 1.2 ERP Overview

This ERP is organized into two main sections: a base plan consisting of Sections 1 – 8, and a section of appendices. A brief description of the plan sections and appendices is found below.

**Section 1 – Introduction** provides the purpose and scope of this ERP and the authorities, regulations, and guidelines applicable to EGWD emergency response operations. It also provides an overview of the District's operations, equipment, and alarms and communications systems.

**Section 2 – Program Administration** provides a description of how the District integrates the requirements of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) into its emergency preparedness program, in addition to providing an overview of the District's health and safety policies, training and exercise program, and provisions for requesting and providing mutual aid/mutual assistance.

**Section 3 – Concept of Operations** describes how the District operates its Emergency Operations Center (EOC), conducts notifications and activations, maintains sustained operations, and implements deactivation and demobilization activities.

**Section 4 – Coordination and Communication** describes how EGWD coordinates internally and externally and how the District communicates and shares information with partner and supporting agencies.

**Section 5 – Action Planning** describes the purpose and use of water utility pre-defined Action Plans (APs) and how those plans differ from EOC/Incident Action Plans that guide actual incident coordination and tactical response operations.

**Section 6 – Emergency Response Operations** describes the different response operations that may be conducted following various types of incidents.

**Section 7 – Recovery Operations** describes initial and long-term recovery and restoration activities EGWD may undertake following an incident, in addition to providing information pertaining to specific state and federal recovery assistance program requirements.

**Section 8 – ERP Maintenance and Sustainability** describes how this ERP is maintained, updated and implemented and the actions necessary to sustain it.



**Appendix A – Action Plans** provides incident-specific emergency action plans to assist EGWD staff in responding effectively to different incidents.

**Appendix B – EOC Position Checklists** provides position-specific checklists for each of the Management/Command and General Staff positions.

**Appendix C – EOC/Incident Action Planning Forms** provide an example and a template for documenting action plan information for use in the EOC.

**Appendix D – Emergency Contact Information** provides a list of internal and external emergency contacts.

**Appendix E – Damage Assessment Forms** provides sample forms that are helpful in documenting information collected during the assessment of damage to EGWD systems and infrastructure.

**Appendix F – Exit Plans** are diagrams of the four primary buildings of EGWD with escape routes indicated.

**Appendix G – Maps and Figures** provides system maps and figures to support the implementation of this ERP.

**Appendix H – Sample Public Notices and Press Releases** provides samples of public notices that can be used to disseminate information to EGWD customers and the general public.

#### **Appendix I – CalWARN Agreement**

**Appendix J – Reports and Forms** includes sample forms provided by the California Governor's Office of Emergency Services and SWRCB DDW for documenting various incident response activities.

### **1.3 Key Authorities, Regulations, and Guidance Documents**

Key statutory and regulatory requirements and applicable guidance governing the preparation of and the content for water district ERPs in California are listed below:

- California Government Code Section 8607.2, Public Water System Plans
- United States Public Law 107-188, Public Health Security and Bioterrorism Preparedness and Response Act of 2002
- California Health and Safety Code, Sections 116460, 116555, and 116750. Refer to the current edition of the California Safe Drinking Water Act and Related Laws for the specific language
  - Section 116460, Emergency Notification Plan Requirement
  - Section 116555, Operational Requirements
  - Section 116750, Tampering with Public Water Systems
- California Waterworks Standards, Section 64560
- California Emergency Services Act (1952, amended 1970, 1986, and 1992) (referred to as the "Act")
- California Government Code, Title I, Division 4, Chapter 8, Section 3100. Identifies public agency employees as Disaster Service Workers
- California State Emergency Plan.

Guidance from the following documents is incorporated in this ERP:

- “State Water Resources Control Board Division of Drinking Water Emergency Response Plan Guidance” (SWRCB DDW, February 2015).
- “Guidance for Water Utility Response, Recovery & Remediation Actions For Man-Made And / Or Technological Emergencies” (USEPA 810-R-02-001).
- “Large Water System Emergency Response Plan Outline: Guidance to Assist Community Water Systems in Complying with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002” (USEPA 810-F-03-007, July 2003).
- “Response Protocol Toolbox: Planning for and Responding to Drinking Water Contamination Threats and Incidents” (USEPA-817-D-03-001 to 007, Interim Final – December 2003).
- “Emergency Response Plan Guidance for Small and Medium Water System to Comply with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002”. 2004. EPA
- “Emergency Planning Guidance Public and Private Water Utilities.” March 1999. California Office of Emergency Services (OES) and California Utilities Emergency Association.

#### **1.4 Access Control**

Because of the sensitive nature of the information contained in this ERP, an access control protocol has been established under the direction of the General Manager. Distribution of this ERP is limited to those individuals directly involved in EGWD’s emergency planning and response activities. Copies of this ERP copies are numbered prior to distribution, and recipients are required to sign and date a statement that includes their ERP number and their agreement not to reproduce this ERP without permission from the EGWD.

## 1.5 District Profile

EGWD is a medium-sized water purveyor near Sacramento, California, serving approximately 40,000 people. EGWD water system operations date back to 1893, when the District was started by a private interest. In 1999, the system was purchased by the Florin Resource Conservation District (FRCD), a public agency that was formed to address soil degradation issues resulting from poor irrigation and drainage. The FRCD may provide technical assistance and conservation education to farmers, community members, and students. In addition, the FRCD participates in a number of regional environmental activities.

The EGWD service area is divided into two distinct service areas, commonly referred to as Service Area 1 and Service Area 2. Source water for Service Area 1 is provided by eight wells owned and operated by EGWD. Source water for Service Area 2 is provided by the Sacramento County Water Agency (SCWA), a wholesaler of surface and groundwater. SCWA owns and operates groundwater wells, storage tanks, water treatment facilities, and water conveyance systems. SCWA receives treated surface water from the City of Sacramento. Water is not shared between the two service areas except in an emergency. A summary of EGWD characteristics is shown in **Table 1-1**.

**Table 1-1. EGWD Profile**

System identification number	3410008 PWS #	
System name and address	Elk Grove Water District 9257 Elk Grove Boulevard Elk Grove, CA 95624	
Directions to system office	Office is on the north side of Elk Grove Boulevard east of Waterman Road.	
Service connections and population served	12,500 connections	>40,000 people
Type of source	Groundwater wells & SCWA wholesale water	Two surface water treatment plants
Type of treatment provided	Disinfection treatment is provided using chlorine and ultraviolet light.	
Number of storage tanks	Two treated water storage tanks; each can store 2 million gallons	
Average water demand	4.6 million gallons per day (MGD)	
Maximum and peak water demand	6.4 MGD	July 4, 2014
Primary Emergency contact(s)	Mark Madison Manager	(916) 585-9380 office
	Ellen Carlson Management Analyst	(916) 585-9384 office
	Steve Shaw Water Treatment Foreman	(916) 585-9386 office

The Railroad Water Treatment and Storage Facility (RRWTSF) provides most of the water for Service Area 1. RRWTSF provides 2.5 million gallons of water per day using booster pumps (capacity of 18,000 gallons per minute), supervisory control and data acquisition (SCADA), filtration treatment, and a backup power supply. All source water for the RRWTSF is groundwater sourced from four wells constructed to take water from the deep aquifer. The newly updated Hampton Village Water Treatment Plant supplements the RRWTSF during periods of peak demand.

The RRWTSF incorporates numerous security, safety, and backup systems in its design. Each step in the treatment process can be bypassed in the event of an equipment failure. The RRWTSF also has emergency power on-site capable of running the entire facility should normal power to the plant be interrupted. In addition, no hazardous materials are used or stored at the site. The EGWD has many resources at its disposal for emergency events and other abnormal operating conditions. The following sections summarize these resources.

**1.5.1 Backup Sources of Supply**

The source of supply for each of the two service areas is distinct. Service Area 1 receives water from wells owned and operated by the EGWD. Service Area 2 receives wholesale water from the SCWA. Service Area 2 water consists of surface and groundwater, and all supply facilities are owned and maintained by the SCWA. These sources are described in **Table 1-2**.

**Table 1-2. Backup Sources of Supply**

Source	Description
<b>Storage</b>	<ul style="list-style-type: none"> <li>• The RRWTSF has a total of 4.0 million gallons of storage, with approximately 1.5 million gallons reserved as emergency storage (20 percent of maximum day demand).</li> <li>• Another 630,000 gallons is reserved for fire suppression.</li> <li>• The remaining storage is for operational demands.</li> </ul>
<b>Wells</b>	<p>Although all of Service Area 1 uses groundwater as a source of supply, there are two categories of groundwater source:</p> <ol style="list-style-type: none"> <li>1. Deep wells consist of newly drilled wells (since 2002) constructed to depths of approximately 1,000 feet. These wells yield water from the Mehrten formation and are connected directly to treatment facilities.</li> <li>2. Shallow wells consist of older wells that yield water from unconfined zones above approximately 600 feet.</li> </ol>
<b>Interconnections</b>	<ul style="list-style-type: none"> <li>• The two service areas are interconnected at intertie points.</li> <li>• These interconnections can be opened in the event of an emergency.</li> <li>• Opening an interconnection requires coordination with the SCWA, because a widespread emergency may also impact the SCWA's ability to provide water.</li> <li>• Refer to the California Water/Wastewater Agency Response Network (CalWARN) mutual aid agreement found in Appendix I, CalWARN Agreement.</li> </ul>



**1.5.2 Emergency Equipment**

The EGWD has the following backup power supply sources, as indicated in **Table 1-3**.

**Table 1-3. Backup Power Supplies**

Power Supply	Description
<b>Railroad Generator</b>	<ul style="list-style-type: none"> <li>• The railroad generator is a dedicated power supply with the capacity to operate the entire RRWTSF, including the on-site well.</li> <li>• This generator has 1,000 gallons of fuel, which provides approximately 12 hours of generator operation.</li> <li>• The generator is designed to operate as an uninterrupted power supply and will begin operating automatically in the event of a power outage.</li> <li>• This generator is also designed to notify operators in the event of its operation.</li> </ul>
<b>Hampton Village Generator</b>	<ul style="list-style-type: none"> <li>• The Hampton Village generator is a dedicated generator that was installed with the upgrade of the Hampton Village facility.</li> <li>• The generator is sized to properly operate the facility.</li> <li>• The generator must be activated manually by a treatment operator.</li> </ul>
<b>Mobile Generators</b>	<ul style="list-style-type: none"> <li>• EGWD has two mobile generators capable of operating individual well facilities.</li> <li>• The mobile generators can be transported to each well site by operations staff when needed.</li> <li>• Each well site is equipped with a "quick connect" so that the time required to provide power to a well site is reduced.</li> </ul>

**1.5.3 Alarms and Communication Systems**

In the event of an emergency, notification will be provided to the proper EGWD personnel using a combination of channels. At least one dedicated operator is on call at all times to receive a notification and initiate emergency response procedures, as deemed necessary. In the event of an incident that has destroyed or disabled the Administration Building complex, EGWD will need to operate for 48 hours without IT and web-based communications – central phones and email -- systems. Communications between personnel and facilities will include a combination of devices. Communication systems are included in **Table 1-4**.

**1.5.3 Alarms and Communication Systems**  
(cont.)

Each District building has an on-site fire alarm system.

**Table 1-4. Alarm and Communication Systems**

Mode	Description
Phone Calls	<ul style="list-style-type: none"> <li>• EGWD office staff is equipped to respond to calls received that require immediate action by contacting operation personnel.</li> <li>• After-hours phone calls are received by an answering service and forwarded to the on-call operator, if necessary.</li> </ul>
SCADA	<ul style="list-style-type: none"> <li>• A SCADA system is installed at the RRWTSF that provides automated control of plant processes, including the operation of remotely located wells that provide water to the plant for treatment and storage.</li> <li>• The SCADA system is also equipped with alarm functions to alert operators of plant malfunctions.</li> <li>• The operators can also access SCADA from remote locations (via Internet) to view the status of the plant.</li> </ul>
Cell Phones	All lead operators carry cell phones during work hours.
Radios	On-call operators carry radios in the event cell phones fail to function properly. Additional radios (two) are available during an emergency for operator-to-operator or operator-to-office communication.

## 1.6 Threat and Hazard Profile

The EGWD faces both natural and human-caused threats and hazards. To address these threats and hazards, the District conducted a Vulnerability Assessment in 2014. The Vulnerability Assessment is a confidential document with sensitive security information that is provided on a “need to know” basis only. This ERP document was prepared using the 2014 Vulnerability Assessment.

The National Terrorism Advisory System (NTAS) replaces the color-coded Homeland Security Advisory System. NTAS will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. NTAS recognizes that Americans all share responsibility for the nation’s security and should always be aware of the heightened risk of terrorist attack in the United States and what they should do. A description and details about the NTAS can be found on its website at <http://www.dhs.gov/national-terrorism-advisory-system>.

The Water Sector is identified as critical infrastructure by the U.S. Department of Homeland Security. Gaps in security or safety in the Water Sector can seriously threaten public health, the environment, the economy, or even national or global security. Examples of potential threats and hazards to EGWD security, safety, and communication are:

- Natural hazards such as earthquakes, floods, and tornados
- Train derailment or chemical spills
- Facility fires or explosions
- Power outages
- Cyber intrusions and attacks
- SCADA sabotage
- Intrusion, sabotage, and malicious act
- Armed intruder / active shooter incidents
- Water contamination

## 2 Program Administration

This section describes how the EGWD Emergency Response Plan is administered. Specifically, this section describes foundational requirements of SEMS and NIMS, basic preparedness activities, and additional elements to sustain the program before, during, and after a disaster.

### 2.1 SEMS and NIMS Compliance

This ERP is compliant with SEMS. SEMS is compliant with the NIMS and is the system required by California Government Code Section 8607 for managing response to multi-agency and multi-jurisdiction emergencies in California.

EGWD’s adherence to SEMS promotes effective interagency coordination and facilitates effective direction at the field level using the Incident Command System (ICS).

Local public agencies (cities, counties, special districts) must use SEMS to be eligible for State funding of certain response-related personnel costs resulting from a disaster (see Government Code Section 8670 (e)(1)).

#### 2.1.1 SEMS Levels

There are five designated levels in the SEMS organization: Field, Local, Operational Area, Regional, and State, as described in **Table 2-1**.

**Table 2-1. SEMS Levels**

SEMS Level	Level Description
<b>Field</b>	<ul style="list-style-type: none"> <li>At this level, emergency response personnel and resources are managed under the ICS to carry out tactical decisions and activities in direct response to an incident or threat.</li> <li>This is the level at which most EGWD operations will be conducted.</li> </ul>
<b>Local Government</b>	<ul style="list-style-type: none"> <li>Local government includes cities, counties, school districts, and special districts (including the EGWD).</li> <li>As a special district within the City of Elk Grove, EGWD communicates and coordinates primarily with and through the City of Elk Grove.</li> </ul>
<b>Operational Area</b>	<ul style="list-style-type: none"> <li>The Operational Area concept represents the intermediate level of the State's emergency organization, consisting of a county and all political subdivisions, including water districts and other special districts, within the county area.</li> <li>EGWD communicates and coordinates with the Sacramento County Operational Area through the City of Elk Grove Police Department, Division of Emergency Services.</li> </ul>
<b>Regional</b>	<ul style="list-style-type: none"> <li>Because of its size and geography, the state of California is divided into six mutual aid regions by the Governor's Office of Emergency Services (Cal OES).</li> <li>The regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the state level.</li> <li>The EGWD falls within Cal OES Region IV for mutual aid and CalWARN mirrors these boundaries.</li> </ul>



**Table 2-1. SEMS Levels**

SEMS Level	Level Description
	<ul style="list-style-type: none"> <li>Regional operations are coordinated through the Cal OES Inland Region Regional Emergency Operations Center (REOC).</li> </ul>
<b>State</b>	<ul style="list-style-type: none"> <li>The state level manages and coordinates state resources in response to the emergency needs of the other levels.</li> <li>This level manages and coordinates mutual aid among the mutual aid regions and between the regional and state levels.</li> <li>The state level also serves as the coordination and communication link between the state and federal disaster response system.</li> <li>State operations are coordinated through the State Operations Center, at Cal OES Headquarters, at Mather.</li> </ul>

**2.1.2 SEMS Sections**

There are five principle sections within the SEMS organization at each of the five SEMS organizational levels. The five sections are:

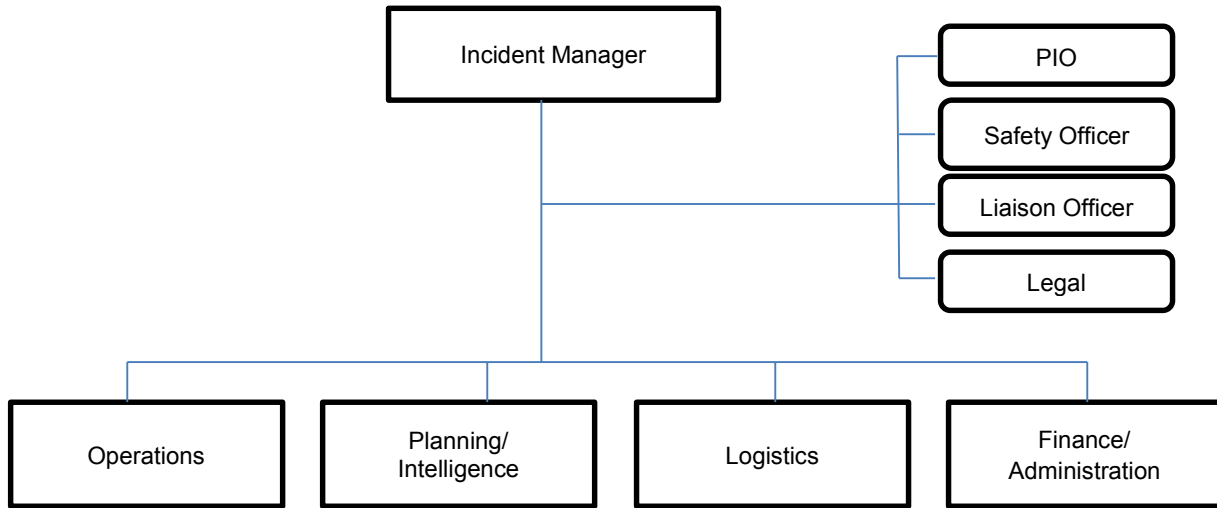
- Management in the Emergency Operations Center ("Command" at the field level);
- Operations;
- Planning/Intelligence;
- Logistics; and,
- Finance/Administration

These sections are modular in design and can expand or contract depending on incident requirements. A general principle in the use of the five sections is that no one person should directly supervise more than five to seven staff persons to maintain an adequate span of control. The organizational structure can be as small as one position or expand to include hundreds of positions. Again, the complexity of the incident dictates the type and size of resources necessary to manage the response. These positions collectively comprise the Incident Management Team (IMT). These sections that follow as they relate to water system operations during an emergency. **Table 2-2,** also includes information pertaining to specific section and position responsibilities and personnel assignments.

**2.1.3 EGWD  
Emergency Response  
Organization**

A key element of effective incident management is having a chain-of-command that identifies system personnel and their responsibilities in an emergency. The Incident Manager will have the responsibility and authority for managing the utility's response to an emergency. Using the terminology of the U.S. Environmental Protection Agency (EPA) Response Protocol Toolbox, this lead person may be referred to as the Water Utility Emergency Response Manager (WUERM). Figure 2.1 shows the Incident Management Team (IMT) structure for the EGWD. Section and position responsibilities are described with personnel assignments in **Table 2-2**.

**Figure 2-1. EGWD Emergency Response Organization**



**Table 2-2. Emergency Roles and Responsibilities**

Position or Section	Position or Section Chief Responsibilities	Personnel Assignments
<b>Incident Manager (also serves as the EOC Director and WUERM)</b>	<ul style="list-style-type: none"> <li>• Responsible for providing overall coordination and management direction for EOC and field-level response activities.</li> <li>• Establishes incident objectives, strategies, and priorities.</li> <li>• Coordinates with Safety/Security Officer to ensure incident safety and security.</li> <li>• Provides information to internal and external stakeholders.</li> <li>• Establishes and maintains liaison with other agencies participating in the incident.</li> <li>• Coordinates with management at other SEMS levels, as appropriate.</li> </ul>	(P) Mark Madison, PE (916) 585-9380 (O)  (A) Bruce Kamilos (916) 585-9385 (O)
<b>Safety/Security Officer</b>	<ul style="list-style-type: none"> <li>• Advises the Incident Manager on issues regarding incident safety and security.</li> <li>• Works with Operations Section to ensure safety of field personnel.</li> <li>• Ensures safety of all incident personnel assigned to the field or the EOC.</li> </ul>	(P) Ellen Carlson (916) 585-9384 (O)  (A) Stefani Phillips (916) 585-9382 (O)
<b>Public Information Officer</b>	<ul style="list-style-type: none"> <li>• Advises the Incident Manager on information dissemination and media relations.</li> <li>• Gathers, verifies, coordinates, and disseminates accurate, accessible, and timely information.</li> <li>• Obtains information from and provides information to the Planning/Intelligence Section, the community, and the media.</li> <li>• Manages communications with the Board of Directors.</li> <li>• Develops press releases and advisories, with approval if Incident Manager.</li> <li>• Participates in Joint Information Center (JIC) activities, as directed by the Incident Manager.</li> </ul>	(P) Ellen Carlson (916) 585-9384 (O)  (A) Stefani Phillips (916) 585-9382 (O)
<b>Liaison Officer (optional)</b>	<ul style="list-style-type: none"> <li>• Assists the Incident Manager by serving as point of contact for representatives from assisting or supporting response organizations.</li> <li>• Provides briefings to and answers questions from supporting organizations.</li> </ul>	(P) Bruce Kamilos (916) 585-9385 (O)  (A) Jim Malberg (916) 585-9381 (O)
<b>Legal Advisor (optional)</b>	<ul style="list-style-type: none"> <li>• Technical specialist for legal matters involving issues such as contracting, media access, public notices and advisories.</li> </ul>	(P) Ann Siprelle (916) 551-2834 (O)  (A) Williams (Rick) Robinson (916) 551-2834 (O)

**Table 2-2. Emergency Roles and Responsibilities**

Position or Section	Position or Section Chief Responsibilities	Personnel Assignments
<p><b>Operations Section</b> Section Responsibilities:</p> <ul style="list-style-type: none"> <li>• Distribution Systems</li> <li>• Water Quality</li> <li>• Distribution Maintenance</li> <li>• Damage Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for all tactical response activities focused on reducing immediate hazards, saving lives and property, and restoring normal operations.</li> <li>• Determines tactics and resources for achieving objectives for each operational period.</li> </ul>	<p>(P) Steve Shaw (916) 585-9386 (O)</p> <p>(A) Richard Salas (916) 585-9388 (O)</p>
<p><b>Planning</b> Section Responsibilities:</p> <ul style="list-style-type: none"> <li>• Situation Analysis</li> <li>• GIS</li> <li>• Incident Action Planning</li> <li>• Documentation</li> <li>• Demobilization</li> </ul>	<ul style="list-style-type: none"> <li>• Collects, evaluates, and disseminates incident information and intelligence to the Incident Manager and incident response personnel.</li> <li>• Prepares reports and maintains status of resources assigned to the incident.</li> <li>• Prepares Incident Action Plans (IAP) with the Operations Section and guidance from the Incident Manager.</li> <li>• Maintains and distributes incident situation status information.</li> <li>• Collects, records, and safeguards incident documentation.</li> <li>• Check on inventory of spare parts for the water distribution system. (Alternate)</li> </ul>	<p>(P) Bruce Kamilos (916) 585-9385 (O)</p> <p>(A) Travis Franklin (916) 585-9389 (O)</p>
<p><b>Logistics</b> Section Responsibilities:</p> <ul style="list-style-type: none"> <li>• Communications/ Information Technology (IT)</li> <li>• Transportation</li> <li>• Personnel</li> <li>• Supply/ Procurement</li> <li>• Facilities</li> <li>• Resource Tracking</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for providing facilities, services, personnel, equipment, and materials required for incident response.</li> <li>• Establish an emergency fuel supply.</li> <li>• Notify the Special District Risk Management Authority (SDRMA) in the event of any incident involving damage to District facilities.</li> <li>• Obtain necessary emergency fencing and other on-site security or clean-up services that may be needed.</li> </ul>	<p>(P) Jim Malberg (916) 585-9381 (O)</p> <p>(A) Richard Salas (916) 585-9388 (O)</p>
<p><b>Finance/ Administration</b> Section Responsibilities:</p> <ul style="list-style-type: none"> <li>• Timekeeping</li> <li>• Cost Accounting</li> <li>• Cost Recovery</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for recording personnel time, maintaining vendor contracts, administering compensation and claims, and conducting overall cost analysis.</li> <li>• Tracks and pays invoices.</li> <li>• Gathers and maintains damage assessment information in coordination w/ Planning/Intelligence and Operations Sections,</li> <li>• Responsible for recordkeeping in support of insurance claims and to support claims for state and federal disaster assistance programs.</li> </ul>	<p>(P) Donella Murillo (916) 585-9383 (O)</p> <p>(A) Jim Malberg (916) 585-9381 (O)</p>



### 2.1.3 EGWD Emergency Response Organization (cont.)

The overall SEMS organization structure is divided into two leadership sections: the General Staff and the Command Staff.

**General Staff**—Each section listed above (Operations; Planning/Intelligence; Logistics; and, Finance/Administration) must have a delegated chief to manage the section. Depending on the nature and scope of the emergency, each section can have several branches, divisions, groups, or units to address specific activities.

**Command Staff**—These positions report directly to—and are directly subordinate to—the Incident Manager. They can include the Public Information Officer (PIO) Safety/Security Officer, and a Liaison Officer, which should be established when an incident requires multi-jurisdictional or multi-agency coordination. Command staff can also include a Legal Advisor position, if required by incident circumstances.

As a medium-size water utility, for most incidents, EGWD will fill the Incident Manager position and general staff positions at the Section Chief level. Section Chiefs may designate deputies or obtain staff support as necessary, based on incident requirements. Command Staff positions may appoint assistants to help with their duties. EGWD's SEMS-compliant emergency organization structure for an EOC is shown on **Figure 2-1** (see in **Section 2.1.4** below).

### 2.1.4 Incident Command System

The EGWD responds to disasters using the ICS, which is a primary component of both SEMS and NIMS. This standardized incident management concept allows responders to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries.

ICS is based on a flexible, scalable response organization. This organization provides a common framework within which people can work together effectively. Because response personnel may be drawn from multiple agencies that do not routinely work together, an ICS is designed to establish standard response and operational procedures. This design reduces the potential for miscommunication during incident response.

When resources become depleted or are not available at the field or local level, requests for resources are moved up through these levels until the requests are filled. Following SEMS, the EGWD will request support both through the City of Elk Grove and through CalWARN, as needed. Additional information on CalWARN is found in **Section 2.4** and a copy of the CalWARN agreement is included in **Appendix H, CalWARN Agreement**.

**2.1.4 Incident Command System (cont.)**

Depending on the circumstances of the incident, when a request is made by the EGWD to local first responder agencies, such as fire (Cosumnes Community Services District [CSD]) or law enforcement (Elk Grove Police Department [PD]), ICS will be implemented by these first responder agencies to manage the resources at the site. EGWD personnel who will interface with these first responder personnel in the field should understand their role in the ICS structure. EGWD can and will provide tactical and precautionary measures through their EOC. It will be important to coordinate these activities with the field (Incident Manager) through an Agency Representative or Technical Specialist in the ICS structure.

## 2.2 Employee Health and Safety

Safety and security are everyone's responsibility; staff members are responsible for ensuring safety and security best practices. Although each staff member bears responsibility for his/her own safety and security, senior management will exercise leadership and guidance to require the highest level of due diligence from all staff. An employee's first responsibility is to check on the well being of his/her family and property, and then to check in with the District.

Everyone should collect and share all available information about security within the team and report any security incidents to his or her supervisor. Every employee is empowered to call 9-1-1 at any time. An employee should not need to call a supervisor first. Additionally, every effort will be made to communicate security threats, and/or incident impacts affecting EGWD facilities to all EGWD staff.

Every staff member is accountable for his/her personal and professional actions and conduct. Actions affect the employee's personal security and also the security of others, and the security and reputation of the EGWD. No employee should ever risk his or her life for the protection of EGWD assets. Employees are not expected to be heroes.

Compliance with safety and security practices is mandatory and must be maintained to mitigate risks and threats and to create a secure working and living environment. Emergency contingency plans and procedures, including medical evacuation and relocation plans, must also be developed and be well understood by all staff. Each EGWD facility has an emergency evacuation plan that includes floor plans, egress routes, and assembly points. These plans are found in **Appendix F, Exit Plans**.

Personal security depends to a large extent on the personal attributes of individuals, particularly their adherence to proper business conduct, solidarity with team members and correct behavior. Individuals should know their strengths and weaknesses and never provoke a situation with offensive personal behavior. They should always maintain integrity and not become part of the problem. Ethical, correct, polite, impartial, and neutral behavior by staff is the golden rule.

## 2.3 Training and Exercise

### 2.3.1 Training Requirements

All EGWD personnel who may be required to respond to emergencies will receive initial and refresher training on this ERP. The training will be conducted annually or when any of the following occurs:

- New employees are hired.
- Special emergency assignments are designated to operations staff.
- New equipment or materials are introduced.
- Procedures are updated or revised.

Independent study and classroom work will be supplemented by drills and exercises, depending on EGWD's resources. The EGWD should include all the key players in training and exercises so that everyone is familiar with emergency policies and procedures. Baseline training for employees assigned to EOC positions, should, at minimum include:

- IS-700: NIMS, an Introduction
- IS-100 (ICS 100): Introduction to the Incident Command System
- IS-200 (ICS 200): ICS for Single Resources and Initial Action Incidents
- IS-800 (ICS 800): National Response Framework and Introduction

These and more advanced National Incident Management System (NIMS) training courses are offered on-line through the Federal Emergency Management Agency Independent Study program. Information regarding this program can be found at:

[www.training.FEMA.gov](http://www.training.FEMA.gov)

Staff assigned to Section Chief, or Command Staff roles should also take:

- ICS 300: Intermediate ICS for Expanding Incidents
- ICS 400: Advanced ICS

These courses require classroom attendance and are scheduled periodically through the Sacramento County Operational Area, or through the Cal OES, California Specialized Training Institute (CSTI). Information regarding Cal OES training can be found at:

<http://www.caloes.ca.gov/Cal-OES-Divisions/California-Specialized-Training-Institute>

Field staff is also required to meet the requirements of Title 8 California Health and Safety Code Division 1, Article 109, Section 5192, which defines specific training requirements for staff that may work in potentially hazardous environments.

**2.3.2 Exercises**

EGWD will conduct exercises or drills at least annually to test and evaluate concepts and/or procedures contained in this ERP and to provide employees with a basic awareness of what is included in this ERP. Evacuation drills will be held regularly at all locations. Additionally, EGWD will participate in exercises conducted by the City of Elk Grove or Sacramento County when the exercise objectives are relevant to EGWD systems and services. After each exercise, lessons learned should be documented in an after-action report and be used to modify this ERP or notification lists, as necessary. The types of exercises in which EGWD staff may participate are described in **Table 2-3**.

**Table 2-3. Exercise Types**

Exercise Type	Description
Table Top Exercise (TTX)	<ul style="list-style-type: none"> <li>• TTXs involve developing scenarios that describe potential problems and providing certain information necessary to address the problems.</li> <li>• Employees will be presented with an incident scenario.</li> <li>• Next they will verbally respond to a series of questions and then evaluate whether their responses match what is written in this ERP.</li> </ul>
Functional Exercise (FE)	<ul style="list-style-type: none"> <li>• An FE is designed to simulate a real major event.</li> <li>• A team of simulators is used to provide a realistic situation and sequence of events.</li> <li>• By using a series of pre-scripted messages, the simulation team sends information in to personnel assigned to carry out ERP procedures.</li> <li>• Both the simulators and personnel responding to the simulation are focused on carrying out the procedures to test the validity of this ERP.</li> </ul>
Full-Scale Exercise (FSE)	<ul style="list-style-type: none"> <li>• During an FSE, personnel and equipment are actually mobilized and moved to a scene.</li> <li>• A problem is presented to the response personnel, and they respond as directed by this ERP, and the Incident Manager, at the scene.</li> </ul>



## 2.4 Mutual Aid and Assistance

This section addresses how EGWD requests or provides assistance through mutual aid. The distinction between mutual aid and mutual assistance is that mutual aid is provided between and among government entities, under the authority of the California Master Mutual Aid Agreement, while mutual assistance is provided under the CalWARN agreement. Mutual aid is the provision of personnel, equipment, and supplies by the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California during times of local peril or emergency. The CalWARN agreement provides the same kinds of resources, but the assistance is not provided under the authority of the California Master Mutual Aid Agreement.

For the exchange of personnel and resources, EGWD signed the CalWARN agreement, which is attached as **Appendix I, CalWARN Agreement** and includes the following provisions:

- Establish a statewide program that provides protocols and direction for EGWD to request help from other utilities;
- Create a method to gather resources and personnel from a utility in an unaffected area of the State and provide them to EGWD in the event it is overwhelmed by an emergency;
- Provide resources and/or personnel voluntarily when mutual aid is not mandatory;
- Include resources, personnel, facilities, or other types of support as part of the assistance available;
- If the EGWD is asked to provide mutual aid and mutual assistance, EGWD determines what personnel, resources, facilities, or other support to provide and determines the limitations of the aid;
- Resources provided through mutual aid or mutual assistance become support at the scene. The mutual aid or mutual assistance does not take control of the scene or take over the response; and
- Mutual aid and mutual assistance are not to be used as a supplement to or substitute for an available work force during normal operations.

## **2.5 Protocols for Requesting Aid**

The CalWARN Agreement enables EGWD to contact partners in the agreement for aid. The Agreement is activated when two or more Member Utilities agree borrow and lend resources to each other under the terms of the Agreement. The utility receiving the request can either fill the request or determine that assistance cannot be sent. Public water utilities assist each other under the provisions of the California Master Mutual Aid Agreement when there is a local emergency or a state of emergency proclamation by the Governor. The EGWD may also provide support to other water utilities under the specific provisions of CalWARN.

Under the terms of the Agreement, Member Utilities in need of assistance may contact other Member Utilities directly. Although, formal requests for resources should follow standard SEMS protocols consistent with the California Master Mutual Aid Agreement. If the District requires assistance, the formal request should be routed through the City of Elk Grove, then to the Sacramento Operational Area.

## 3 Concept of Operations

### 3.1 EOC Operations

The EGWD EOC is a pre-designated facility to coordinate the overall response and support to an emergency. The primary EOC location will be in the Administration Conference Room at 9257 Elk Grove Boulevard. An alternate EOC may be established at the Maintenance Operations Center (MOC), in the event the primary EOC location is compromised.

#### 3.1.1 EOC Functions

During an emergency, the EGWD IMT at the EOC will:

- Set priorities and develop an IAP.
- Coordinate and support all field-level incident activities within the utility service area.
- Gather, process, and report information within the utility service area and to other levels of SEMS.
- Coordinate with local government, operational areas, and/or regional EOCs as appropriate.
- Request resources from higher SEMS levels.

The EOC has sufficient communication equipment (phones, computers, two-way radios, etc.), electronic copies of all engineering and operational plans and procedures for the District, chalk and/or white boards, and tables and chairs sufficient to meet the needs of an EGWD emergency.

#### 3.1.2 EOC Activation

In the event that a credible or confirmed threat has been established, the EGWD staff will notify the General Manager or designated alternate. The General Manager or alternate will then make the decision to activate the EOC. Once the decision to activate the EOC has been made, the City of Elk Grove PD, Division of Emergency Services EOC and SCWA will be notified to inform them of the threat and activation of the EGWD EOC. Based on the severity of the incident, the General Manager or designee, may also recommend that the City of Elk Grove EOC activate.

## 3.2 Emergency Response Activation and Notification

During most emergencies, it is important to contact the City of Elk Grove Police Department and Cosumnes CSD, who provide public safety and fire services in the jurisdiction encompassing the EGWD. This process begins with an initial 9-1-1 call and should be followed up as soon as practical with the contacts listed in **Appendix D, Emergency Contact Information**, depending on the event. If the incident involves potential public or environmental health issues, the specific action plans in **Appendix A, Action Plans**, include agency contact information.

After notifying 9-1-1, the California State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW), District 9 Office should be contacted at (916) 449-5681 (See also **Appendix F, Water Quality Emergency Notification Plan**). The SWRCB DDW is the primary Drinking Water Agency in California and has regulatory jurisdiction over all public water systems in the state. Contact information should be reviewed annually to ensure that current information is provided.

### 3.2.3 Initial Notifications

Efficient emergency response begins with activation of this ERP and notification of response personnel. Most disasters develop from normal emergency response situations. These normal emergencies allow for some warning and notification. An emergency impacting only EGWD may be obvious, such as a hazardous materials incident, or a warning from the remote monitoring systems, field crews, or customers. Notice of external emergencies will usually be received by a 24-hour answering service. However, for a no-notice or limited-notice incident, the emergency is immediate and personnel should be trained to respond immediately, without waiting or notification. The following information outlines basic activation procedures for ERP activation and staff notification

### 3.2.4 Automatic Activation

Although rare in occurrence, certain disaster incidents will automatically activate this ERP. Under the following conditions, staff should respond to their emergency response site immediately:

- Significant earthquake;
- Tornado that has hit EGWD facilities;
- Severe storm or fire / explosion; or
- Site access or egress obstructions occur at EGWD facilities, particularly at the RRWTSF or the MOC

In most events, a build-up or warning time allows for the following activation procedures. This ERP may be activated by the appropriate person, such as the EGWD General Manager or designee, under several conditions including:

- A threatened or actual event affects only EGWD facilities and operations (e.g., supply contamination);
- A local area emergency has the potential to affect, or has affected, all or part of the EGWD's service area (e.g., fire); or
- A regional event (e.g., moderate earthquake) occurs.

### 3.2.5 Notification Procedure

Once an emergency or disaster occurs, personnel must be notified to respond. In the event that a disaster occurs and telephone lines or cellular networks are still operational, each department's designated emergency liaison should immediately telephone his/her department's manager with any information provided by the Incident Manager or his/her designee. Each manager, in turn, should contact his/her immediate subordinate supervisor(s). Each supervisor should telephone his/her first line supervisor(s) with the information, and each first line supervisor should contact his/her immediate staff. The telephone tree diagramming this flow is found in Appendix D, Emergency Contact Information.

As notifications are made, certain actions should occur:

- Records of messages sent and directives given should be preserved.
- Radio communications should be limited to vital messages only. Radio channels should remain clear until necessary for emergency messages to be sent. All EGWD staff should exercise great caution in making statements regarding the incident that might be misconstrued by media or citizens monitoring the radio channels.
- Messages should be sent by stating the call sign of the sender and then stating that it is an emergency message and all other transmitters should remain off the air unless requesting clearance to report life-threatening situations.
- All staff should be directed to report to the appropriate emergency operations locations, as directed by the General Manager / Incident Manager. Communications should be maintained with these locations at least once per day during the emergency.

### 3.2.6 Levels of Activation

As discussed above, emergencies and disasters require various degrees of response. Not all situations necessitate an all-out response by the EGWD. This section describes when a partial or full response is necessary and some of the essential activities that must be performed as part of the response.

#### *PARTIAL ACTIVATION*

In a partial activation, the following activities and conditions will apply:

- The initial response to an emergency involves activating this ERP and recalling personnel at the appropriate level. The EOC may be activated by the General Manager / Incident Manager.
- At the outset of an emergency or progressive disaster, only a few staff members may be involved. For example, only the Incident Manager, PIO, Safety/Security Officer, and Operations Section or field staff may be needed for a small earthquake.
- Disaster response actions may include briefing the Board and public officials, sending information to the public through the media, and communicating with other involved agencies.
- Field disaster response actions include securing dangerous areas, evacuation, and damage inspections.



**3.2.6 Levels of  
Activation (cont.)*****FULL ACTIVATION***

In a full activation incident, the following activities should be performed:

- Activate the EOC and staff General and Command Staff positions, as needed.
- All pre-identified staff report for duty during non-work time or remain on duty and assume their identified emergency assignment.
- On-call water utility staff report and begin determining impact to employees and EGWD systems.
- Initiate damage assessments.
- Identify human and material resource needs.
- Identify what outside agencies require notification.

### 3.3 Sustained Operations

A critical component in responding to a disaster is the ability to sustain operations for an extended period. Quite often, water utility employees themselves may be victims and also expected to respond and perform disaster-related duties. Many employees may be unable or unwilling to respond to work because of their personal situations. Such situations may require the EGWD to have an employee care program in place and/or to request mutual aid or assistance to conduct ongoing emergency response activities. Provisions must be made for those who do respond, including both EGWD employees and those responding through mutual aid or assistance requests. Support must include shelter, sleeping provisions, food and water, and personal facilities. Also, sustained operations may require requesting support through CalWARN. In a 24-hour operation, staff will operate on 12-hour shift rotations as soon as possible to prevent fatigue. At the outset of a disaster response, some EGWD personnel may be directed to go home and/or get rest to be prepared to take the next 12-hour shift.

### 3.4 Deactivation and Demobilization

**3.4.3 EOC Deactivation** Deactivation of the EGWD EOC will occur when the incident, emergency or disaster is concluded or by order of the Incident Manager. All functions, resources and personnel will be accounted for prior to deactivation and within a reasonable period all documents, logs, materials, notes or other records will be provided to the Planning/Intelligence Section Chief, who will save the documentation in a secure location for future reference. Just prior to deactivation, a critique or "hot wash" of the incident, emergency or disaster will be conducted by IMT and recommendations for improvements will be noted as part of the record for the incident.

**3.4.4 Demobilization of Out-of-District Resources** Demobilization of out-of-district emergency personnel and equipment should take the following into consideration:

- No equipment or personnel should leave the incident until authorized by the Incident Manager.
- No out-of-district personnel should be released before obtaining a minimum of 8 hours of rest, unless specifically approved by the Incident Manager (resources within 2 hours of an incident site may be released with the approval of the Incident Manager).
- Crew supervisors will be thoroughly briefed before leaving the incident. The briefing will include methods of travel (the Logistics Section will normally arrange for all required transportation of released personnel and equipment), destinations, estimated times of arrival, and transportation arrangements.

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## 4 Coordination and Communications

During an incident affecting the EGWD, the District coordinates internally, as well as with several external agencies that provide support for response operations. This section describes how the District coordinates with external agencies, the public / customers, and internally and how it shares critical information.

### 4.1 First Responders

#### 4.1.1 9-1-1

If the situation is an emergency that needs response from local fire, law enforcement, medical, or hazardous materials (Hazmat) teams, calling 9-1-1 should be the first step. If an EGWD staff member calls 9-1-1 from a cell phone, the person answering the call will be determined by the connecting cell tower. For example, if the call is placed near State Highway 99, it will likely be routed to the California Highway Patrol Office in Oakland, CA, and the dispatcher may have limited local knowledge. Conversely, if the call connects to a cell tower in the city of Elk Grove, it will go first to the City of Elk Grove Police Department to determine what services are provided. The Elk Grove Police Department (PD) will then forward the call to the appropriate first responder agency or agencies, depending on the incident requirements. A land-line call will be answered by the Sacramento County Regional Communications call center and the appropriate first responder agency will be notified. EGWD personnel should be aware of this potential difference in local knowledge of the persons answering the call.

#### 4.1.2 Law Enforcement

Since the EGWD is located within the boundaries of the City of Elk Grove, the City of Elk Grove PD will be the first to respond to an incident requiring public safety resources. If needed, additional law enforcement resources can be requested and provided from the Sacramento County Sheriff's Office or the California Highway Patrol through the state's Law Enforcement Mutual Aid System.

#### 4.1.3 Fire and Hazardous Materials

If an emergency incident involves a fire, explosion, injury needing emergency medical services, unknown substance, and possible contamination of the water system, the first responders will likely be the Consumes CSD Fire Department. All Consumes CSD Fire resources that will potentially respond are trained and prepared for a Level 1 Hazmat response. Should the incident require Level 2 or above, Cosumnes CSD will notify the City of Sacramento Fire Department Hazmat Team to assist. Additional fire or Hazmat resources, if needed, can be requested through the state's Fire and Rescue Mutual Aid System.

## 4.2 State of California Departments

### 4.2.1 State Water Resources Control Board, Division of Drinking Water

The SWRCB DDW has regulatory jurisdiction for public water systems and is one of the first agencies to be contacted in almost all emergency events. Contact should be to the District 9, District Engineer at (916) 449-5681 (see Section 6.2.5 for full contact information). In most emergency events, it is not appropriate to leave a message on the District Engineer's voice mail. If the District Engineer cannot be reached, a call should be placed to the California State Warning Center 24/7 phone number, (916) 845-8911. The state Warning Center will then contact the District Engineer. The District Engineer will be able to assist the EGWD in:

- Inspecting water treatment plants, storage facilities, watersheds (chemical contamination, sewage spills, erosion, and drainage diversions);
- Water quality sampling;
- Consulting with water system staff/operators;
- Providing technical assistance;
- Documenting the disaster's effect on the water system through photographs and reports;
- Keeping local officials advised of the current drinking water situation;
- Reviewing plans and specifications for reconstruction projects and issuing amended permits, as needed; and
- Conducting laboratory sampling analysis.

### 4.2.2 Other State Departments

Depending on the magnitude of the incident and the type of issues involved, the following state departments may also need to be contacted:

- California Governor's Office of Emergency Services (Cal OES), California State Warning Center (CSWC);
- Department of Water Resources;
- Department of Fish and Game;
- Regional Water Quality Control Board;
- Department of Toxic Substances Control; and/or
- California Public Utilities Commission.



## 4.3 Federal Agencies

### 4.3.1 Federal Bureau of Investigation (FBI)

If the event is a known or suspected terrorist incident or a direct written or phone threat against the EGWD, the FBI should be contacted as soon as possible. Four regional offices in California have Key Asset Coordinators/Special Agents. The EGWD should report an emergency by calling the 24/7 phone number for the Sacramento or San Francisco Regional Offices (see below).

- **Sacramento: (916) 481-9110** <http://sacramento.fbi.gov/>
- **San Francisco: (415) 553-7400** <http://sanfrancisco.fbi.gov/>

### 4.3.2 U.S. Environmental Protection Agency

The EPA's Drinking Water Program is not a direct response agency. EPA, through its Superfund Response Program, has emergency response resources for incidents related to environmental chemical releases. These resources are not "first response" resources and should be requested through the SEMS process, if needed.

## 4.4 Local Agency Coordination

### 4.4.1 City of Elk Grove, Police Department, Division of Emergency Preparedness

Because the EGWD service area is located within the borders of the City of Elk Grove, emergency response coordination and communication must occur through the City's Division of Emergency Preparedness, which is located in the Police Department. Incidents affecting District operations should be reported through 9-1-1, as indicated in Section 4.1, above. If a situation affecting EGWD is part of a larger, jurisdiction-wide incident and the City activates its EOC, EGWD may be asked to assign an Agency Representative to the EOC. Initially, the EGWD Agency Representative will check in with the Liaison Officer, or, if one is not present, then he/she should report to the Incident Manager. The EGWD representative should provide critical information regarding system status, resources available, and the extent of impacts on the District's facilities and operations.

### 4.4.2 Sacramento County Public Health Department

The Sacramento County Public Health Officer is responsible for all public health issues within the county. The Sacramento County Public Health Officer should be notified of any event that could affect public health within the county. In the event of an emergency that will require financial and technical assistance through the California Mutual Aid System, the County Public Health Officer is one of the officials that can declare a "State of Emergency" and request assistance from the Cal OES Regional Emergency Operations Center and the Cal OES State Operations Center. The County Public Health Officer will also have access to disease surveillance data within the county.

### 4.4.3 Sacramento County Office of Emergency Services

The County of Sacramento Office of Emergency Services (County OES) provides support and coordination of resources for jurisdictions in the Sacramento County Operational Area during an emergency. For a major incident affecting water utility systems in the county, EGWD may be asked to provide an Agency Representative to the Sacramento County Operational Area EOC. The Agency Representative will be assigned to either the Construction and Engineering or Health/Medical Branch. In most cases, however, communication and coordination with the Sacramento County Operational Area will be through the City of Elk Grove, Division of Emergency Preparedness.

**4.4.4 Customers**

It is important that EGWD be able to communicate with its customers. The Water Quality Emergency Notification Plan (WQENP), as required under Section 116460, California Health and Safety Code, is a significant part of this ERP to communicate with customers. The WQENP is provided in Appendix F, Water Quality Emergency Notification Plan. The WQENP is a standard form that contains specific information for the SWRCB District Engineer and the County.

**4.4.5 Special District Risk Management Authority**

The Special District Risk Management Authority is a public agency formed under California Government Code Section 6500 et seq. and provides a full-service risk management program for California local governments including the EGWD. SDRMA should be notified in the event of any incident involving damage to District facilities. The SDRMA provides insurance and risk management guidance to the District.

## 4.5 Information Management

### 4.5.1 Documentation

Good information management facilitates timely and accurate collection of information, efficient response to needs, and recovery from a disaster (including financial assistance for response and recovery costs). Adequate documentation is essential to operational decision making, and may have future legal ramifications, or implications for reimbursement eligibility. Documentation should be started in the early stages of an emergency. Sample forms that can assist with documentation can be found in Appendix J, Reports and Forms.

Depending on the emergency, different types of documentation provide the source documents or database for the development of an after-action report following each incident. The District should retain all of the following:

- Action plans developed to support operational period activities;
- ICS or EGWD incident management forms used in EOC;
- Activity logs and journals;
- Written messages;
- Situation reports;
- Function and position checklists;
- Public information and media reports; and
- Cal OES or FEMA-developed forms (if used).

### 4.5.2 Situation Reporting

During an emergency, there are several ways information is reported to or shared from the EOC.

- Information from employees assigned to conduct damage inspections of specific facilities, systems, and other areas;
- Customers reporting system damage to the utility telephone or radio operators and customer service representatives at the business offices;
- Radio and television reports; or
- Communications with other local government agencies.

Situation Reports are prepared to document what has occurred in the previous operational period. Situation Reports describe progress made on objectives, resource status, and changes in the situation. Situation Reports are shared with the City of Elk Grove and other support agencies as applicable to the incident.

## 4.6 Public Information

Public notices are a significant part of communicating with customers. Standard public notifications for a water outage/low-pressure problems, Boil Water Notice (BWN), Unsafe Water Alert (UWA), and Do Not Drink or Do Not Use Notices have been developed by SWRCB for use during an emergency. The EGWD has standard forms with specific contact information and guidance to customers, depending on the nature of the emergency event. Also, the EGWD maintains copies of public notices in the appropriate languages used in the service area.

### 4.6.1 Public Notifications - Water Quality Emergency Notification Plan

A BWN, UWA, or Do Not Drink or Do Not Use notice can be issued by one—or a combination—of the following agencies:

- SWRCB DDW (designated personnel: District Engineer, Regional Engineer, or Branch Chief);
- Sacramento County Health Department (designated personnel: County Health Officer); or
- EGWD (designated responsible person in charge of the EGWD).

All public notifications (BWN, UWA, Do Not Drink or Do Not Use notices) should be coordinated with the SWRCB District Engineer, Sacramento County Environmental Health Department, and the Sacramento County Health Officer before issuing a public notice. However, any one of the three agencies should act immediately to issue a BWN or UWA if delays will jeopardize public health and safety. When issuing a notice, the following steps should be followed:

- The SWRCB District Engineer or the water system must notify the Sacramento County Health Department and the Sacramento County Health Officer before or immediately after issuing a public notice.
- Notice must be given to a person; a message left on voice mail is not sufficient. Whenever a BWN/UWA has been issued, the SWRCB DDW also needs to notify two other California Department of Public Health (CDPH) agencies: CDPH Food and Drug and CDPH Licensing and Certification.
- The SWRCB DDW District Engineer will notify the two CDPH agencies of the BWN/UWA issued.

**4.6.1 Public Notifications  
– Water Quality  
Emergency Notification  
Plan (cont.)**

Some standard public notices include:

**Consumer Alert during Water Outages or Periods of Low Pressure**— If the District is experiencing power outages, water outages, or low-pressure problems, a consumer alert may be issued to the public. The notice provides consumers with information on how to conserve water and how to treat the water with household bleach if the water quality is questionable.

**Boil Water Notice**— A BWN should be issued when minimum bacteriological water quality standards cannot be reasonably assured. To assure public health protection, a BWN should be issued as soon as it is concluded by the designated personnel that the water supply is or may be biologically unsafe. Causes of biological contamination of water supply system, include, but are not limited to:

- Positive total or fecal coliform bacteriological samples;
- Prolonged water outages in areas of ruptured sewer and/or water mains;
- Failed septic tank systems in close proximity to ruptured water mains;
- Ruptured water treatment, storage, and/or distribution facilities in areas of known sewage spills;
- Known biological contamination;
- Cross-connection contamination problems; and
- Illness attributed to water supply.

Unusual system characteristics, including but not limited to:

- Prolonged loss of pressure;
- Sudden loss of chlorine residual;
- Severe discoloration and odor;
- Inability to implement emergency chlorination; and
- Treatment inadequacies.

**Unsafe Water Alert /“Do Not Drink”**— In the event of a water quality emergency due to known or suspected chemical (non-bacteriological) contamination to the EGWD system, a UWA or “Do Not Drink” notice should be issued. Water should not be used for drinking and cooking, but may be used for sanitation purposes. Examples of such situations follow.



**4.6.1 Public Notifications  
– Water Quality  
Emergency Notification  
Plan (cont.)**

Known or suspected widespread chemical or hazardous contamination in water supply distribution, including but not limited to:

- Ruptured water distribution system (storage tanks, mains) in area of known chemical spill coupled with loss of pressure;
- Severe odor and discoloration;
- Loss of chlorine residual; and
- Inability of existing water treatment process to neutralize chemical contaminants before entering the distribution system.
- Threatened or suspected acts of sabotage confirmed by analytical results, including but not limited to:
  - Suspected contamination triggered by acts of sabotage or vandalism.
  - Emergency use of an unapproved source to provide a supplemental water supply.

**Unsafe Water Alert /“Do Not Use” Notice—** In the event of a known or suspected contamination event to the EGWD system, where the contaminant may be chemical, biological, or radiological, a UWA or “Do Not Use” notice should be issued. Water should not be used for drinking, cooking, or sanitation purposes.

If more than one agency is involved in an incident, the EGWD PIO may need to coordinate with other agency PIOs. Typically, for multi-agency response incidents, a JIC will be established. If a BWN or UWA is issued, the EGWD should notify PIOs in the City of Elk Grove and/or Sacramento County EOCs, immediately.

The Water Quality Emergency Notification Plan and templates for public notification of unsafe water can be found on the SWRCB’s Web site at:

[http://www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/Notices.shtml](http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/Notices.shtml)

Because EGWD may not have Internet access during an emergency, these templates are maintained in three backup locations. All templates can be found on the Z drive at Z: 01\_Administration 04\_District Templates Public Notices.

The second and third backups are physical binders kept in the Water Treatment Foreman’s and General Manager’s offices. Each binder contains a tabbed section for each of the notices, organized by Tier and Type. Each section contains a template with keys to what information should go in each area of the form and several blank copies of the forms. Each form is available in English and in Spanish. In a worst case scenario (no power/no computer access), a template could be completed by hand and photocopied for distribution by hand.

**4.6.1 Public Notifications  
– Water Quality  
Emergency Notification  
Plan (cont.)**

Some sample public notices and press releases are included in the **Appendix H, Sample Public Notices and Press Releases.**

**4.6.2 Media Notification  
/ Communications**

Contact with the media during an emergency should come from one unified source—typically from the EOC. If more than one source communicates with the media, there will be conflicting information that will give the appearance that agencies involved in the emergency do not know what they are doing. The media is a good way to communicate with EGWD customers. BWNs, UWAs, and other public notices can be distributed through the media. Again, this approach is only effective if the information is coordinated through one source and consistent messaging is delivered to the public. Employees are only authorized to talk to the media about that which they know fully, such as their specific task, and to refer all further inquiries to the Incident Manager or PIO.

**4.6.3 Cancellation of  
Public Notification**

Once a BWN/UWA is issued, the only agency that can rescind the public notice is the drinking water primacy agency. SWRCB DDW will not lift the BWN until two rounds, collected one day apart, of coliform bacteria samples have been analyzed and the results are negative. The two sets of sample results should be faxed to the SWRCB DDW District Office for final approval before rescinding the BWN. Special chemical sampling will be required to rescind an UWA. EGWD personnel should contact the SWRCB DDW District Office to determine required sampling at:

**SWRCB, DDW District 9  
1001 I Street, 13<sup>th</sup> Floor  
Sacramento, CA 95814  
(916) 449-5681**

**4.6.4 Internal  
Notification**

When an incident occurs, or when a threat or potential threat is identified, notification is made to all staff consistent with the procedures discussed in Section 3.2.3. Notifying staff of the need to respond and of threatening conditions at or near EGWD facilities is critical in protecting the health and safety of EGWD employees. It is the responsibility of all staff to notify senior management of all threats or hazards, so that proper notification can be made to all staff and EGWD customers if necessary. All employees are provided wallet contact information cards with key internal contact information.

## 5 Action Planning

Two types of action plans are referenced in this ERP. Action Plans (APs), also known as Response Guidelines, are tailored plans that address specific major events. These APs, which are contained in **Appendix A, Action Plans**, describe response actions to take for events that might occur at an EGWD facility, based on specific identified vulnerabilities. APs provide a quick approach for responding to a specific type of incident and they complement and work with actions initiated under this ERP.

EOC/Incident Action Plans (IAPs) formally document specific incident goals and the overall response strategy to an actual incident, as defined by the Incident Manager. The IAP facilitates the dissemination of critical information about the status of response activities and deployed resources and should be revised on a regular basis as the incident and response evolve. The Incident Manager will update the action plan as needed, with support from the Planning and Intelligence Section Chief. An example for an IAP format and a sample of a completed IAP can be found in **Appendix C, EOC/Incident Action Planning Forms**.

## 5.1 Action Plans Summary

### 5.1.1 Natural Disasters

The EGWD has considered the threats posed by natural events and weather-related phenomena. Specific AP(s) have been developed to guide a timely and prudent response should such threats be realized. As indicated above, detailed APs are found in **Appendix A, Action Plans**. Considered natural disasters include:

Natural Disaster	Primary AP No.
Fire / Explosion	A2
Floods	A3
Tornado	A5
Earthquake	A7

### 5.1.2 Events Caused by Human Intervention (Human-caused Threats)

The EGWD has developed specific AP documents, found in Appendix A, Action Plans, to respond to the following human-caused threats:

Event / Threat	Primary AP No.
Armed Intruder	A1
Off-site Hazardous Materials Spill	A4
Threat or Actual Contamination of the Water System	A6
SCADA Sabotage	TBD
Cyber Intrusion	TBD

## 5.2 EOC/Incident Action Planning

Incident action planning is based around an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions. Generally, the actions requiring the longest time period define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed 24 hours. Operational periods should not be confused with staffing patterns or shift-change periods. They may be the same, but need not be.

The initial IAP may be a verbal plan developed in the first hour after EOC activation. The Planning and Intelligence Section compiles the IAP for the Incident Manager in coordination with the General Staff. Once the EOC is fully activated, IAPs should be written. A sample IAP is included in **Appendix C, EOC/Incident Action Planning Forms**.

### 5.2.1 Elements of an EOC/Incident Action Plan

IAPs should not be complex or create a time-consuming process. The format may vary somewhat within the different SEMS levels, but the IAP should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable);
- Statement of current priorities related to objectives;
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred);
- Assignments and actions necessary to implement the strategy;
- Operational period designation (the time frame necessary to accomplish the actions);
- Organizational elements to be activated to support the assignments (also, later IAPs may list organizational elements that will be deactivated during or at the end of the period); and
- Logistical or other technical support required.

The IAP sets overall objectives for the water utility and establishes priorities as determined by the Incident Manager. The primary responsibility for preparing an IAP is assigned to the Planning/Intelligence Section. Several elements of the EOC organization will be involved in the development of the content for the IAP:

- The Incident Manager and all members of the General Staff must participate in the process.
- There must be adequate representation of key organizational components, organizations, and agencies.
- Staff participating in the planning process must have the technical expertise and authority to commit to accomplishing the objectives.

### 5.2.1 Elements of an EOC/Incident Action Plan (cont)

Staff must understand the action planning process and be willing to follow the process. There must be adequate logistical arrangements and facilities to support the process. There must be adequate pre-event planning, and participants must adhere to the format and timetables related to the planning process.

### 5.2.2 EOC/Incident Planning Process

Steps in the action planning process are as follows:

- Identify staff and organizational entities needed for current planning (This step will include, but is not limited to, the Incident Manager, General Staff, Public Information, and Liaison functions and the key Agency Representatives essential to meeting the objectives.);
- Establish a cycle for action planning meetings (Initially, these may be every few hours or several times a day.);
- Develop a format for the IAP and use it in the planning process (Formats will vary depending on field or EOC level, complexity of the IAP, and other factors.);
- Determine who needs the IAP and establish procedures for publication and distribution (Establish a procedure for revisions and updates. This procedure could include providing suggested written revisions or provisions for making appropriate changes during the operational period, if required.);
- Prepare and distribute the IAP (The IAP will be prepared based on information obtained at the planning meeting. Ensure that the IAP is approved by the Incident Manager before distribution.); and
- Establish a documentation file for IAPs or EOC Action Plans (This file will contain the IAPs and any supporting documentation.).

### 5.2.3 Establishing Priorities

IAPs are based on establishing priorities for actions to be undertaken. It is important to remember that priorities may change as circumstances change. The following items illustrate the types of actions that should be a priority for water utilities:

- **Act to protect life.** If the disaster has created a severe water supply emergency that results in a threat to public health, follow the criteria established by the SWRCB, DDW for authorization to use alternative supplies. If the alternative supplies do not meet primary drinking water standards, issue a BWO or UWA. Examples of a BWO and BWO press release can be found in **Appendix F – Exit Plans.**
- **Preserve water in storage** to the extent possible. Lower water levels in reservoirs to reduce the possibility of structural failure if damage is apparent. Assess damage to the sewer system to determine if it may contaminate water supplies.



### 5.2.3 Establishing Priorities (cont.)

- **Isolate areas that will take the longest to restore to service** and work with local government to provide alternate water supplies. See Cal OES, *Multi-Agency Emergency Response Procedures for Potable Water (2014)*.
- **Undertake procurement and distribution** to assist water utilities and local governments in meeting the requirement to provide water to the public.
- **Set priorities on repair work.** Plan to restore service area by area. Get input from the local government EOC on essential uses. Consider feeder lines. Keep in mind the need for firefighting water. Request mutual aid/assistance if the needed repairs exceed the utility's ability to complete repairs in a timely manner.
- **List agencies with critical needs** such as hospitals, convalescent homes, and hospices.

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## **6 Emergency Response Operations**

This section discusses procedures and guidance that may apply to different types of emergencies, including emergency drinking water, water quality sampling, conducting damage assessments, and initiating emergency power.

### **6.1 Emergency Drinking Water**

In the event of a natural or man-made disaster, it may be necessary for the EGWD to use an emergency source of supply to maintain system pressure. The EGWD has identified emergency sources of supply that could be used in a contamination or disruption of service event. Emergency sources of supply include standby sources, inter-ties with other water systems, or surface water sources/springs. If a contamination event occurs, the only source of supply may be bottled water. Emergency water needs should be communicated to the Sacramento County Operational Area, which assist with the procurement and distribution of emergency drinking water or process requests for assistance through SEMS.

## 6.2 Water Quality Sampling

During an emergency, there are several types of water quality sampling that may need to be analyzed, depending on the actual event. If it is a natural disaster, flood, or power outage, analysis will probably only be needed for bacteriological, turbidity, and chlorine residual samples if the system is chlorinated. However, if the event is a terrorist act or contamination event, the sampling will include a full scan of Weapons of Mass Destruction (WMD) chemical, radiological, and microbiological (unless the actual contaminant used is known).

### 6.2.1 Natural Disaster

During a natural disaster, flood, earthquake, fire, or similar event, sample collection and analysis will be available to the EGWD by normal laboratory resources. Sampling will primarily consist of regulatory bacteriological samples and turbidity to show that the system has been flushed out. The EGWD may also collect chlorine residual samples throughout the system with a field chlorine test kit.

### 6.2.2 Terrorist Event/Contamination Event

Water contamination can be the result of cross-connection, malevolent acts, and other scenarios. Once a threat warning has occurred and the EGWD has deemed the threat confirmed, it will be necessary to collect water quality samples. The decisions made from the time of the threat warning to the time the threat is confirmed are specific to each individual event. This "credibility stage," as it is referred to in the EPA Response Protocol Toolbox, may take between 2 to 8 hours and will involve consultation with local first responders, SWRCB DDW (Drinking Water Primacy Agency), the local health department, and regional FBI office.

Assuming the threat is confirmed and credible enough to warrant water quality sampling, several State and Federal agencies will be involved to collect samples, transport the samples to an appropriate laboratory, and analyze the samples. The EGWD's first step in this process is to contact the SWRCB District Engineer so that this office can notify the CDPH Drinking Water and Radiation Laboratory (DWRL) of the incoming samples.

### 6.2.3 Laboratory Resources

The EGWD uses BSK Labs to analyze drinking water samples. The contact information for BSK is in **Table 6-1** below.

**Table 6-1. Laboratory Contacts**

Name	Contact Info
Brenda Hamilton (Primary Contact)	(916) 853-9293 X 110 3140 Gold Camp Dr. #160 Rancho Cordova, CA 95670
Michael Ng (Alternate)	(559) 497-2888 X 118 1414 Stanislaus St. Fresno, CA 93706
Renea Rangell (Alternate)	(559) 497-2888 X 233 1414 Stanislaus St. Fresno, CA 93706
General Contact	(800) 877-8310

**6.2.3 Laboratory Resources (cont.)**

Additional laboratories can be accessed through the Centers for Disease Control (CDC) Laboratory Response Network, which must be contacted by the state lab.

**6.2.4 CDPH Laboratory**

The CDPH DWRL is organized within the CDPH. DWRL in Richmond is the State's primary drinking water quality testing laboratory and is the only State laboratory capable of measuring environmental radiation. Its primary mission is to provide analytical services, reference measurements, and technical support pertaining to the State's drinking water and radiologic health programs.

**6.2.5 California Mutual Aid Laboratory Network**

The CDPH DWRL, in conjunction with the water utilities, EPA Region IX laboratory in Richmond, the Lawrence Livermore National Laboratory, and the California Department of Water Resources, has formed a laboratory network called the California Mutual Aid Laboratory Network (CAMAL Net) to address laboratory capacity issues associated with possible drinking water-related contamination events. CAMAL Net establishes a triage system to process samples when water systems or commercial laboratory methods are not available or the water system lacks capacity within its own lab. The CAMAL Net system will not handle any samples where field screening indicates that the sample may contain the CDC-listed WMD agent. The list of WMD agents can be found on the CDC website at <http://www.bt.cdc.gov/>. Before collection of water quality samples that are to be processed, any request for analysis through the CAMAL Net system needs to be approved by:

**SWRCB DDW District Engineer, Ali Rezvani  
1001 I Street, 13<sup>th</sup> Floor, Sacramento, CA 95814  
Office phone (916) 445-5285**

### 6.3 Conducting Damage Assessments

Based on the specifics of the incident that has occurred, appropriate EGWD employees will be assigned to conduct damage assessment of EGWD facilities and systems. They will use the checklists/tables in **Appendix E, Damage Assessment Forms**, to record any observed damage. They are also to provide this information to the EGWD EOC Planning and Intelligence Section and to the Finance and Administration Section, as soon as possible. If the damage is severe enough to endanger employees, the public, property, or the operation of the facility, EGWD employees are to use the fastest method to relay the information to the EGWD EOC.

Inspected facilities will be tagged to alert other water utility personnel that a preliminary assessment has been conducted and a damage report has been forwarded to the EGWD EOC. It will be the Operation Chief's responsibility to collect the damage information as it is reported and to have it transmitted to the EGWD EOC.

Preliminary damage assessment will be conducted as follows:

- Determine the need to repair, replace, or abandon the facility;
- Include an estimate of the cost to restore the facility;
- Consider the possible effects of aftershocks (if the event is an earthquake);
- Evacuate buildings in danger of collapse;
- Confirm that field crews perform the following inspections and close/tag damaged facilities and equipment; and
- Do not enter the facility if entry cannot be done safely and post the facility to alert others of the entry danger.

#### Wells

- Check for power disconnect;
- Test for contamination;
- Check for failure of pump or motor; and
- Check for physical damage.

#### Treatment plants

- Check for available power and the condition of the mechanical and electrical equipment;
- Check the quality of the outflow;
- Check for chemical releases;
- Check for the need for emergency purification; and
- Check for structural damage.

#### Tanks

- Check for evidence of failure of the subbase;
- Check for leaks, cracks, broken inlet-outlet pipes, and underdrains; and
- Check for buckling.

#### Pipes

- Check air and vacuum valves;
- Check for leaks, breaks, and pressure loss in lines, and cross-connections; and
- Check mechanical couplings.



## 6.4 Establishing Emergency Power

The EGWD has backup generators designed to run the RRWTSF and Hampton Facilities with an uninterrupted power supply. These diesel generators are tested quarterly and need fuel to run for an extended period. Provisions for an emergency fuel supply for generators and vehicles are maintained and are the responsibility of the Logistics Chief in the event of an ERP activation. Remote well facilities will need to be powered by remote generators, two of which are already on standby for service. These systems are further described in **Section 1.5.2**.

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## 7 Recovery Operations

This section provides information on the restoration of services, including restoration objectives, and guidance for recovering from different incidents.

### 7.1 Restoration of Services

#### 7.1.1 Restoration Objectives

Following an incident that caused disruption to water services, priority is placed on assessing damage to the water system and anticipating potential disruptions in service. The following objectives frame assessment and restoration activities in the initial days following an incident:

- Assess water system infrastructure (e.g., pumping stations, pipelines) to identify damage and service disruptions;
- Coordinate with law enforcement so that assessment team personnel can access and remain in the affected areas to complete assessment activities;
- Determine capabilities to restore the water systems and request assistance, if needed;
- Provide information to the public on water safety, service disruptions, alternate water sources, and restoration activities;
- Share and disseminate priority information on water system restoration activities;
- Develop situational awareness concerning water quality and the demand for potable water;
- Coordinate with neighboring local governments to identify critical facilities and response agencies whose missions are adversely affected by the loss of water and/or sanitation;
- Provide and coordinate alternate means for providing water and sanitation;
- Evaluate current potable water availability versus demand and request additional potable water if appropriate;
- Locate and/or repair damaged water pipes, pumping stations, wells, and aqueducts; and
- Restore normal water distribution services.

The recovery process begins during the response phase. It is important to start damage inspections, reporting, and recordkeeping as soon as this ERP is activated. The items below may assist the EGWD in recovery activities.

## 7.2 Initial Recovery Activities

### 7.2.1 Initial Actions

For incidents resulting in significant damages or costs, the EGWD should conduct the following initial recovery activities:

- Designate a disaster recovery coordinator (may or may not be the Incident Manager) and notify all appropriate regulatory agencies;
- Complete detailed evaluations of all affected EGWD facilities and determine priorities for repair, reconstruction, or replacement at existing or new locations;
- Begin repair activities and design and consider the need for acquiring contractor services;
- Make necessary repairs to the system and un-tag repaired facilities and equipment;
- Restore all telecommunications, IT, and similar services to full operation;
- Complete assessment of losses and costs for repair and replacement, determine approximate reimbursements from insurance and other sources of financial assistance, and determine how residual costs will be financed by the EGWD;
- Define needs for additional staff, initiate recruitment process, and adopt temporary emergency employment policies, as necessary;
- Execute agreements with vendors to meet service and supply needs;
- Reevaluate the need for maintaining the emergency management organization and consider returning to the normal organizational structure, roles, and responsibilities when feasible;
- Collect cost accounting information gathered during the emergency and prepare request for disaster assistance funds (follow FEMA and Cal OES documentation and recordkeeping requirements);
- Debrief staff to enhance response and recovery efforts in the future by identifying lessons learned, developing IAPs and follow-up mechanisms, and providing employee assistance programs if needed;
- Prepare after-action reports, as required (The EGWD may be asked to contribute to the City of Elk Grove's or Sacramento County's after-action report, which is due within 90 days of the incident occurrence.); and
- Identify recommendations.

## 7.3 Long-Term Recovery Activities

### 7.3.1 Recovery Actions

For incidents involving long-term recovery (usually defined as from months to years), EGWD should conduct the following long-term recovery activities:

- Initiate permanent reconstruction of damaged water utility facilities and systems;
- Restore water utility operations and services to full pre-event levels; and
- Continue to maintain liaison as needed with external agencies.

### 7.3.2 Assistance Programs

Cal OES administers several programs designed to assist victims of a disaster, including Public Assistance, Individual Assistance, and Hazard Mitigation Programs. Cal OES serves as the grantee for the Federal Public Assistance Program and directly administers State financial assistance as provided under the California Disaster Assistance Act. Under the Public Assistance Program, public and private non-profit water utilities may be eligible for public assistance to reimburse the work and associated costs of responding to and recovering from a disaster if the costs:

- Are a direct result of the declared event and not a pre-disaster condition or result of some other event;
- Are located within the area designated by FEMA as eligible for assistance;
- Are the legal responsibility of the eligible applicant; and
- Are not eligible for assistance under another Federal program (this applies to permanent restoration work only).

### 7.3.3 Individual Assistance

Individual Assistance (IA) performs a wide variety of functions and involves many State agencies to ensure that individuals, families, businesses, and farms recover from disasters. Employees of the EGWD may be eligible for disaster assistance in the form of assistance from FEMA's Individual and Households Program to meet disaster-related expenses and loans from the Small Business Administration (SBA) to individuals for repair or replacement of real and personal property.

### **7.3.4 Hazard Mitigation**

Following a presidential disaster declaration, the Hazard Mitigation Grant Program is activated by FEMA. The program's purpose is to fund projects that are cost-effective and that substantially reduce the risk of future damage, hardship, loss, or suffering from a major natural disaster. Virtually all types of hazard mitigation projects are eligible, provided they benefit the declared disaster area and meet basic project eligibility requirements. Types of eligible projects will be identified from those mitigation measures identified in the State Hazard Mitigation Plan, hazard mitigation team reports, and issues unique to the disaster event. The funding priorities are established and the program is administered by Cal OES on behalf of FEMA.

## 7.4 Expenditure Documentation

The ability of the utility to recover costs or receive disaster assistance from the state and FEMA is predicated on its eligibility and ability to document its costs. Examples of documentation for disaster related follow below. This documentation is the responsibility of the Finance and Administration Section.

### 7.4.1 Water Utility Staff Labor Expenses

Labor costs include regular and overtime wages and benefits for water utility staff assigned to disaster-caused response or recovery activities, including staff:

- Assigned to perform essential disaster-caused tasks;
- Conducting damage inspections;
- Making emergency inspections and/or repairs;
- Helping to evacuate and secure structures;
- Conducting cleanup operations;
- Assigned to record and document disaster-caused costs;
- Assigned to disaster-caused construction supervision/management;
- Assigned to disaster-caused vendor contract supervision/management;
- Required to attend any disaster-caused meetings (internal or external);
- Assigned to order and/or pick up disaster-caused supplies and equipment; and
- Assigned to repair equipment used for disaster-caused response and recovery.

#### Required Documentation

All labor-related expenses must be documented daily on time records signed by the employee and authorized by the work supervisor. This record must indicate the specific job site where work was performed, including any applicable job number. The Finance/Administration Section in the EOC will compile Daily Activity Reports for each person each day and separately for each job site.

### 7.4.2 Water Utility Equipment Expenses

Equipment costs include expenses for (water utility-established or rate schedules agreed upon by the Cal OES FEMA) all water utility-owned equipment utilized for disaster response and recovery. Only actual equipment usage is eligible for reimbursement. Cal OES and FEMA do not reimburse for equipment standby time.

#### Required Documentation

All equipment-related expenses must be documented daily on the job site records. This record must indicate the following information:

- Type and description of equipment;
- Specific site where equipment was used, including applicable job number;
- Date and number of hours used per day; and
- Name of operator(s) using equipment, where applicable.



**7.4.2 Water Utility  
Equipment Expenses  
(cont.)**

The Finance/Administration Section in the EOC will compile summary reports for each piece of equipment, and separately for each job site.

**7.4.3 Water Utility  
Materials Expenses**

Materials costs include expenses (actual purchase price) for all water utility-owned materials utilized for disaster response and recovery. Only materials used for disaster-related purposes at a specific job site may be reimbursable.

**Required Documentation**

All material-related expenses must be documented daily on the appropriate job site records, including the following information:

- Type and description of material used;
- Date and exact amount used;
- Category of work material used for; and
- Specific site where material was used, including applicable job number.

**7.4.4 Outside Contractors**

Invoices for contractor materials must include the following information:

- Date material furnished;
- Description of material;
- Quantity of material furnished;
- Unit cost of each item; and
- Total amount of invoice.

The Finance/Administration Section in the EOC will note directly on each invoice where and/or how the material was used and the specific amount applicable to specific categories and job sites.

Invoices for equipment rental must include the following information for each piece of equipment:

- Type and description of equipment;
- Date(s) used;
- Hours used each day;
- Rate per hour (indicate with or without operator); and
- Total rental cost.

Water utility staff must note directly on each invoice where and how the equipment was used, including specific categories and job sites. If equipment is rented from a private owner, responsibility for repair of the equipment should be specified in the rental agreement.

**7.4.5 Other Political  
Subdivisions (Mutual  
Aid)**

Invoices for labor and rental of publicly owned equipment must provide the same details as required by the water utility. The rates used to compute the amount claimed for equipment must be the lesser of either the FEMA-established rates or the water utility rates. Invoices for materials must give the same details as required for vendors. The unit costs used to compute the amount claimed must be the unit cost paid to the supplier, with nothing added for handling, overhead, etc.

**7.4.6 Claims Assistance**

If disaster assistance is offered in accordance with the proclamation of a local emergency, a Governor's proclamation of a state of emergency, or a Presidential declaration of major disaster or emergency, as a first step, Cal OES usually conducts an Applicant's Briefing to provide a general overview of the Public Assistance (PA) Program and describe the application process. Forms are provided and instructions given as to how to initiate the application process. Depending on the level of program implementation, State and/or Federal assistance may be provided for various emergency response activities and necessary costs for the repair, permanent restoration, or replacement of facilities damaged or destroyed by disaster incidents. Cal OES administers both State and Federal disaster assistance programs and State Public Assistance Program staff can offer invaluable assistance for navigating sometimes confusing State and Federal program requirements.

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## **8 ERP Maintenance and Sustainability**

This ERP is developed under the authority of the EGWD General Manager. It is a living document, subject to revision based on EGWD organizational changes, new laws or guidance, and experience obtained from exercises or responding to real incidents. This section describes the development of this ERP and maintenance process for keeping this ERP current, relevant, and in compliance with SEMS, NIMS, and other applicable instructions.

### **8.1 Development and Maintenance Responsibilities**

The EGWD Management Analyst is responsible for the development and maintenance of this ERP. The EGWD Management Analyst is tasked with developing and maintaining this ERP and coordinating training to EGWD staff on the concepts contained within.

### **8.2 Development Process**

Both the initial development and the development of new material follow basic guidelines for emergency planning. The development process is led by the EGWD Management Analyst in coordination with key staff with responsibilities defined in this ERP to generate material and verify concepts. This ERP will be continually reviewed, evaluated, and updated through planning meetings and exercises. Each employee will receive a copy of this ERP on a flash drive with the option of receiving a hard copy if desired.

### **8.3 Revision and Maintenance Process**

A review of this ERP will be conducted at least annually to ensure that the elements of this ERP are valid, current, and remain in compliance with SEMS, NIMS, and other instructions. Similar to the development process, each responsible staff member reviews and updates specific portions of this ERP based on his or her responsibilities and expertise. Standard operating procedures are also modified as required based on the deficiencies identified during exercises or real incidents. All revisions to this ERP are documented in the Record of Changes at the front of this ERP.

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## 9 References and Links

The following is a list of references and Internet links that provide additional water system security and ERP information.

**State Water Resources Control Board, Division of Drinking Water:** SWRCB DDW is the Drinking Water Primacy Agency for all California public water systems serving over 200 service connections. SWRCB DDW has published a guidance document to assist California public water systems in developing or revising their emergency response plans. General information, as well as the guidance document and its appendices, is available at

[http://www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/Security.shtml](http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/Security.shtml).

**Department of Homeland Security (DHS):** DHS is the overall lead agency for homeland security issues. DHS will become involved in incident response if needed. General information is available at <http://www.dhs.gov/>.

**United States Environmental Protection Agency:** USEPA has numerous resources available. The following are key sources:

- Water Infrastructure Security information, guidance, and training information can be found at <http://water.epa.gov/infrastructure/watersecurity/emerplan/index.cfm#pp>.
- Information on Local Emergency Planning Committees (LEPCs) can be found at <http://www2.epa.gov/epcra/local-emergency-planning-committees>.

**The Center for Disease Control and Prevention:** The CDC develops resources to assist hospital staff, clinics, and physicians in diagnosing diseases related to terrorism, reporting incidences of disease, and controlling the spread of infection. Information on emergency preparedness and response can be found at <http://www.bt.cdc.gov/>.

- To assist in the development of a Public Health Response Plan, the CDC published a planning guidance document entitled *The Public Health Response to Biological and Chemical Terrorism: Interim Planning Guidance for State Public Health Officials* (July 2001), which can be found at <http://emergency.cdc.gov/Documents/Planning/PlanningGuidance.PDF>.
- Interim Recommended Notification Procedures for Local and State Public Health Department Leaders in the Event of a Bioterrorist Incident can be found at <http://emergency.cdc.gov/eMContact/Protocols.asp>.

**Federal Emergency Management Agency (FEMA):** FEMA's mission is to reduce loss of life and property and protect our nation's critical infrastructure from all types of hazards through a comprehensive, risk-based, emergency management program of mitigation, preparedness, response and recovery. FEMA takes the lead if an incident is assigned to DHS. General information can be found at <http://www.fema.gov>. In addition, several online training courses relevant to emergency management are available on-line from FEMA at <http://training.fema.gov/EMIWeb/IS/crslist.asp>.

**The American Water Works Association (AWWA):** USEPA training developed through partnership with AWWA covers the entire spectrum of security issues including assessing vulnerabilities, emergency response plans, and risk communication. AWWA information can be accessed at <http://www.awwa.org>. Specific AWWA resources can be found at <http://www.awwa.org/resources-tools.aspx>.

**The Association of State Drinking Water Administrators (ASDWA):** ASDWA has information on water security planning, training, and links to state programs and other information sources. Go to the security link at <http://www.asdwa.org/>.

**National Rural Water Association (NRWA):** NRWA developed the SEMS Software Program, which can be loaded on a personal computer. It is based on NRWA/ASDWA's *Security Vulnerability Self-Assessment Guide for Small Drinking Water Systems Serving Populations Between 3,300 and 10,000*. More information can be found at <http://www.nrwa.org/>.

**Agency for Toxic Substances and Disease Registry (ATSDR):** ATSDR is directed by congressional mandate to perform specific functions concerning the effect on public health of hazardous substances in the environment. These functions include public health assessments of waste sites, health consultations concerning specific hazardous substances, health surveillance and registries, response to emergency releases of hazardous substances, applied research in support of public health assessments, information development and dissemination, and education and training concerning hazardous substances. More information can be found at <http://www.atsdr.cdc.gov/>.

**California Office of Emergency Services (Cal OES)** analyzes risk factors for the state of California and prepares resources for emergency events. Cal OES also coordinates and supports emergency response activities at a regional level. Cal OES may also administrate grant funding for emergency management and homeland security. Cal OES controls SEMS. More information can be found at <http://www.caloes.ca.gov/>.



## **Appendix A. Action Plans**

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## **A1 Armed Intruder / Active Shooter Initial Response Guidance**

### **Run / Hide / Fight**

EGWD personnel should use the following guidelines in the event of an armed intruder, active shooter, or other dangerously hostile person. All personnel should anticipate the need to run or hide from an active shooter and pre-plan their response. Most Armed Intruder / Active Shooter incidents last only 10 to 15 minutes, so the initial response is critical. The primary guidance in this type of incident is Run / Hide / Fight, as explained below.

### **Run - Evacuate**

If there is an accessible escape path, personnel should attempt to evacuate the premises. The following guidelines apply:

- Avoid confrontation if at all possible.
- Do not risk personal safety to protect EGWD assets.
- Have an escape route and plan in mind.
- Warn others not to enter an area where the armed intruder / active shooter may be.
- Help others escape, if possible.
- Evacuate regardless of whether others agree to follow.
- Do not attempt to move wounded people.
- Leave personal belongings behind.
- Try to get a physical description of the intruder / shooter if safely possible.
- If the Police have not yet been notified, call 9-1-1 when it is safe to do so.
- If the Police are on the scene, follow their instructions.
- Keep hands visible.

### **Hide**

If safe evacuation is not possible, personnel should find a place to hide where the armed intruder / active shooter is less likely to find them.

This hiding place should:

- Be out of the active intruder's / shooter's view.
- Provide protection if shots are fired (e.g., an office with a closed and locked door).
- Not trap individuals or restrict their options for movement.
- Avoid "bunching up" into groups

To prevent an armed intruder / active shooter from entering the hiding place, individuals should:

- Lock the door.
- Blockade the door with heavy furniture.
- Close, cover, and move away from windows.
- Silence cell phones and/or pagers. (Even the vibration setting can give away a hiding position.)
- Hide behind large items (e.g., cabinets, desks).
- Remain quiet.

**Hide (cont.)**

When possible, individuals should provide the following information to law enforcement officers or 9-1-1 operators:

- Location of the armed intruder / active shooter
- Number of intruders / shooters, if more than one
- Physical description of the intruder(s) / shooter(s)
- Number and type of weapons held by the intruder(s) / shooter(s)
- Number of potential victims at the location

**Fight – Take Action**

As an absolute last resort, and only when there is imminent danger to life, individuals should attempt to disrupt and/or incapacitate the active shooter:

- Act as aggressively as possible against him/her.
- Throw items and improvise weapons.
- Yell.
- Commit to actions.

EGWD personnel should exercise great caution not to disturb evidence, such as spent shell casings and any other items left by the shooter.

When law enforcement personnel arrive and secure the scene, follow their instructions closely. Expect it to take several hours for the scene to be cleared and personnel to be released.

## A1.1 Contact Information

Table A1-1 provides contact information for EGWD personnel who need to be notified of an active shooter, when that notification can be made safely, and for external first responder and government agencies that could be involved in the response to an armed intruder or active shooter incident.

**Table A1-1. Contact Information List**

### *Internal Contacts*

Position	Name	Contact number
Incident Manager	Mark Madison	(916) 585-9380
Operations	Steve Shaw	(916) 585-9386
Planning	Bruce Kamilos	(916) 585-9385
Logistics	Jim Malberg	(916) 585-9381
Finance/Administration	Donella Murillo	(916) 585-9383
Safety/Security	Ellen Carlson	(916) 585-9384
Legal Advisor	Ann Siprelle	(916) 551-2834
Public Information	Ellen Carlson	(916) 585-9384

### *External Contacts*

Organization	Name	Contact numbers
Police	Elk Grove Police Department Captain Bryan Noblett	Call - 911 (916) 478-8004 [Office]
Fire and HAZMAT	Cosumnes Community Services District Battalion Chief Kris Hubbard	Call – 911 (916) 405-7121 [Office]
SWRCB District Engineer (DE)	Ali Rezvani 1616 Capitol Ave. Sacramento, CA 95899 If the “DE” cannot be reached, call the CA Warning Center’s 24/7 phone number and ask for the SWRCB Duty Officer. A SWRCB manger will be contacted and call the water system	(916) 445-5285 [Office]  (800) 852-7550 [24/7]
FBI Regional Office	Sacramento Regional FBI Office	(916) 481-9110 [24/7]
Sacramento County Public Health	Cheryl Hawkins <a href="mailto:Hawkins@saccounty.net">Hawkins@saccounty.net</a>	(916) 875-8429 [Office] (916) 591-2638 [Cell]
Sacramento County Environmental Management Department	Environmental Health Department 10590 Armstrong Avenue Mather, CA 95655-4153	(916) 875-8484 [Office]
County OES	Sac OES Duty Officer	(916) 875-6900 [24/7]
Cal OES (California Governor’s Office of Emergency Services)	Warning Center (Ask for SWRCB Duty Officer-Drinking Water Program.)	(800) 852-7550 [24/7] (916) 845-8911 [24/7]
Regional Water Quality Control Board (RWQCB)	Central Valley RWQCB	(916) 464-3291 [24/7]
Sacramento County Water Agency	Dave Underwood Emergency Number	(916) 875-6947 (916) 875-RAIN
California Department of Fish and Wildlife	Cal-Tip Line is answered 24/7, and callers will be directed to the appropriate responder.	(888) 334-2258 [24/7]
Water Quality Laboratory	BSK Labs	(916) 835-9293 [24/7]

## A2 Fire/Explosion

### A2.1 General Guidance

Fires and explosions are a risk at any facility. They may occur independently or together. Each can occur without warning and can lead to the other.

Each District building has an on-site fire alarm system.

EGWD personnel should immediately evacuate the vicinity of any fire and/or explosion. They should not attempt to fight any fire at any EGWD facility, unless they are appropriately trained and confident that they can extinguish the fire with fire extinguisher(s) or other fire-fighting equipment on hand.

9-1-1 should be called as soon as can be safely done so.

In the event of an off-site wildfire threatening an EGWD facility, EGWD personnel should closely monitor the progress of that fire and be prepared to evacuate if needed. Wildfires can move very quickly and erratically.

Every employee should know the best and available evacuation routes from his/her normal work location(s).

### A2.2 Response Actions

The following are response actions that should be taken by EGWD personnel in the event of a fire and/or explosion at an EGWD facility:

- Determine if the fire can be readily extinguished with fire extinguishers and materials on hand, without endangering EGWD personnel.
- The person discovering the fire / explosion should call 9-1-1, reporting the following:
  - Caller's name
  - Exact location of the facility
  - Location and extent of the fire or explosion
  - Nature of the fire or explosion, if known – chemical, petroleum product, electrical, trash, brush, etc.
  - Injuries that have occurred, if applicable
  - Note: The caller should NOT hang up until told to do so or it is unsafe to stay on the call.
  - Close all doors and windows in the building, if that can safely be done.
  - Halt work in affected and endangered areas.
  - Evacuate to the designated assembly area at the facility until emergency help arrives. Facility assembly areas are listed in **Table A2.1**. Detailed evacuation plans are included in **Appendix F** of the ERP.

**A2.2 Response Actions (cont.)**

During evacuation, use the following precautions:

- In heavy smoke, crawl on the floor where air quality and visibility are better – “Stay low and go!”
- Feel doors before opening them to ensure that they are not hot.
- In the event that clothing catches on fire, roll on the ground or floor to extinguish the flames – “Stop, drop, and roll!”
- No one should ever reenter a burning building facility for any reason.
- Employees should move all injured personnel to a location where medical treatment can be administered by emergency personnel.
- If required, employees should instruct other employees in danger to evacuate immediately.
- The facility supervisor will be responsible for accounting for personnel.
- In the case of a fire and or explosion at any water process facilities, if, for any reason, the operator or supervisor on duty feels that the treatment process system cannot run in the automatic mode for two (2) hours without compromising water quality, the facility must be shut down. The operator should not place himself / herself in peril, at any time.

The ALL CLEAR signal will be given after the fire has been extinguished and it is safe to re-enter the facility. NO personnel are allowed to re-enter the facility until after this ALL CLEAR signal has been given by the supervisor or the Fire Department. All equipment used and/or damaged in the fire should be cleaned and repaired before being returned to service. Assessment of damage and operational capability will be undertaken. If the facility is not operable, a determination will be undertaken of what is necessary to get it back on line.

**Table A2-1. EGWD Fire Evacuation Facility Assembly Areas**

Facility	Assembly Location
Administration Building	In front on the parking lot side
Railroad WTSF	In front of building
Maintenance Operations Center	In front of facility
Hampton Village WTP	Adjacent park

**A2.3 Contact Information**

**Table A2-2** provides contact information for EGWD personnel who need to be notified of a fire or explosion, when that notification can be made safely, and for external first responder and government agencies that could be involved in the response.



**Table A2-2. Contact Information List***Internal Contacts*

Position	Name	Contact number
Incident Manager	Mark Madison	(916) 585-9380
Operations	Steve Shaw	(916) 585-9386
Planning	Bruce Kamilos	(916) 585-9385
Logistics	Jim Malberg	(916) 585-9381
Finance/Administration	Donella Murillo	(916) 585-9383
Safety/Security	Ellen Carlson	(916) 585-9384
Legal Advisor	Ann Siprelle	(916) 551-2834
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*External Contacts*

Organization	Name	Contact numbers
Police	Elk Grove Police Department Captain Bryan Noblett	Call - 911 (916) 478-8004 [Office]
Fire and HAZMAT	Cosumnes Community Services District Battalion Chief Kris Hubbard	Call - 911 (916) 405-7121 [Office]
SWRCB District Engineer (DE)	Ali Rezvani 1616 Capitol Ave. Sacramento, CA 95899 If the "DE" cannot be reached, call the CA Warning Center's 24/7 phone number and ask for the SWRCB Duty Officer. A SWRCB manger will be contacted and call the water system	(916) 445-5285 [Office]  (800) 852-7550 [24/7]
FBI Regional Office	Sacramento Regional FBI Office	(916) 481-9110 [24/7]
Sacramento County Public Health	Cheryl Hawkins <a href="mailto:Hawkins@saccounty.net">Hawkins@saccounty.net</a>	(916) 875-8429 [Office] (916) 591-2638 [Cell]
Sacramento County Environmental Management Department	Environmental Health Department 10590 Armstrong Avenue Mather, CA 95655-4153	(916) 875-8484 [Office]
County OES	Sac OES Duty Officer	(916) 875-6900 [24/7]
Cal OES (California Governor's Office of Emergency Services)	Warning Center (Ask for SWRCB Duty Officer-Drinking Water Program.)	(800) 852-7550 [24/7] (916) 845-8911 [24/7]
Regional Water Quality Control Board (RWQCB)	Central Valley RWQCB	(916) 464-3291 [24/7]
Sacramento County Water Agency	Dave Underwood Emergency Number	(916) 875-6947 (916) 875-RAIN
California Department of Fish and Wildlife	Cal-Tip Line is answered 24/7, and callers will be directed to the appropriate responder.	(888) 334-2258 [24/7]
Water Quality Laboratory	BSK Labs	(916) 835-9293 [24/7]

## A3 Flood

### A3.1 Levels of Flood Conditions

There have been floods in the past that have impacted the locations of some of the EGWD facilities, including parts of the Treatment and Storage Facility. There are not dams upstream of EGWD facilities and there is minimal threat of flash floods at EGWD locations.

There are four levels of conditions associated with floods, as follows. It is important that all EGWD personnel understand the distinction between a flood watch and a flood warning and the appropriate response actions for each.

**Flood Watch** – A Flood Watch is issued when conditions are favorable for flooding to occur. It does not mean flooding will occur, but it is possible.

**Flood Warning** – A Flood Warning is issued when flooding is imminent or occurring.

**Flood Advisory** – A Flood Advisory is issued when a specific weather event that is forecast to occur may become a nuisance. A Flood Advisory is issued when flooding is not expected to be bad enough to issue a warning. However, it may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property. Flood Advisories are not specifically addressed in this Action Plan.

**Flood** – A flood is occurring at EGWD facilities or other properties in the EGWD service area. “Flood” is not a National Weather Service term, but a term for the purpose of this Action Plan.

### A3.2 Response Actions

The following are response actions that should be taken by EGWD personnel for each level of flood condition:

**Flood Watch** – In the event of the issuance of a flood watch that encompasses any or all of the EGWD service area, response actions to be taken include:

- All personnel should be apprised that the flood watch has been issued. Those personnel with iPhones will receive electronic notification and will apprise others.
- All personnel should monitor for the possible elevation of the advisory to a flood warning. Monitor conditions via the weather radio and/or weather alert channel
- If possible and appropriate based on the warning, take necessary measures to protect facilities (e.g., sandbagging, portable pumps)
- Relocate or elevate mobile and portable equipment that may be damaged by the projected flood.
- Account for all personnel / visitors
- Ensure adequate supplies of chemicals and fuel

### A3.2 Response Actions (cont.)

If time allows and personnel safety is not jeopardized, shut down operations equipment and or cut off electrical power where their operation or energization may cause greater damage or danger during flooding. All personnel should be ready to act quickly if a flood warning is issued or they suspect that flood conditions are building.

**Flood Warning** – In the event of the issuance of a flood warning that encompasses any or all of the EGWD service area, response actions to be taken include:

- Personnel should avoid entering floodwaters, either in vehicles or on foot. Floodwaters can be very deceptively dangerous to vehicles, as the vehicles float in surprisingly shallow water and can be swept away. “Turn Around – Don’t Drown”!
- Personnel should continue all the action items listed under Flood Watch, as appropriate.
- If necessary, evacuate personnel from impacted facilities; where possible, the Emergency Phone Tree will be used to notify employees to exit and seek high ground.
- If necessary, personnel should take shelter in facilities where they cannot safely evacuate.

**Flood** – In the event that a flood has occurred an EGWD facility, initial response actions to be taken include:

- Personnel should continue all the action items listed under Flood Warning, as appropriate.
- Supervisors should continue to check the safety of employees during this phase.
- Safety Personnel must assess whether it is safe to enter facilities and other work locations before personnel begin to respond.
- Assessment of damage and operational capability will be undertaken.
- If the facility is not operable, a determination will be undertaken of what is necessary to get it back on line.
- Document damages and response and recovery expenditures, including personnel time, for potential FEMA reimbursement.

### A3.3 Contact Information

**Table A3.1** provides contact information for EGWD personnel who need to be contacted during or after a flood, when that notification can be made safely, and for external first responder and government agencies that could be involved in the response.

**A3.3 Contact Information** (cont.)**Table A3-1. Contact Information List***Internal Contacts*

Position	Name	Contact number
Incident Manager	Mark Madison	(916) 585-9380
Operations	Steve Shaw	(916) 585-9386
Planning	Bruce Kamilos	(916) 585-9385
Logistics	Jim Malberg	(916) 585-9381
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*External Contacts*

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Police	Elk Grove Police Department Captain Bryan Noblett	Call - 911 (916) 478-8004 [Office]
Fire and HAZMAT	Cosumnes Community Services District Battalion Chief Kris Hubbard	Call – 911 (916) 405-7121 [Office]
SWRCB District Engineer (DE)	Ali Rezvani 1616 Capitol Ave. Sacramento, CA 95899 If the “DE” cannot be reached, call the CA Warning Center’s 24/7 phone number and ask for the SWRCB Duty Officer. A SWRCB manger will be contacted and call the water system	(916) 445-5285 [Office]  (800) 852-7550 [24/7]
FBI Regional Office	Sacramento Regional FBI Office	(916) 481-9110 [24/7]
Sacramento County Public Health	Cheryl Hawkins <a href="mailto:Hawkins@saccounty.net">Hawkins@saccounty.net</a>	(916) 875-8429 [Office] (916) 591-2638 [Cell]
Sacramento County Environmental Management Department	Environmental Health Department 10590 Armstrong Avenue Mather, CA 95655-4153	(916) 875-8484 [Office]
County OES	Sac OES Duty Officer	(916) 875-6900 [24/7]
Cal OES (California Governor’s Office of Emergency Services)	Warning Center (Ask for SWRCB Duty Officer-Drinking Water Program.)	(800) 852-7550 [24/7] (916) 845-8911 [24/7]
Regional Water Quality Control Board (RWQCB)	Central Valley RWQCB	(916) 464-3291 [24/7]
Sacramento County Water Agency	Dave Underwood	(916) 875-6947
	Emergency Number	(916) 875-RAIN
California Department of Fish and Wildlife	Cal-Tip Line is answered 24/7, and callers will be directed to the appropriate responder.	(888) 334-2258 [24/7]
Water Quality Laboratory	BSK Labs	(916) 835-9293 [24/7]

## A4 Off-site Hazardous Material Release

### A4.1 General Guidance

There is a potential for an EGWD facility to be impacted by an off-site release of hazardous materials, such as from a railroad or truck transportation accident. Such a release could be flammable, explosive, toxic, or some combination thereof.

EGWD personnel should call 9-1-1 as soon as can be safely done so, unless it is apparent that first responders have already been notified.

Every employee should know the best and available evacuation routes from his/her normal work location(s), including back-up routes in the event of a hazardous material plume coming onto the site.

### A4.2 Response Actions

The following are response actions that should be taken by EGWD personnel in the event of an off-site hazardous material release impacting or threatening an EGWD facility.

- If EGWD personnel can smell the chemical release, they should evacuate downwind immediately.
- In the event that EGWD personnel may be the first person(s) he person aware of the hazardous material incident, as soon as he/she can safely do so, the employee discovering the incident should call 9-1-1 call, reporting the following:
  - Caller's name
  - Exact location of the facility
  - Location and extent of the hazardous material incident
  - Nature of the release, if known – gas or liquid, color, sound, apparent volume or rate of release, etc.
  - Injuries that have occurred, if applicable
  - Note: The caller should NOT hang up until told to do so or it is unsafe to stay on the call.
- In the event of a threat from a hazardous material plume, EGWD personnel should closely monitor the progress of the plume and be prepared to evacuate downwind if needed. Personnel should pay close attention to information and direction from Fire and Law Enforcement personnel.
- EGWD personnel should pay very close attention to the wind direction during incidents involving airborne hazardous materials.
- Close all doors and windows in the building, if that can safely be done.
- Halt work in affected and endangered areas.
- Unless wind direction dictates evacuation in a different direction, evacuate to the designated fire evacuation assembly area at the facility until emergency help arrives. Facility assembly areas are listed in **Table A4.1**.

**A4.2 Response Actions** (cont.)

The location of the incident that has caused the hazardous material release may impede evacuation and may be a significant factor in determining the best course of action regarding evacuation, shelter-in-place, or other actions. In some cases, employees may be directed to shelter in place, if evacuation is not possible or advised.

If required, employees should instruct other employees in danger to evacuate immediately. The facility supervisor will be responsible for accounting for personnel. In the case of an off-site chemical release impacting any water process facilities, if, for any reason, the operator or supervisor on duty feels that the treatment process system cannot run in the automatic mode for two (2) hours without compromising water quality, the facility must be shut down. The operator should not place himself / herself in peril, at any time.

The ALL CLEAR signal will be given after the hazardous material release has been cleared and it is safe to re-enter the facility. NO personnel are allowed to re-enter the facility until after this ALL CLEAR signal has been given by the supervisor or the Fire Department. All equipment used and/or damaged in the by the hazardous material should be cleaned and repaired before being returned to service. Assessment of damage and operational capability will be undertaken. If the facility is not operable, a determination will be undertaken of what is necessary to get it back on line.

**Table A4-1. EGWD Fire Evacuation Facility Assembly Areas**

Facility	Assembly Location
Administration Building	In front on the parking lot side
Railroad WTSF	In front of building
Maintenance Operations Center	In front of facility
Hampton Village WTP	Adjacent park

### A4.3 Contact Information

Table A4-2 provides contact information for EGWD personnel who need to be notified of a hazardous materials release, when that notification can be made safely, and for external first responder and government agencies that could be involved in the response.

**Table A4-2. Contact Information List**

#### *Internal Contacts*

Position	Name	Contact number
Incident Manager	Mark Madison	(916) 585-9380
Operations	Steve Shaw	(916) 585-9386
Planning	Bruce Kamilos	(916) 585-9385
Logistics	Jim Malberg	(916) 585-9381
Finance/Administration	Donella Murillo	(916) 585-9383
Safety/Security	Ellen Carlson	(916) 585-9384
Legal Advisor	Ann Siprelle	(916) 551-2834
Public Information	Ellen Carlson	(916) 585-9384

#### *External Contacts*

Organization	Name	Contact numbers
Police	Elk Grove Police Department Captain Bryan Noblett	Call - 911 (916) 478-8004 [Office]
Fire and HAZMAT	Cosumnes Community Services District Battalion Chief Kris Hubbard	Call – 911 (916) 405-7121 [Office]
SWRCB District Engineer (DE)	Ali Rezvani 1616 Capitol Ave. Sacramento, CA 95899 If the “DE” cannot be reached, call the CA Warning Center’s 24/7 phone number and ask for the SWRCB Duty Officer. A SWRCB manger will be contacted and call the water system	(916) 445-5285 [Office]  (800) 852-7550 [24/7]
FBI Regional Office	Sacramento Regional FBI Office	(916) 481-9110 [24/7]
Sacramento County Public Health	Cheryl Hawkins <a href="mailto:Hawkins@saccounty.net">Hawkins@saccounty.net</a>	(916) 875-8429 [Office] (916) 591-2638 [Cell]
Sacramento County Environmental Management Department	Environmental Health Department 10590 Armstrong Avenue Mather, CA 95655-4153	(916) 875-8484 [Office]
County OES	Sac OES Duty Officer	(916) 875-6900 [24/7]
Cal OES (California Governor’s Office of Emergency Services)	Warning Center (Ask for SWRCB Duty Officer-Drinking Water Program.)	(800) 852-7550 [24/7] (916) 845-8911 [24/7]
Regional Water Quality Control Board (RWQCB)	Central Valley RWQCB	(916) 464-3291 [24/7]
Sacramento County Water Agency	Dave Underwood Emergency Number	(916) 875-6947 (916) 875-RAIN
California Department of Fish and Wildlife	Cal-Tip Line is answered 24/7, and callers will be directed to the appropriate responder.	(888) 334-2258 [24/7]
Water Quality Laboratory	BSK Labs	(916) 835-9293 [24/7]

## A5 Tornado Initial Response Information

### A5.1 Levels of Tornado Conditions

There are three levels of conditions associated with tornados, as follows. It is important that all EGWD personnel understand the distinction between a tornado watch and a tornado warning and the appropriate response actions for each.

**Watch** – Tornadoes are possible in and near the watch area. Watches are issued by the Storm Prediction Center for counties where tornadoes may occur. The watch area is typically large, covering numerous counties or even states.

**Warning** – A tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. Warnings are issued by the local forecast office. Warnings typically encompass a much smaller area (around the size of a city or small county) that may be impacted by a tornado identified by a forecaster on Radar or by a trained spotter/law enforcement who is watching the storm.

**Strike** – A tornado has inflicted damage to EGWD facilities or other properties in the EGWD service area. “Strike” is not a National Weather Service term, but a term for the purpose of this Action Plan. The National Weather Service (NWS) uses the terminology, “Tornado Emergency” in a similar, but not interchangeable, meaning.

### A5.2 Response Actions

The following are response actions that should be taken by EGWD personnel for each level of tornado condition:

**Watch** – In the event of the issuance of a tornado watch that encompasses any or all of the EGWD service area, response actions to be taken include:

- All personnel should be apprised that the tornado watch has been issued. Those personnel with iPhones will receive electronic notification and will apprise others.
- All personnel should monitor for the possible elevation of the advisory to a tornado warning.
- All personnel should be ready to act quickly if a warning is issued or they suspect a tornado is approaching.

**Warning** – In the event of the issuance of a tornado warning that encompasses any or all of the EGWD service area, response actions to be taken include:

- If a tornado warning is issued with the potential to impact one or more EGWD facilities, all EGWD personnel in the potentially impacted facilities will take cover in the designated tornado shelters as indicated in **Table A5-1**.



**A5.2 Response Actions (cont.)**

Employees in vehicles or outdoors should leave the vehicle and find shelter in the closest substantial building and protect themselves from flying glass and debris. If no building is available, they should find shelter in a ditch. They should not get under an overpass or bridge. It is safer in a low, flat location. They should never try to outrun a tornado with their vehicle in urban or congested areas. After the danger has passed, they are to keep in touch with the plant by radio for instructions as to what to do and where to go. If radio or other communications systems are down, they should report to their base location.

Each major facility has a weather radio and weather alert channel on a TV set for monitoring for specific warning conditions. If a tornado is sighted, a verbal message will be sounded three times, if possible, over the All Call System. The alarm will be sent to the trucks in the field by radio. In the event of communication failure at one of the facilities, 3 blasts on an air horn will signify an emergency.

**Strike** – In the event that a tornado has struck an EGWD facility, initial response actions to be taken include:

- Employees must evacuate damaged facilities, exercising great caution to avoid structurally unsound areas, exposed electrical facilities, nails, broken glass and other hazards.
- 9-1-1 should be called as soon as can safely be done so.
- Employees should carefully render aid to those who are injured.
- Matches or lighters should not be used, in case of leaking natural gas pipes or fuel tanks nearby.
- Employees should report to the designated assembly point as listed in **Table A5.1** and an accounting should be taken of all employees.
- Damage assessment should begin when appropriate personnel arrive on the scene.
- All costs should be closely documented for potential future FEMA reimbursement.

**Table A5-1. Building-Specific Information for Tornadoes**

Facility	Location to Take Cover	Assembly Location
Administration Building	Employee break room	In front on the parking lot side
Railroad WTSF	Control Building hall closet	In front of building
Maintenance Operations Center	Men's restroom	In front of facility
Hampton Village WTP	Inside the only room	Adjacent park

### A5.3 Contact Information

Table A5-2 provides contact information for EGWD personnel who need to be notified of tornado impacts at an EGWD facility, when that notification can be made safely, and for external first responder and government agencies that could be involved in the response.

**Table A5-2. Contact Information List**

#### *Internal Contacts*

Position	Name	Contact number
Incident Manager	Mark Madison	(916) 585-9380
Operations	Steve Shaw	(916) 585-9386
Planning	Bruce Kamilos	(916) 585-9385
Logistics	Jim Malberg	(916) 585-9381
Finance/Administration	Donella Murillo	(916) 585-9383
Safety/Security	Ellen Carlson	(916) 585-9384
Legal Advisor	Ann Siprelle	(916) 551-2834
Public Information	Ellen Carlson	(916) 585-9384

#### *External Contacts*

Organization	Name	Contact numbers
Police	Elk Grove Police Department Captain Bryan Noblett	Call - 911 (916) 478-8004 [Office]
Fire and HAZMAT	Cosumnes Community Services District Battalion Chief Kris Hubbard	Call – 911 (916) 405-7121 [Office]
SWRCB District Engineer (DE)	Ali Rezvani 1616 Capitol Ave. Sacramento, CA 95899 If the “DE” cannot be reached, call the CA Warning Center’s 24/7 phone number and ask for the SWRCB Duty Officer. A SWRCB manger will be contacted and call the water system	(916) 445-5285 [Office]  (800) 852-7550 [24/7]
FBI Regional Office	Sacramento Regional FBI Office	(916) 481-9110 [24/7]
Sacramento County Public Health	Cheryl Hawkins <a href="mailto:Hawkins@saccounty.net">Hawkins@saccounty.net</a>	(916) 875-8429 [Office] (916) 591-2638 [Cell]
Sacramento County Environmental Management Department	Environmental Health Department 10590 Armstrong Avenue Mather, CA 95655-4153	(916) 875-8484 [Office]
County OES	Sac OES Duty Officer	(916) 875-6900 [24/7]
Cal OES (California Governor’s Office of Emergency Services)	Warning Center (Ask for SWRCB Duty Officer-Drinking Water Program.)	(800) 852-7550 [24/7] (916) 845-8911 [24/7]
Regional Water Quality Control Board (RWQCB)	Central Valley RWQCB	(916) 464-3291 [24/7]
Sacramento County Water Agency	Dave Underwood Emergency Number	(916) 875-6947 (916) 875-RAIN
California Department of Fish and Wildlife	Cal-Tip Line is answered 24/7, and callers will be directed to the appropriate responder.	(888) 334-2258 [24/7]
Water Quality Laboratory	BSK Labs	(916) 835-9293 [24/7]

## A6 Water Contamination

### A6.1 General Guidance

Raw or finished water contamination is a very serious situation and may be caused cross-connection incidents, malevolent acts, and other scenarios. EGWD has a cross-connection control program to minimize the potential for cross-connection contamination incidents.

Contamination incidents may involve concentrations of highly hazardous substances, especially at the point of entry / introduction. All EGWD personnel should use appropriate personal protective equipment (PPE) and precautions when dealing with potential contamination.

Intentional contamination incidents will involve a crimes scene, somewhere. In the event that EGWD personnel find that scene, they should exercise great caution not to disturb evidence, such as cut fences, hoses, buckets, pumps, gloves, etc.

### A6.2 Initial Incident Identification

EGWD personnel may become aware of potential contamination incidents from:

- Finding a security breach, such as open doors, broken hatches, cut fences, triggered alarms, etc.
- Witness or law enforcement reports of unusual activities at EGWD.
- Receipt verbal or written the alleged contamination perpetrator directly or through other avenues, such as the news media.
- Unusual analytical results or water conditions, such as taste, odor, or color.
- Public health notification of potential waterborne illnesses.

### A6.3 Threatened Contamination Incident Levels

Threatened or potential contamination incidents should be evaluated on the following three levels:

**Possible** – a reported contamination incident which EGWD personnel, working with other agencies as appropriate, determine is generally possible. Some reported contamination incidents will be deemed not possible. Incidents determined to be possible require prompt additional investigation to determine whether they are credible. Incidents determined to be not possible require additional investigation only into the perpetrators of the threat. An example of a possible contamination threat would be that someone had dumped diesel into an open surface raw water source. An example of a non-possible contamination incident would be the alleged contamination of a non-existent water tank.

### **A6.3 Threatened Contamination Incident Levels (cont)**

**Credible** – a reported contamination incident which EGWD personnel, working with other agencies as appropriate, determine is credible in the EGWD system. Some reported contamination incidents will be deemed possible, but not credible. Incidents determined to be credible require prompt additional investigation to determine whether they may have actually occurred. Incidents determined to be not credible require additional investigation only into the perpetrators of the threat. An example of a credible contamination threat would be that someone had dumped a pesticide into a finished water tank where the fence and hatch are found to have been damaged. An example of a non-credible contamination incident would be the alleged contamination of a finished water tank by landing a helicopter on top of the tank in a densely-populated area, when there are no confirmations of a helicopter in the area.

**Confirmed** – a reported contamination incident which EGWD personnel, working with other agencies as appropriate, determine has actually occurred. Some reported contamination incidents will be deemed credible, but not confirmed. Incidents determined to be confirmed require prompt and significant additional work to address the contamination. Incidents determined to not have occurred require additional investigation only into the perpetrators of the threat. An example of a confirmed contamination threat would be that someone had dumped a pesticide into a finished water tank where the pesticide is found in the water. An example of a non-confirmed contamination incident would be that threat, but where not traces of the pesticide are found.

### **A6.4 Response Actions**

The following are response actions that should be taken by EGWD personnel in the event of contamination of the raw or finished water are divided into Initial Response, Intermediate Response and Assessment, and Restoration and Recovery.

#### **Initial Response**

Initial response actions and considerations for a water contamination incident include:

- Isolate the contaminated water, if possible
- Prevent further contamination, if possible (e.g., eliminate the source)
- Notify law enforcement if the contamination may be intentional
- Notify and coordinate with the Sacramento County Public Health Department, California Division of Drinking Water Programs and/or EPA, as necessary depending on the nature of the contamination
- Contamination incidents may involve concentrations of highly hazardous substances, especially at the point of entry / introduction. All EGWD personnel should use appropriate PPE and precautions.
- Provide appropriate consumer notifications.

## **A6.4 Response Actions** (cont.)

- Intentional contamination incidents will involve a crime scene, somewhere. In the event that EGWD personnel find that scene, they should exercise great caution not to disturb evidence, such as cut fences, hoses, buckets, pumps, gloves, etc.

### **Intermediate Response and Assessment**

Intermediate response actions and considerations for a water contamination incident include:

- Perform sampling and analysis. **Table A6.2** provides contact information for BSK, the primary lab used by the District. Additional laboratory information is provided in Section 6.2 of the ERP.
- Evaluate and implement as appropriate alternate chemical feeds to neutralize the contamination.
- Determine need for and implement as determined water use restrictions (e.g., boil water, do not drink, do not use)
- Determine whether it is necessary to provide bottled water and/or bulk water for customers
- Consider implementing the Emergency Water Conservation and Restriction Plan
- Notify interconnection drinking water systems if there is the potential for the contamination to impact their water systems or the need for additional water from their system(s)
- Activate the media/communication plan
- Flush, neutralize, or disinfect as necessary to decontaminate. Some contamination incidents, depending on the contaminant, will require very substantial recovery actions.

### **Restoration and Recovery**

Restoration and recovery actions and considerations for a water contamination incident include:

- Flush, neutralize, or disinfect as necessary to decontaminate.
- Some contamination incidents, depending on the contaminant, will require very substantial recovery actions, such as the replacement of components of the water distribution system and/or building plumbing systems and appliances.
- Conduct or participate in additional investigation to determine the cause of the contamination and prevent its occurrence in the future.

## A6.5 Contact Information

Table A6-1 provides contact information for EGWD personnel who need to be notified of a potential or actual water contamination incident and for external first responder and government agencies that could be involved in the response.

**Table A6-1. Contact Information List**

### Internal Contacts

Position	Name	Contact number
Incident Manager	Mark Madison	(916) 585-9380
Operations	Steve Shaw	(916) 585-9386
Planning	Bruce Kamilos	(916) 585-9385
Logistics	Jim Malberg	(916) 585-9381
Finance/Administration	Donella Murillo	(916) 585-9383
Safety/Security	Ellen Carlson	(916) 585-9384
Legal Advisor	Ann Siprelle	(916) 551-2834
Public Information	Ellen Carlson	(916) 585-9384

### External Contacts

Organization	Name	Contact numbers
Police	Elk Grove Police Department Captain Bryan Noblett	Call - 911 (916) 478-8004 [Office]
Fire and HAZMAT	Cosumnes Community Services District Battalion Chief Kris Hubbard	Call – 911 (916) 405-7121 [Office]
SWRCB District Engineer (DE)	Ali Rezvani 1616 Capitol Ave. Sacramento, CA 95899 If the “DE” cannot be reached, call the CA Warning Center’s 24/7 phone number and ask for the SWRCB Duty Officer. A SWRCB manger will be contacted and call the water system	(916) 445-5285 [Office]  (800) 852-7550 [24/7]
FBI Regional Office	Sacramento Regional FBI Office	(916) 481-9110 [24/7]
Sacramento County Public Health	Cheryl Hawkins <a href="mailto:Hawkins@saccounty.net">Hawkins@saccounty.net</a>	(916) 875-8429 [Office] (916) 591-2638 [Cell]
Sacramento County Environmental Management Department	Environmental Health Department 10590 Armstrong Avenue Mather, CA 95655-4153	(916) 875-8484 [Office]
County OES	Sac OES Duty Officer	(916) 875-6900 [24/7]
Cal OES (California Governor’s Office of Emergency Services)	Warning Center (Ask for SWRCB Duty Officer-Drinking Water Program.)	(800) 852-7550 [24/7] (916) 845-8911 [24/7]
Regional Water Quality Control Board (RWQCB)	Central Valley RWQCB	(916) 464-3291 [24/7]
Sacramento County Water Agency	Dave Underwood Emergency Number	(916) 875-6947 (916) 875-RAIN
California Department of Fish and Wildlife	Cal-Tip Line is answered 24/7, and callers will be directed to the appropriate responder.	(888) 334-2258 [24/7]
Water Quality Laboratory	BSK Labs	(916) 835-9293 [24/7]

## A6.6 Laboratory Contact Information

Table A6.2 provides contact information for BSK, the primary lab used by the District.

**Table A6-2. BSK Laboratories Contact Information**

Name	Contact Info
Brenda Hamilton (Primary Contact)	(916) 853-9293 X 110 3140 Gold Camp Dr. #160 Rancho Cordova, CA 95670
Michael Ng (Alternate)	(559) 497-2888 X 118 1414 Stanislaus St. Fresno, CA 93706
Renea Rangell (Alternate)	(559) 497-2888 X 233 1414 Stanislaus St. Fresno, CA 93706
General Contact	(800) 877-8310

## **A7 Earthquake**

### **A7.1 The Earthquake Threat**

While the Elk Grove area is at relatively low risk for damaging earthquakes, compared to much of the state, it is not immune. There was a strong damaging earthquake, estimated at magnitude 6.6 in the Vacaville-Winters area in 1892. More recently, there have been numerous weaker and closer earthquakes. Research continues to uncover previously unknown fault lines with the potential to produce damaging earthquakes. Unlike many other forms of emergencies that may impact the District, earthquakes will be one in which it will be very difficult to obtain outside help, because of widespread damages, potentially more severe in other areas.

### **A7.2 Safety during an Earthquake**

Earthquakes generally occur with minimal warning. Personnel safety measures during an earthquake include:

#### **Indoors**

- Stay in place until the tremors stop, not running outside or getting in a doorway, as this does not provide protection from falling or flying objects and it may be difficult or impossible to remain standing.
- Drop down onto their hands and knees so the earthquake does not knock them down. Cover their head and neck with their arms to protect them from falling debris. Try to seek shelter under a sturdy piece of furniture.
- In the absence of furniture or other sturdy objects to get under, an interior wall or inside corner nearby may also provide some additional cover.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
- Hold on to any sturdy covering and move with it until the tremors stop.

#### **Outdoors or in a vehicle**

- Move away from buildings, streetlights, and utility wires. Once in the open, "Drop, Cover, and Hold On" and stay there until the tremors stop. This might not be possible around buildings, so it may be necessary to duck inside a building to avoid falling debris.
- If in a moving vehicle, stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.



**A7.2 Safety during an Earthquake** (cont.)

**Initial Response Actions**

Initial response actions that should be taken by EGWD personnel include:

- Be prepared to “Drop, Cover, and Hold on” in the likely event of aftershocks.
- Evacuate damaged facilities, if they can safely do so, exercising great caution to avoid structurally unsound areas, exposed electrical facilities, nails, broken glass and other hazards.
- If trapped do not move about or kick up dust. Call for help with a cell phone, if available, and tap on a pipe or wall or use a whistle, if available.
- Call 9-1-1 as soon as possible if there are injured persons or other eminent threats to health and safety. (9-1-1 does not need to be called just to report that there has been an earthquake, as that will be widely known.)
- Carefully render aid to those who are injured.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Anticipate small fires and chemical releases, which are very common following earthquakes.
- Report to the designated assembly point as listed in Table A7.1 and take an account of all employees.
- Begin damage assessment when appropriate personnel arrive on the scene.
- Closely document all costs for potential future FEMA reimbursement.

**Table A7.1 Designated Assembly Points for EGWD Facilities**

Facility	Assembly Location
Administration Building	In front on the parking lot side
Railroad WTSF	In front of building
Maintenance Operations Center	In front of facility
Hampton Village WTP	Adjacent park

## A7.2 Contact Information

Table A7-2 provides contact information for EGWD personnel who need to be contacted following an earthquake, when that notification can be made safely, and for external first responder and government agencies that could be involved in the response.

**Table A7-2. Contact Information List**

### *Internal Contacts*

Position	Name	Contact number
Incident Manager	Mark Madison	(916) 585-9380
Operations	Steve Shaw	(916) 585-9386
Planning	Bruce Kamilos	(916) 585-9385
Logistics	Jim Malberg	(916) 585-9381
Finance/Administration	Donella Murillo	(916) 585-9383
Safety/Security	Ellen Carlson	(916) 585-9384
Legal Advisor	Ann Siprelle	(916) 551-2834
Public Information	Ellen Carlson	(916) 585-9384

### *External Contacts*

Organization	Name	Contact numbers
Police	Elk Grove Police Department Captain Bryan Noblett	Call - 911 (916) 478-8004 [Office]
Fire and HAZMAT	Cosumnes Community Services District Battalion Chief Kris Hubbard	Call – 911 (916) 405-7121 [Office]
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FBI Regional Office	Sacramento Regional FBI Office	(916) 481-9110 [24/7]
Sacramento County Public Health	Cheryl Hawkins <a href="mailto:Hawkins@saccounty.net">Hawkins@saccounty.net</a>	(916) 875-8429 [Office] (916) 591-2638 [Cell]
Sacramento County Environmental Management Department	Environmental Health Department 10590 Armstrong Avenue Mather, CA 95655-4153	(916) 875-8484 [Office]
County OES	Sac OES Duty Officer	(916) 875-6900 [24/7]
Cal OES (California Governor’s Office of Emergency Services)	Warning Center (Ask for SWRCB Duty Officer-Drinking Water Program.)	(800) 852-7550 [24/7] (916) 845-8911 [24/7]
Regional Water Quality Control Board (RWQCB)	Central Valley RWQCB	(916) 464-3291 [24/7]
Sacramento County Water Agency	Dave Underwood Emergency Number	(916) 875-6947 (916) 875-RAIN
California Department of Fish and Wildlife	Cal-Tip Line is answered 24/7, and callers will be directed to the appropriate responder.	(888) 334-2258 [24/7]
Water Quality Laboratory	BSK Labs	(916) 835-9293 [24/7]

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## **Appendix B. EOC Position Checklists**

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## **INCIDENT MANAGER**

### **MANAGEMENT FUNCTIONAL CHECKLIST**

Manages the EOC activity and is responsible for the overall emergency management policy and coordination.

### **ACTIVATION**

- When automatic activation is not called for, utilize Activation Protocol to determine appropriate level of activation i.e. Standby, partial or full EOC activation based on situation as known.
- Respond immediately to EOC and determine operational status.
- Mobilize and assign EGWD Staff to respond to pre-assigned EOC.
- Check in.
- Get status report of present situation from available EGWD staff on site.

### **START UP ACTIONS**

- Put on identification vest.
- Document time in.
- Determine priorities.
- Assign staff to initiate check-in/check-out procedures.
- Ensure that EOC Organization Staffing Chart is posted and that arriving staff are assigned by name.
- Ensure that EOC is properly set up and ready for operations.
- Ensure that section chiefs are in place and their respective sections are staffed as soon as possible.
- Ensure that radio and telephone communications are established with appropriate agencies.
- Open and maintain an activities log.
- Schedule initial planning meeting with EOC management staff.
- Request additional staff support as needed.

### **OPERATIONAL DUTIES**

- Exercise overall management responsibility for the coordination of the response efforts within the affected area.
- Establish the appropriate level of organization and staffing necessary to support operations and continuously monitor the effectiveness of that organization.
- Review (with Operations Chief) damage assessment reports from affected agencies.
- In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensures that inter-agency coordination is accomplished effectively within the EOC.
- Coordinate with Logistics Chief regarding requests for available Mutual Aid resources.
- Coordinate with Operations Chief to establish and facilitate water allocation priorities.
- Coordinate with PIO to ensure the dissemination of timely and accurate public information bulletins.
- Oversee the development (by Planning/Intelligence Chief) and execution (by Operations Chief) of the Incident Action Plan.

- Conduct regularly scheduled IMT briefings about operational status. Identify and post types of outgoing information requiring the Directors approval. Update this information as needed.
- Stay apprised of disaster response/recovery efforts of the City of Elk Grove.
- Approve requests for all mutual aid resources, EOC operational expenditures, and make all policy decisions.
- Complete EOC Change of Shift Briefing Form to brief relief person at time of shift change.
- Follow established check-out procedures when leaving the EOC.

## **DEACTIVATION**

- Authorize deactivation of EOC Sections and Units when they are no longer required.
- Ensure coordination of continuing activities such as release of Public Information bulletins until no longer necessary.
- As EOC Sections and Units deactivate, direct personnel to turn all information logs, records and forms in to the Planning / Intelligence Chief for retention by the Documentation Unit.
- Direct the preparation of the After Action Report.
- Be prepared to provide input to the After Action Report.
- Ensure that any open actions not yet completed will be addressed following deactivation.
- Ensure that all required documentation i.e. IMT rosters, damage assessment report forms, EOC message forms, radio communication reports, etc., are completed and submitted to the Plans Section, Documentation Unit.
- Notify City of Elk Grove EOC, EGWD client agencies, and appropriate outside agencies of planned time for deactivation.

## **SAFETY AND SECURITY OFFICER**

### **MANAGEMENT FUNCTIONAL CHECKLIST**

- Assess and anticipate hazardous or unsafe conditions and recommend measures for assuring personnel safety.
- Ensure all personnel follow and demonstrate appropriate safety precautions during an emergency.
- Coordinates job duties with the Incident Manager.
- Provide continuous security for EOC facility and grounds.
- Control personnel access to and from EOC site.

### **REPORTS TO**

Incident Manager

### **START UP ACTIONS**

- Check in upon arrival at the EOC.
- Put on identification vest.
- Obtain briefing from Incident Manager.
- Review functional responsibilities below.

### **OPERATIONAL DUTIES**

- Open and maintain an activities log.
- Ensure that facilities supporting EOC operations have healthy and safe operating conditions.
- Identify and mitigate safety hazards and situations of potential EGWD liability.
- Develop and review on-site safety plans.
- Maintain site security by securing the EOC perimeter and monitoring the ingress and egress of staff.
- Work with Incident Manager to determine what the security requirements are related to a specific hazardous situation and take appropriate action as needed.
- Review the EOC Incident Action Plan for safety implications and provides safety messages in the EOC Incident Action Plan.
- Exercise authority to stop or prevent unsafe acts or conditions. Alert staff on safety measures within their work area.
- Provide access control to specific areas as directed.
- Coordinate and supervise vehicle parking and traffic control at EOC site.
- Investigates accidents that have occurred within the incident area or at EGWD sites/facilities supporting response operations.
- With authority from Incident Manager, be prepared to move the security location(s) as the EOC operation may dictate.
- Take lead in assisting with an authorized evacuation from the EOC site if necessary.
- Work closely with Incident Manager in performance of duties.
- Participate in briefings held by the Incident Manager.
- Follow established check-out procedures when leaving the EOC.



## **DEACTIVATION**

- Assist the Incident Manager in the deactivation of the EOC.
- Ensure that safe procedures are followed by IMT in the shutting down of operations.
- Keep the Incident Manager informed of any conditions needing follow-up.
- Close out activities log and turn in to Planning / Intelligence Chief.
- Be prepared to provide input to the After Action Report.
- Ensure that any open actions not yet completed will be addressed following deactivation.
- Ensure that all required documentation i.e. IMT rosters, damage assessment report forms, EOC message forms, radio communication reports, etc., are completed and submitted to the Plans Section, Documentation Unit.
- Ensure that the deactivation of the EOC is conducted in a safe manner.
- Assist the Incident Manager in re-establishing the EOC layout to its pre-activation condition.

## **PUBLIC INFORMATION OFFICER**

### **MANAGEMENT FUNCTIONAL CHECKLIST**

Provide assistance and coordination to EGWD client agencies on water related media releases and serve as the dissemination point for all public information released from the EGWD EOC to the affected area(s) throughout the operational period.

### **REPORTS TO**

Incident Manager

### **START UP ACTIONS**

- Check in upon arrival at the EOC.
- Put on identification vest.
- Obtain briefing from the Incident Manager.
- Review functional responsibilities below.

### **OPERATIONAL DUTIES**

- Open and maintain an activities log.
- Coordinate efforts with Incident Manager regarding information available and appropriate for release under initial conditions.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.
- Maintain contact with Planning/Intelligence Chief on areas/conditions of special interest for public information action. Coordinate efforts with Water Quality Engineer on distribution of possible Boil Water Notices.
- Ensure that all outgoing public information is approved by the Incident Manager.
- Ensure that all outgoing information is consistent, accurate, and timely, and is forwarded to all appropriate agencies.
- In the event that a JIC is established, act as EGWD representative to the JIC.
- Contact affected EGWD client agencies to offer assistance in coordinating their public information efforts. In doing so, emphasize the need to keep the EGWD EOC PIO function informed of their agency public information efforts.
- Maintain contact with and provide information updates regarding the media and water agency response activities to the City of Elk Grove EOC, and other appropriate agencies.
- Participate in briefings held by the Incident Manager.
- Complete EOC Change of Shift Briefing Form to brief the relief person at time of shift change.
- Follow established check-out procedures when leaving the EOC.

### **DEACTIVATION**

- Deactivate the PIO function when authorized by the Incident Manager.
- Ensure that any follow-up activities are identified for completion.
- Advise all appropriate contacts of plans to deactivate the function.
- Close out activities log and turn in to Planning / Intelligence Chief.
- Be prepared to provide input to the After Action Report.
- Ensure that any open actions not yet completed will be addressed following deactivation.

- Ensure that all required documentation i.e. IMT rosters, damage assessment report forms, EOC message forms, radio communication reports, etc., are completed and submitted to the Plans Section.

## **OPERATIONS SECTION CHIEF**

### **OPERATIONS FUNCTIONAL CHECKLIST**

- Manage Operations Section.
- Implement the EOC Incident Action Plan.
- Develop and coordinate planning efforts for allocating and wheeling water throughout the jurisdiction based on damage assessment reports from water agencies.

### **REPORTS TO**

Incident Manager

### **START UP ACTIONS**

- Check in upon arrival at the EOC.
- Put on identification vest.
- Obtain briefing from Incident Manager.
- Review functional responsibilities below.

### **OPERATIONAL DUTIES**

- Open and maintain the activities log.
- Participate in the development of the EOC Incident Action Plan.
- Supervise Operations Section in accordance with the EOC Incident Action Plan.
- Review incoming damage assessment reports with the Incident Manager to determine the functional capability of the water supply and system.
- Activate existing agreements for allocation and conservation measures as deemed appropriate.
- Develop and set in place alternate routes for “wheeling” water around damaged areas.
- Maintain close communication with Planning / Intelligence Chief for continual updates of changing conditions which could affect previous actions taken.
- Brief Incident Manager regularly on actions taken and operational status.
- Monitor incident activities and recommends EOC Incident Action Plan changes, as needed.
- Participate in briefings held by the Incident Manager.
- Arrange for crisis counseling for emergency responders, as needed.
- Once completed by the Plans Chief, execute the EOC Action Plan.
- Follow established check-out procedures when leaving the EOC.

### **DEACTIVATION**

- Deactivate the Operation Section when authorized by the Incident Manager.
- Ensure that any follow-up activities are identified for completion.
- Close out activities log and turn in to Planning / Intelligence Chief.
- Be prepared to provide input to the After Action Report.
- Ensure that any open actions not yet completed will be addressed following deactivation.
- Ensure that all required documentation i.e. IMT rosters, damage assessment report forms, EOC message forms, radio communication reports, etc., are completed and submitted to the Plans Section.
- Complete and submit Section Log.
- Deactivate the Operations Section and release staff, as the situation allows.

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## **PLANNING/INTELLIGENCE CHIEF**

### **PLANNING AND INTELLIGENCE FUNCTIONAL CHECKLIST**

Responsible for collecting, evaluating, and disseminating incoming information; developing the EGWD EOC Action Plan in coordination with other functions; and maintaining documentation of the overall operation.

### **REPORTS TO**

Incident Manager

### **START UP ACTIONS**

- Check in upon arrival at the EOC.
- Put on identification vest.
- Obtain briefing from Incident Manager.
- Review functional responsibilities below.
- Ensure that EOC Map displays, charts, supplies and other needed materials are in place and ready for use.
- Initially, utilize available EOC staff as appropriate to assist with tasks until additional Section staff arrives to take over.

### **OPERATIONAL DUTIES**

- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Open and maintain a master message log to track EOC message flow within the EOC. Establish formal shift and staffing schedules
- As soon as possible develop the EOC Incident Action Plan (with the Incident Manager and Management Staff) for the projected operational period.
- Use available EOC Action Planning forms, to identify and document EOC priorities and actions which need to be performed, and establish a reasonable time frame for accomplishing those actions. Include objectives, tasks, and staff assignments.
- Upon completion of the EOC Action Plan, route to Operations Section Chief who will, upon approval of the Incident Manager, execute the plan and distribute copies to EOC Section Chiefs. Be prepared to adjust the Action Plan as needed to the changing requirements of the operation.
- Evaluate all incoming damage assessment reports for accuracy. Post critical information on EOC status boards for evaluation and planning purposes. Continue to record messages on the master message log as they are received.
- Ensure that copies of EOC message forms are routed to the appropriate Section(s) for information / action.
- Collect and reports damage assessment information.
- Maintain a system for tracking the current location and status of all assigned resources.
- Maintain a master list of all resources committed to incident operations.
- Maintain accurate records of all resources used in an incident.
- Brief the EOC on the situation and status of resources.
- Document all response activities and maintains a master log.
- Plot activities on status boards and maps.
- Ensure all recorded information is being captured for documentation.

- Be pro-active in providing timely situation and resource status reports to Incident Manager, PIO and Section Chiefs.
- Coordinate with all Sections / Units in maintaining activity logs throughout the EOC operational period.
- Participate in briefings held by the Incident Manager.
- Follow established check-out procedures when leaving the EOC.

## **DEACTIVATION**

- Upon authorization by Incident Manager, deactivate appropriate Units within the Planning Section once they are no longer required.
- Ensure that any follow-up activities are identified and appropriate Section staff assigned to complete them.
- Coordinate with all EOC Sections / Units to close out and retrieve their activity logs.
- Provide lead coordination for preparing the After Action Report.
- Ensure that any open actions not yet completed will be addressed following deactivation.
- Ensure that all required documentation i.e. IMT rosters, damage assessment report forms, EOC message forms, radio communication reports, etc., are completed and submitted to the Plans Section.
- Notify all contacts regarding the time of scheduled EOC deactivation.
- Retrieve all EOC message forms and other documentation completed during the EOC operational period(s).
- Retrieve all Function Activity Logs and records.
- Turn over all EOC operational records to the EOC Manager.
- Complete and submit Section Log.
- Deactivate their sections and release staff, as the situation allows.

## **LOGISTICS CHIEF**

### **LOGISTICS FUNCTIONAL CHECKLIST**

Manage all mutual aid requests made by EGWD client agencies and provide logistical support to the EGWD EOC operations.

### **REPORTS TO**

Incident Manager

### **START UP ACTIONS**

- Check in upon arrival at the EOC.
- Put on identification vest.
- Obtain briefing from Incident Manager.
- Review functional responsibilities below.

### **OPERATIONAL DUTIES**

- Open and maintain an activities log.
- Participates in development of the EOC Incident Action Plan.
- Review EOC Incident Action Plan and estimate section needs for the next operational period.
- Inventory and manage all EOC on-site supplies/equipment to ensure needed resources e.g. food, water, generator fuel, etc. are available to support extended operations.
- Ensure that primary or alternate EOC is properly equipped with phone and internet connections, maps, food, water, etc.
- Identify any additional resources needed and make arrangements to obtain them as soon as possible.
- Upon authorization of the Incident Manager, coordinate efforts with Finance/Admin. Chief for purchase of food, equipment and supplies, to sustain EOC operations.
- Coordinate all requests for mutual aid through the Planning/Intelligence Chief.
- Activate existing Mutual Aid Agreements to ensure a priority response to anticipated requests.
- Identify and coordinate the participation of area contractors, equipment, facilities, and supply vendors (pre-identified if possible) in supporting the needs of the operation.
- Maintain, restore, establish, and/or coordinate emergency repairs for utilities.
- Utilize and maintain a Mutual Aid Resource Directory.
- Participate in briefings held by the Incident Manager.
- Arrange for relocation of IMT members to the alternate EOC if necessary.
- Advise Section personnel of a transition to alternate EOC if necessary.
- Follow established check-out procedures when leaving the EOC.

### **DEACTIVATION**

- Deactivate the Logistics Section when authorized by the Incident Manager.
- Ensure that any follow-up activities e.g. contract vendor commitments, communications with various water agencies, etc., are identified for completion.
- Advise all appropriate contacts of plans to deactivate the Section.
- Close out activities log and turn in to the Planning / Intelligence Chief.
- Provide input to the After Action Report.
- Ensure that any open actions not yet completed will be addressed following deactivation.



- Ensure that all required documentation i.e. IMT rosters, damage assessment report forms, EOC message forms, radio communication reports, etc., are completed and submitted to the Plans Section.
- Complete and submit Section Log.
- Deactivate their sections and release staff, as the situation allows.

## **FINANCE/ADMINISTRATION CHIEF**

### **FINANCE/ADMINISTRATION FUNCTION CHECKLIST**

Manage all EGWD EOC related financial aspects of the disaster operation. This includes maintaining records on personnel and equipment time; for providing payments to vendors for supplies and equipment usage; and for determining the cost considerations or various alternative strategies associated with incident planning.

### **REPORTS TO**

Incident Manager

### **START UP ACTIONS**

- Check in upon arrival at the EOC.
- Put on identification vest.
- Obtain briefing from the Incident Manager.
- Review functional responsibilities below.

### **OPERATIONAL DUTIES**

- Open and maintain an activities log.
- Provide all cost analysis activity associated with EOC and incident operations.
- Obtain and records all cost data for the emergency.
- Activate and maintains the disaster accounting system.
- Coordinate documentation of costs with other sections and departments.
- Act as liaison with disaster assistance agencies and coordinates the recovery of costs as allowed by law.
- Maintain accurate time records of all personnel utilized in the incident through use of Emergency Responder Timecards, sign-in chart, and activity logs.
- Log excess hours worked and overtime.
- Ensure the proper identification of all equipment and personnel requiring payment.
- Ensure that employee pay rates and all contact information is available on the shared "O" drive.
- Consider the need for manual checks for payroll and any necessary modifications to the pay schedule.
- File and process any worker compensation claims, taking into consideration HR laws and policies.
- Upon authorization by the Incident Manager, administer the dispersal of petty cash for food and/or special equipment purchases as appropriate, following established petty cash procedures.
- Track response and recovery costs.
- Process any travel requests, purchase orders, forms, receipts, and other financial documentation.
- Recommend financial policies to Policy Group and carries out agreed upon policies.
- Manage all EGWD EOC related financial aspects of the disaster. Upon authorization by the Incident Manager, administer the dispersal of petty cash for food and/or special equipment purchases as appropriate, following established EOC petty cash procedures.
- Coordinate with Incident Manager, Planning / Intelligence Chief and Logistics Chief as needed, to ensure that all obligation documents initiated during and after the EOC operational period are properly prepared and completed.

- Provide guidance to the Incident Manager and staff on Finance / Administrative matters.
- Participate in all briefings held by the Incident Manager.
- Determine major sites and/or locations of eligible emergency response expenses.
- Notify the City of Elk Grove that EGWD has eligible expenses and is interested in disaster assistance.
- Manage the financial claims process
- Handle audits
- As directed, and at the end of each 24-hour period, sum all expenses and costs for the emergency. Include labor and equipment charges as well as purchases and contracts.
- Follow established check-out procedures when leaving the EOC.

#### **DEACTIVATION**

- Deactivate the Finance / Administration Section when authorized by the Incident Manager.
- Ensure that all financial documents are received from appropriate EOC Sections.

**Appendix C.**  
**EOC/Incident Action Planning**  
**Forms**

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## Sample EOC/Incident Action Plan

DISASTER NAME: El Nino 2015	
<p>CURRENT OPERATIONAL PERIOD: (Enter Date and Time)</p> <p>From: 2/3/2015    Hrs: 0800</p> <p>To:     2/4/2015</p>	<p>PLAN REVIEWED BY:</p> <p>Planning/Intelligence Chief: Cauley</p> <p>PLAN APPROVED BY:</p> <p>Incident Manager: Kaiser</p>
<p>MAJOR INCIDENTS/EVENTS IN PROGRESS:    Eleven inches of rain fell in the last three days saturating the ground. Rain has become immediate runoff and created local flooding conditions and flash flood warnings. High wind and heavy rain forecasts predicted by the National Weather Service to continue over next 72 hours. Seven more inches are expected to fall.</p> <ol style="list-style-type: none"> <li>1. High winds, falling trees creating unsafe employee conditions. Three reservoir sites with tall eucalyptus. Need decision on cutting down trees.</li> <li>2. Landslide on water utility property above elementary school. Eaton reservoir above Miles Elementary. Need decision on what to broadcast to media and how to coordinate response with the school district.</li> <li>3. Total of 22 independent landslides; four affecting 12 inch service mains. See attached landslide chart for each location. Prioritize decision on which landslide to respond to, and provide direction on alternative water source, if peril increases on service main.</li> <li>4. High tides will impact levees supporting the aqueduct; if levee fails entire water source will flood. Bates Slough and Rankin-Kaiser Tract. Coordinate activity with US Bureau of Reclamation; locate additional sand and sandbags, and crews to assist with sandbagging operations.</li> </ol>	
<p>Overall EOC Objectives:</p> <ol style="list-style-type: none"> <li>1. Protect and save lives</li> <li>2. Protect and save the environment</li> <li>3. Preserve water service</li> </ol>	

DISASTER NAME: El Nino 2015	
CURRENT OPERATIONAL PERIOD: (Enter Date and Time)	PLAN REVIEWED BY:
From: 2/3/2015 Hrs: 0800	Planning/Intelligence Chief: Cauley
To: 2/4/2015	PLAN APPROVED BY:
	Incident Manager: Kaiser
Management Objectives:	
<ol style="list-style-type: none"> <li>1. Ensure employee and public safety.</li> <li>2. Notify Board of Directors of conditions.</li> <li>3. Consult legal staff on declaration of an emergency.</li> <li>4. Inform media of potential harm and what is being done to respond.</li> <li>5. Notify DHS of potential aqueduct failure and water supply contamination.</li> </ol>	
Operations Objectives:	
<ol style="list-style-type: none"> <li>1. Post warnings to avoid facilities with tall trees. Cut eucalyptus trees that are endangering people or facilities.</li> <li>2. Monitor landslide above Miles Elementary and position front loaders in area. Identify emergency crews for night shift.</li> <li>3. Identify sandbagging crews. Conduct expedient training with DWR materials.</li> <li>4. Locate above ground water hoses for emergency main bypass.</li> </ol>	
Logistics Objectives:	
<ol style="list-style-type: none"> <li>1. Locate emergency food and water for employees.</li> <li>2. Identify additional staff (other than field crews) that can be available to perform emergency work.</li> <li>3. Locate sand, bags, and equipment for sandbagging.</li> <li>4. Activate emergency contracts with vendors as needed.</li> <li>5. Locate night lighting equipment for levee landslide watch.</li> </ol>	
Planning/Intelligence Objectives:	
<ol style="list-style-type: none"> <li>1. Monitor weather reports.</li> <li>2. Monitor reports on landslides.</li> <li>3. Track information on situation status board and on map.</li> <li>4. Track availability of resources.</li> </ol>	

Attachments:

List of Landslides Flood Plain Map

Plot map of landslides Organizational Chart

## SAMPLE EGWD EOC/ INCIDENT ACTION PLAN FORM

<b>DISASTER NAME:</b>		
<b>CURRENT OPERATIONAL PERIOD:</b> (Enter Date and Time)  From:            Hrs:  To:	<b>PLAN REVIEWED BY:</b>  <b>PLAN APPROVED BY:</b>	
<b>MAJOR INCIDENTS/EVENTS IN PROGRESS:</b> (Refer to current Situation Report)		
<b>Situation:</b> (Type of Incident or Event)	<b>Location:</b> (Operational Area, City, Landmark)	<b>EOC Support Requested:</b> (Yes or No)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
<b>Overall EOC Objectives:</b>   		



<b>DISASTER NAME:</b>	
<b>CURRENT OPERATIONAL PERIOD:</b> (Enter Date and Time)	<b>PLAN REVIEWED BY:</b>
From:            Hrs:	<b>PLAN APPROVED BY:</b>
To:	
<b>Management Objectives:</b>	
<b>Operations Objectives:</b>	
<b>Logistics Objectives:</b>	
<b>Planning/Intelligence Objectives:</b>	



## **Appendix D. Emergency Contact Information**

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## Internal Contact List

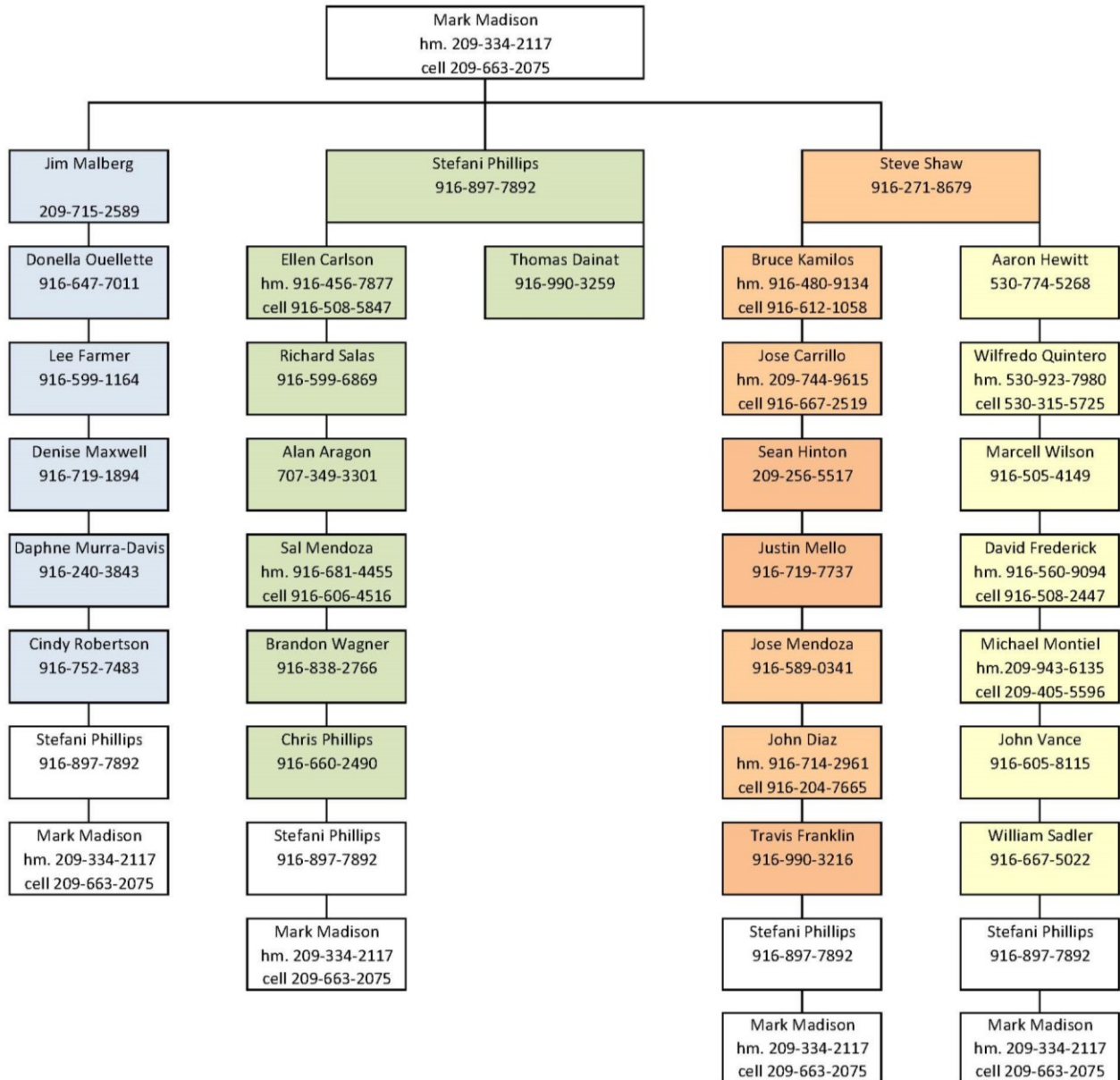
Key Staff and title/ Disaster Role	Responsibilities during an emergency	Contact numbers
Mark Madison, PE General Manager / EGWD Incident Manager	<ul style="list-style-type: none"> <li>• Overall management and decision making for the water system.</li> <li>• Lead for managing the emergency and contacting the regulatory agencies.</li> <li>• Initiates or approves initial contacts with media and other affected or supporting agencies</li> <li>• Approves communications to external parties</li> </ul>	(916) 585-9380
Bruce Kamilos, PE Associate Civil Engineer/ Liaison Officer, Planning and Intelligence	<ul style="list-style-type: none"> <li>• Alternate Incident Manager</li> <li>• Assists the Incident Manager by serving as the POC for representatives from assisting response organizations</li> <li>• Briefs response organizations on current situation and answers their questions</li> <li>• Collects, evaluates, and disseminates incident information</li> <li>• Prepares reports and maintains the status of resources</li> <li>• Prepares the IAP</li> <li>• Collects documentation</li> </ul>	(916) 585-9385
Jose Carrillo Water Distribution Foreman/ Operations	<ul style="list-style-type: none"> <li>• In charge of operating the water system.</li> <li>• Performs inspections, maintenance, and sampling of the system, and relays critical information to the EGWD Incident Manager.</li> <li>• Assesses facilities, and provides recommendations to the EGWD Incident Manager.</li> </ul>	(916) 687-3155 ext. 107
Richard Salas Water Distribution Foreman/ Operations	<ul style="list-style-type: none"> <li>• In charge of running water treatment plant.</li> <li>• Performs inspections, maintenance, and sampling of the water treatment plant (WTP) and relays critical information to the EGWD Incident Manager.</li> <li>• Assesses WTP facilities and treatment provided and provides recommendations to the EGWD Incident Manager.</li> </ul>	(916) 585-9388
Steve Shaw Water Treatment Foreman/ Operations	<ul style="list-style-type: none"> <li>• In charge of collecting samples and having samples analyzed by certified labs, and receiving the results.</li> <li>• Determines that the quality of the water being served meets all drinking water and public health requirements.</li> </ul>	(916) 585-9386
Ellen Carlson Management Analyst/ Safety and Security Officer/ PIO	<ul style="list-style-type: none"> <li>• Responsible for overall administrative functions in the office.</li> <li>• Receives customer phone calls and maintains a log of complaints and calls.</li> <li>• In an emergency, could provide a standard, carefully pre-scripted message for customers who call with general questions.</li> <li>• Coordinates with all the other agencies PIOs.</li> <li>• Reports and works with the Joint Information Center if more than one agency is involved.</li> </ul>	(916) 585-9384

Key Staff and title/ Disaster Role	Responsibilities during an emergency	Contact numbers
Stefani Phillips Human Resources Specialist / PIO Alternate / Safety Security Officer Alternate	<ul style="list-style-type: none"> <li>• Delivers water quality notices or door hangers</li> <li>• Provides backup to the water system operator.</li> <li>• Conducts site inspections of all facilities.</li> <li>• Communicates with Board of directors during an ERP activation.</li> <li>• Prior to emergencies, scans and preserves all personnel records</li> <li>• Prior to an emergencies, ensures that employee pay rates and all contact information are available on the shared O drive</li> </ul>	(916) 585-9382
Ann Sipelle Legal Advisor	<ul style="list-style-type: none"> <li>• Provide advice on technical matters involving issues such as contracting, media access, public notices, and advisories</li> </ul>	(916) 551-2834
Jim Malberg Finance Manager / Logistics	<ul style="list-style-type: none"> <li>• Coordinates the acquisition and deployment/use of facilities, services, personnel, equipment, and materials required for incident response</li> <li>• Maintains an emergency contractor's list.</li> <li>• Obtain paper checks from the bank.</li> </ul>	(916) 585-9381
Donella Murillo Finance Supervisor / Finance and Administration	<ul style="list-style-type: none"> <li>• Records personnel time, maintains vendor contracts, administers compensation and claims, and conducts overall cost analysis</li> <li>• Tracks and pays invoices</li> <li>• Gathers and maintains damage assessment information</li> <li>• Responsible for recordkeeping in support of claims for state and federal disaster assistance programs</li> </ul>	(916) 585-9383

## External Contact List

Organization	Name	Contact numbers
Police	Elk Grove Police Department Captain Bryan Noblett	Call - 911 (916) 478-8004 [Office]
Fire and HAZMAT	Cosumnes Community Services District Battalion Chief Kris Hubbard	Call – 911 (916) 405-7121 [Office]
SWRCB District Engineer (DE)	Ali Rezvani 1616 Capitol Ave. Sacramento, CA 95899 If the “DE” cannot be reached, call the CA Warning Center’s 24/7 phone number and ask for the SWRCB Duty Officer. A SWRCB manger will be contacted and call the water system	(916) 445-5285 [Office]  (800) 852-7550 [24/7]
FBI Regional Office	Sacramento Regional FBI Office	(916) 481-9110 [24/7]
Sacramento County Public Health	Cheryl Hawkins <a href="mailto:Hawkins@saccounty.net">Hawkins@saccounty.net</a>	(916) 875-8429 [Office] (916) 591-2638 [Cell]
Sacramento County Environmental Management Department	Environmental Health Department 10590 Armstrong Avenue Mather, CA 95655-4153	(916) 875-8484 [Office]
County OES	Sac OES Duty Officer	(916) 875-6900 [24/7]
Cal OES (California Governor’s Office of Emergency Services)	Warning Center (Ask for SWRCB Duty Officer-Drinking Water Program.)	(800) 852-7550 [24/7] (916) 845-8911 [24/7]
Regional Water Quality Control Board (RWQCB)	Central Valley RWQCB	(916) 464-3291 [24/7]
Sacramento County Water Agency	Dave Underwood Emergency Number	(916) 875-6947 (916) 875-RAIN
California Department of Fish and Wildlife	Cal-Tip Line is answered 24/7, and callers will be directed to the appropriate responder.	(888) 334-2258 [24/7]
Water Quality Laboratory	BSK Labs	(916) 835-9293 [24/7]

## Emergency Phone Tree





## **Appendix E.**

### **Damage Assessment Forms**

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## Water Utility Damage Report Worksheet

Water Utility: \_\_\_\_\_  
\_\_\_\_\_

Date/Time:

General Manager: \_\_\_\_\_  
\_\_\_\_\_

Phone Number:

Contact Person: \_\_\_\_\_  
\_\_\_\_\_

Phone Number:

Fax Number: \_\_\_\_\_  
\_\_\_\_\_

Field Office Phone No.:

City or Area Served: \_\_\_\_\_  
\_\_\_\_\_

Population:

Number of Service Connections: \_\_\_\_\_  
\_\_\_\_\_

Percent of System Damaged:

Approximate Number of People Without Water:

\_\_\_\_\_

Emergency Staging Area:

\_\_\_\_\_

### Primary Water System Damage

Facility	Check Appropriate Damage Categories			
	None	Minor	Major	Severe or Out of
Supply				
Transmission				
Storage				
Pumping Stations				
Distribution System				
Treatment Systems				
Headquarters/Field Office				
Other				

**Types and Description of Problems** (prioritize problems beginning with most severe):

---

---

---

Location of Outage (pressure zone):

---

Duration of Outage:

---

**Resources Requested** (note: immediate or delayed need):

Material:

---

Equipment:

---

Personnel:

---

Other Emergency Coordination Needs (Law Enforcement, Fire, Health, etc.):

---

---

Potable Water Needs: \_\_\_\_ Form Completed By: \_\_\_\_\_

## Damage Report to External Agencies Worksheet

Damage Report to External Agencies	
Date: _____	Time: _____
Plant/Facility Name: _____	
Location: _____	Gradient: _____
Person Making Report: _____	
Distribution of Report:	
Primary _____	Copy _____
1. Power: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If No, Internal (ours) <input type="checkbox"/> External (power company) <input type="checkbox"/>	
<i>Note: If power is off, turn off main breaker</i>	
2. Electrical Panel Damage: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Describe damage: _____	
Main circuit breaker tripped: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Number of sub-breakers tripped: _____ List units: _____	
3. Wells out of service (other than power problem) :	
No: _____ Total GPM: _____ Reason: Motor <input type="checkbox"/> Pump <input type="checkbox"/>	
Well #s/Names: _____	
4. Pumps out of service (other than power problem):	
No: _____ Total GPM: _____ Reason: Motor <input type="checkbox"/> Pump <input type="checkbox"/>	
Inlet Piping <input type="checkbox"/>	Outlet Piping <input type="checkbox"/> Regulator list units: _____
5. Interconnections out of service (other than power problem):	
No: _____ Total CFS: _____ Reason: Motor <input type="checkbox"/> Pump <input type="checkbox"/>	
Inlet Piping <input type="checkbox"/>	Outlet Piping <input type="checkbox"/>

<p>6. Available useable storage:</p> <p>Elevated amount: _____ Other: _____</p>
<p>7. Lost storage:</p> <p>Elevated amount: _____ Other: _____</p> <p>List facilities and damage: _____</p> <p>_____</p>
<p>8. Treatment facilities operational: Yes <input type="checkbox"/> No <input type="checkbox"/></p>

## Damage Assessment Form

INITIAL DAMAGE ASSESSMENT		DATE	PAGE	OF
SITE ID	LOCATION <i>(Use map location, address, etc.)</i>			
DESCRIPTION OF DAMAGE				
IMPACT			COST ESTIMATE	
SITE ID	LOCATION <i>(Use map location, address, etc.)</i>			
DESCRIPTION OF DAMAGE				
IMPACT			COST ESTIMATE	

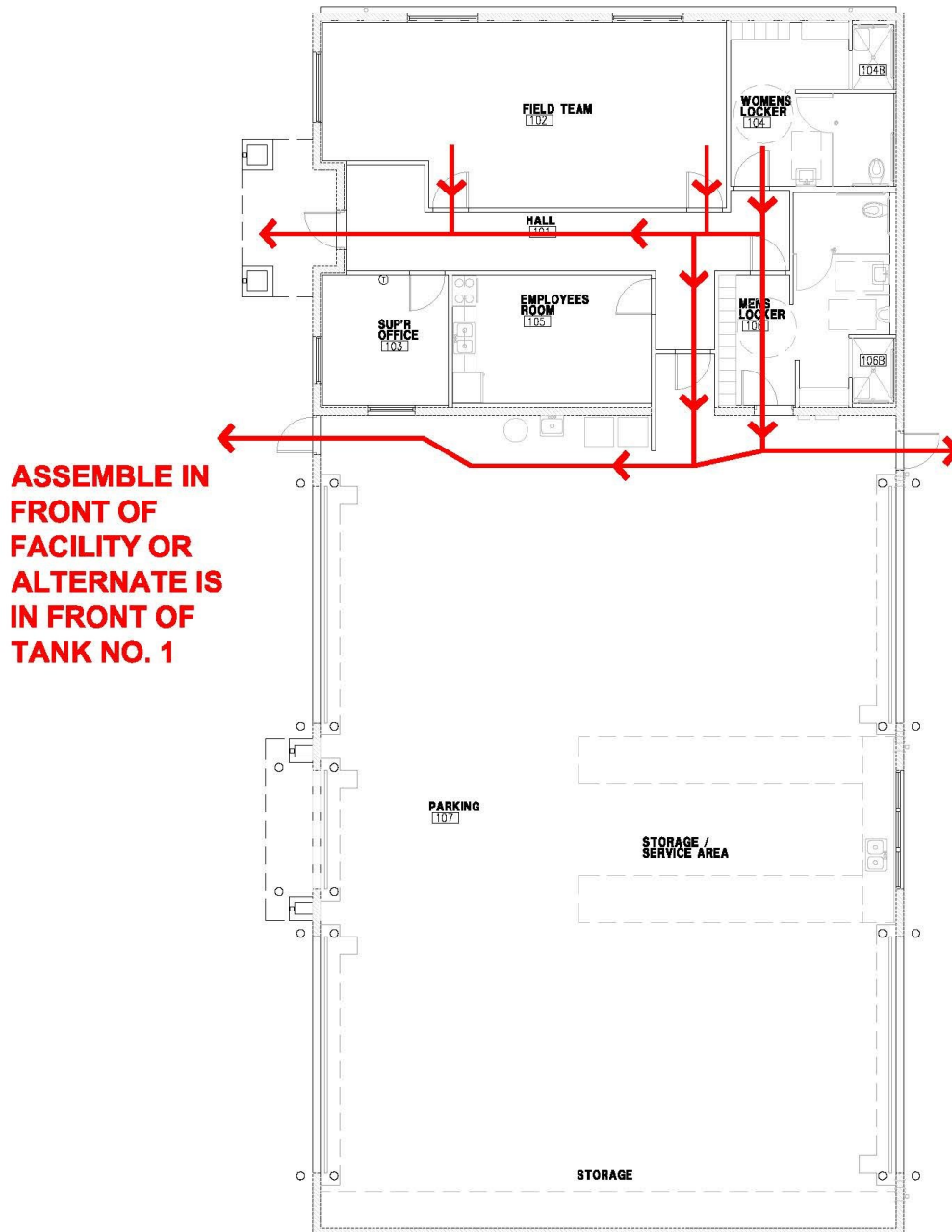
SITE ID	LOCATION ( <i>Use map location, address, etc.</i> )	
DESCRIPTION OF DAMAGE		
IMPACT		COST ESTIMATE
NAME OF INSPECTOR	DEPARTMENT	PHONE



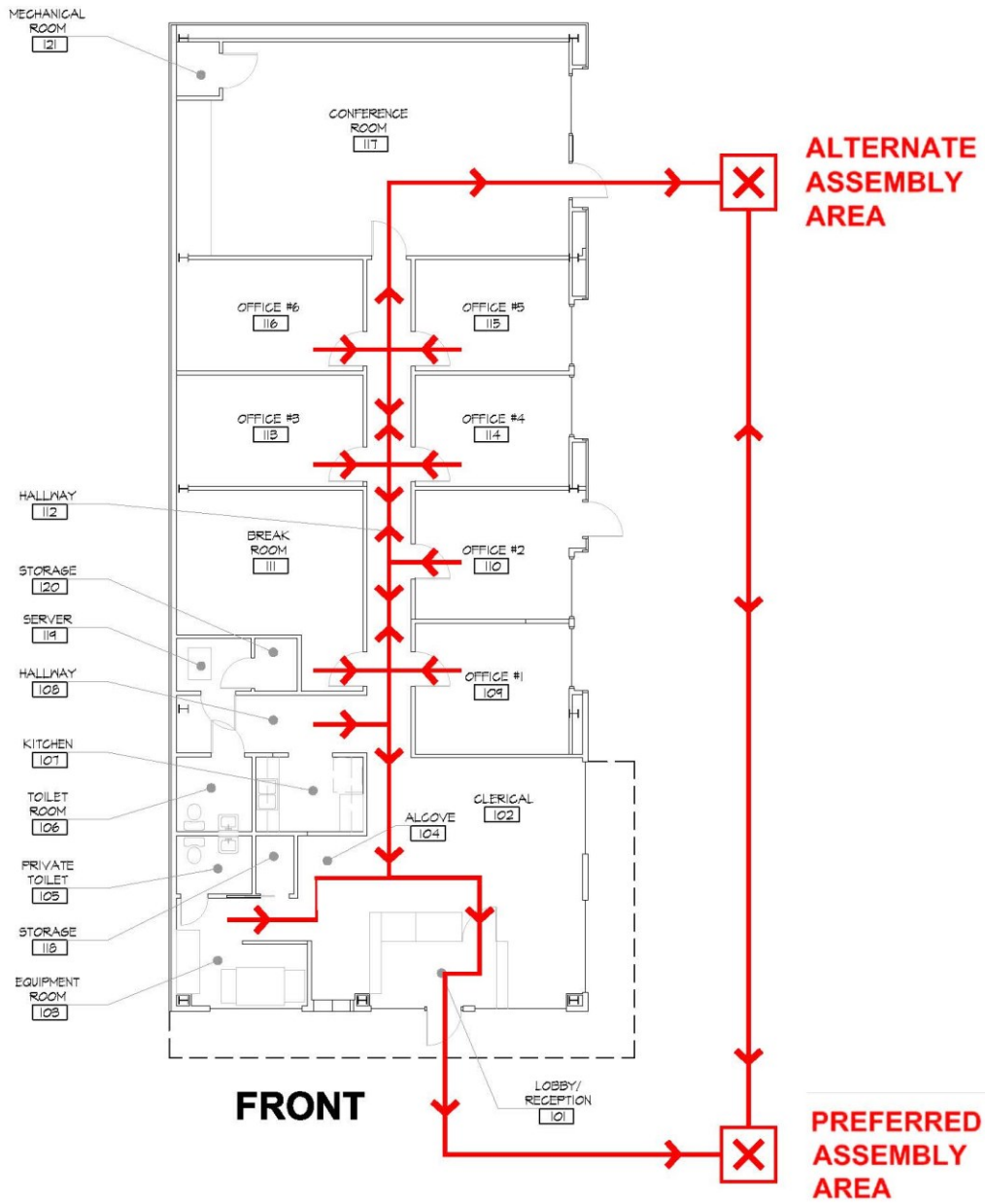
## **Appendix F. Exit Plans**

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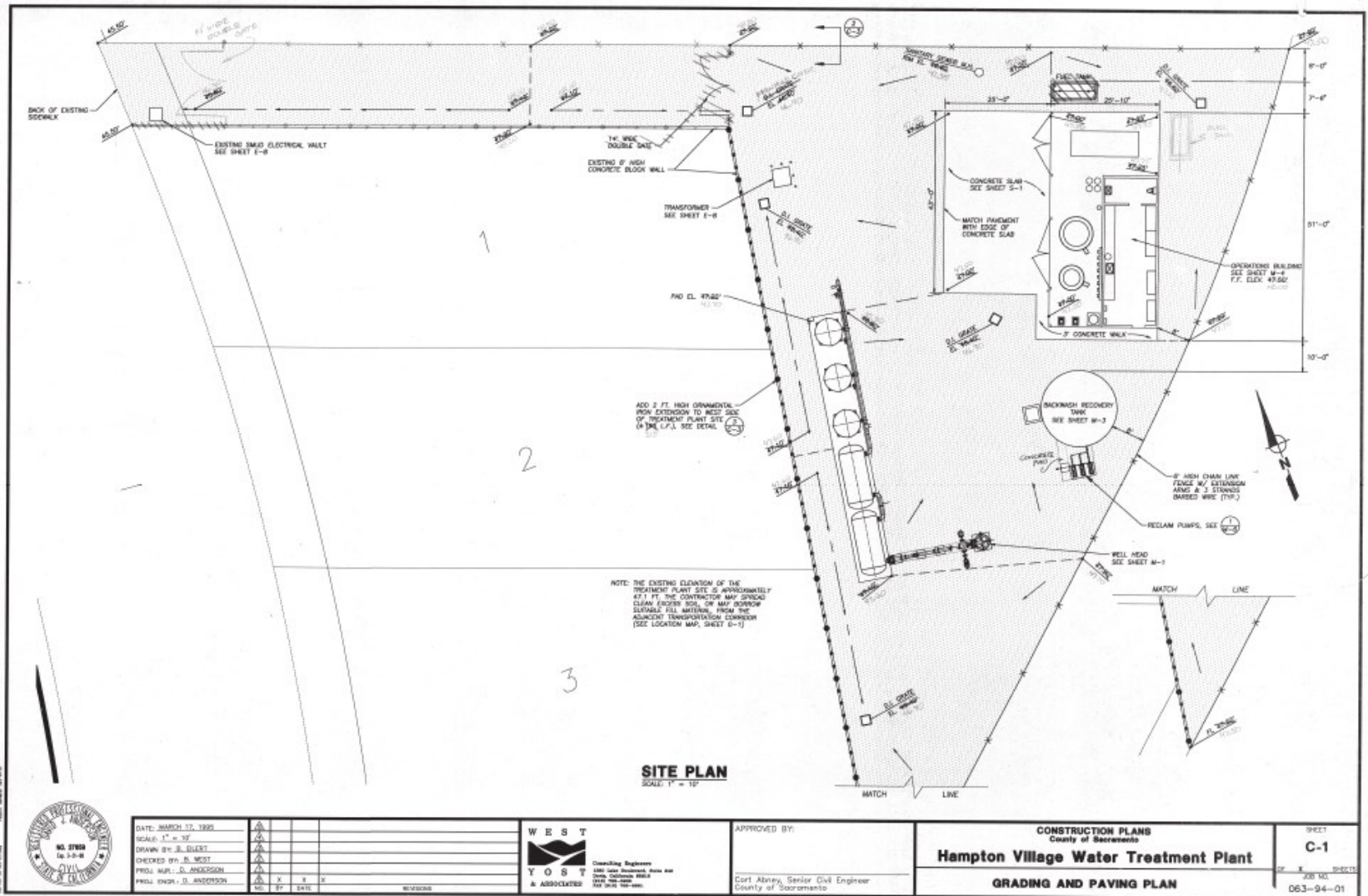
# Emergency Exit Plan for Maintenance Operations Center



# Emergency Exit Plan for Administration Building



ASSEMBLE AT ADJACENT PARK



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**Appendix G.**  
**Maps and Figures (System**  
**Information and Service Area)**

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## **Appendix H. CalWARN Agreement**

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## **California Water/Wastewater Agency Response Network (CalWARN)**

### **2007 Omnibus Mutual Assistance Agreement**

**WHEREAS**, the California Office of Emergency Services (OES), the Department of Water Resources (DWR), the Department of Public Health (DPH) and the California Utilities Emergency Association (CUEA) have expressed a mutual interest in the establishment of a plan to facilitate and encourage water agency mutual assistance agreements between water agencies; and

**WHEREAS**, the California Water Agency Response Network (CalWARN) was originally created to provide a forum for the development of mutual assistance agreements between water agencies in the OES Coastal Region of California; and later expanded to all water and wastewater agencies in the State of California, and

**WHEREAS**, the CALIFORNIA WATER/WASTEWATER AGENCY RESPONSE NETWORK (CalWARN) 2007 OMNIBUS MUTUAL ASSISTANCE AGREEMENT is a continuation of the WARN 1996 OMNIBUS MUTUAL AID and 2001 OMNIBUS MUTUAL AID AGREEMENT and sets forth the mutual covenants and agreements for water and wastewater agencies to provide mutual assistance to one another in times of emergency; and

**WHEREAS**, State OES regulates the SEMS program, and this agreement is consistent with SEMS, and that it is necessary to have a mutual assistance agreement in place to support requests to FEMA for costs of using assistance during an emergency, and

**WHEREAS**, the water or wastewater agency hereto has determined that it would be in its best interests to enter into an agreement that implements that plan and sets forth procedures and the responsibilities of the agency whenever emergency personnel, equipment and facility assistance are provided from one agency to the other; and

**WHEREAS**, no water or wastewater agency should be in a position of unreasonably using its own resources, facilities, or services providing such mutual assistance; and

**WHEREAS**, it is the intent of WARN to revise this agreement as necessary and to annually publish a list of all water and wastewater agencies participating in this agreement, as posted on [www.calwarn.org](http://www.calwarn.org); and


**WHEREAS**, such an agreement is in accord with the California Emergency Services Act set forth in Title 2, Division 1, Chapter 7 (Section 8550 et seq.) of the Government Code and specifically with Articles 14 and 17 (Section 8630 et seq.) of the Act.

**Now, THEREFORE**, in consideration of the conditions and covenants contained therein, the

ELK GROVE WATER DISTRICT

(Utility)

agrees to become a party to the CalWARN 2007 Omnibus Mutual Assistance Agreement.

Date: 11-3-14  
By:   
Title: Mark J. Madison  
General Manager

**Appendix I.**  
**Reports and**  
**Forms**

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## Written Threat Report Form

### INSTRUCTIONS

*The purpose of this form is to summarize significant information from a written threat received by a drinking water utility. This form should be completed by the EGWD Incident Manager or an individual designated by Incident Command to evaluate the written threat. The summary information provided in this form is intended to support the threat evaluation process; however, the completed form is not a substitute for the complete written threat, which may contain additional, significant details.*

*The written threat itself (e.g., the note, letter, e-mail message, etc.) may be considered evidence and thus should be minimally handled (or not handled at all); it should be placed into a clean plastic bag to preserve any forensic evidence.*

**Remember, tampering with a drinking water system is a crime under the Safe Drinking Water Act (SDWA) Amendments!**

### SAFETY

*A suspicious letter or package could pose a threat in and of itself, so caution should be exercised if such packages are received. The U.S. Postal Service has issued guidance for dealing with suspicious packages ([http://www.usps.com/news/2001/press/pr01\\_1022gsa.htm](http://www.usps.com/news/2001/press/pr01_1022gsa.htm)).*

### THREAT NOTIFICATION

**Name of person receiving the written threat:**

\_\_\_\_\_

**Person(s) to whom the threat was addressed:**

\_\_\_\_\_

**Date threat was received:** \_\_\_\_\_ **Time threat was received:**

\_\_\_\_\_

**How was the written threat received?**

- U.S. Postal Service  Delivery service  Courier  
 Fax  E-mail  Hand delivered  
 Other \_\_\_\_\_

If mailed, is the return address listed?  Yes  No

\_\_\_\_\_

If mailed, what is the date and location of the postmark? \_\_\_\_\_

If delivered, what was the service used (list any tracking numbers)? \_\_\_\_\_

If faxed, what is the number of the sending fax machine? \_\_\_\_\_

If e-mailed, what is the e-mail address of the sender? \_\_\_\_\_

If hand-delivered, who delivered the message? \_\_\_\_\_  
\_\_\_\_\_

**DETAILS OF THREAT**

**Has the water already been contaminated?**       Yes       No

**Are the date and time of the contaminant introduction known?**  Yes       No

Date and time if known: \_\_\_\_\_

**Location of contaminant introduction known?**       Yes       No

Site Name: \_\_\_\_\_

Type of facility

- Source water                       Treatment plant                       Pump station
- Ground storage tank               Elevated storage tank               Finished water reservoir
- Distribution main                   Hydrant                                   Service connection
- Other \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Additional site information: \_\_\_\_\_  
\_\_\_\_\_

**Is the name or type of contaminant known?**       Yes       No

Type of contaminant

- Chemical                               Biological                               Radiological

Specific contaminant name/description: \_\_\_\_\_  
\_\_\_\_\_

**Is the mode of contaminant introduction known?**       Yes       No

Method of addition:       Single dose       Over time       Other \_\_\_\_\_

Amount of material: \_\_\_\_\_

Additional information: \_\_\_\_\_  
\_\_\_\_\_



Is the motive for contamination known?  Yes  No

Retaliation/revenge  Political cause  Religious doctrine

Other \_\_\_\_\_

Describe motivation: \_\_\_\_\_

\_\_\_\_\_

**NOTE CHARACTERISTICS**

**Perpetrator Information:**

Stated name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Phone number: \_\_\_\_\_

Location/address: \_\_\_\_\_

**Condition of paper/envelop:**

Marked personal  Marked confidential  Properly addressed

Neatly typed or written  Clean  Corrected or marked-up

Crumpled or wadded up  Soiled/stained  Torn/tattered

Other: \_\_\_\_\_

**How was the note prepared?**

Handwritten in print  Handwritten in script  Computer typed

Machine typed  Spliced (e.g., from other typed material)

Other: \_\_\_\_\_

If handwritten, does the writing look familiar?  Yes  No

\_\_\_\_\_

**Language:**

Clear English  Poor English

Another language: \_\_\_\_\_

Mixed languages: \_\_\_\_\_

**Writing Style**

Educated  Proper grammar  Logical

Uneducated  Poor grammar/spelling  Incoherent

Use of slang                       Obscene

Other: \_\_\_\_\_

**Writing Tone**

Clear                                       Direct                                       Sincere

Condescending                       Accusatory                               Angry

Agitated                                       Nervous                                       Irrational

Other: \_\_\_\_\_

---

**SIGNOFF**

Name of individual who received the threat:

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date/Time: \_\_\_\_\_

Name of person completing the form (if different from the written threat recipient):

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date/Time: \_\_\_\_\_

Source: EPA Response Protocol Toolbox Module 2, Section 8.6 – Interim Final December 2003

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## ***IT Incident Response and Reporting Checklist***

Date \_\_\_\_\_ Time \_\_\_\_\_

Status:

- Site Under Attack
- Past Incident
- Repeated Incidents
- Unresolved

**Contact Information:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Utility \_\_\_\_\_

Direct-dial phone \_\_\_\_\_

E-mail \_\_\_\_\_

Location / Site involved \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State/ZIP \_\_\_\_\_

1. What is the nature of the emergency? (Check all that apply)

- Denial of Service (DoS) attack
- Unauthorized electronic monitoring
- Network intrusion
- Insider attack
- Probe/scan
- Malicious code (virus, Trojan horse, worm)
- Website defacement
- Other (explain)

2. Is there just one, or more than one, incident involved simultaneously? \_\_\_\_\_

3. Is this a single or multi-site incident? \_\_\_\_\_

4. What is the extent of penetration / infection? \_\_\_\_\_

5. Estimate the duration of the attack. \_\_\_\_\_

6. What is the entry point of the incident (network, the phone line, etc.)? \_\_\_\_\_

7. What resources will be required to deal with this incident? (A Computer Emergency Response Team with a forensic expert may be needed immediately to analyze a major incident; simply disconnecting the compromised equipment from the Internet for later analysis may be an insufficient response.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. What is the source of the attack? \_\_\_\_\_  
\_\_\_\_\_
9. What is the target of the attack? \_\_\_\_\_  
\_\_\_\_\_
10. What is the impact of the attack? \_\_\_\_\_  
\_\_\_\_\_
11. Has there been a loss or compromise of business data? \_\_\_\_\_  
\_\_\_\_\_
12. What type of data has already been compromised or is at risk? \_\_\_\_\_  
\_\_\_\_\_
13. How critical are these data? \_\_\_\_\_  
\_\_\_\_\_
14. What is the effect on customers? (Customer sensitivity may be based on the intensity level of the intellectual property loss. The attack could vary from a case of a violation of privacy legislation to a serious theft of software property that could critically affect a customer's enterprise-level business.) \_\_\_\_\_  
\_\_\_\_\_
15. Estimate system downtime \_\_\_\_\_
16. Document damage to systems. \_\_\_\_\_  
\_\_\_\_\_
17. Estimate financial loss. \_\_\_\_\_
18. Has there been damage to the integrity or delivery of water or services? \_\_\_\_\_
19. Describe the damage. \_\_\_\_\_  
\_\_\_\_\_
20. What other utility systems have been affected? \_\_\_\_\_
21. Mark the severity of the attack (include financial loss):  
 Low       Medium       High
22. Did the attacker gain root, administrative, or system access? \_\_\_\_\_  
\_\_\_\_\_
23. How was the incident detected?

- Intrusion detection system or audit logs
- External complaint
- User report
- Other

24. What are the known symptoms? \_\_\_\_\_  
\_\_\_\_\_

25. What utility areas are affected? \_\_\_\_\_

26. What systems are affected?

Gather as much information as possible about the systems, including suspected systems.  
For example:

- Operating system
- Platform
- Applications
- IP addresses
- Associated or suspected user IDs
  - Most recent changes applied
  - Other related items

27. Are the backups of the potentially affected systems available (provide all of the information regarding online, on-site, or off-site backups)? \_\_\_\_\_  
\_\_\_\_\_

See [www.cert.org/tech\\_tips/intruder\\_detection\\_checklist.html](http://www.cert.org/tech_tips/intruder_detection_checklist.html) for more information on detecting an intruder.

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## Maintaining Crime Scene Integrity\*

Security breaches and suspicious activity need to be evaluated to determine if the actions are a result of “normal” activity, such as a construction crew working in the area, or the result of activity that could result in an intentional threat to the safety or security of the facility and its operations.

- As soon as **you** recognize that the threat is/was intentional and particularly if the actions of the threatening individuals are suspected to have been successful, **you** must notify facility management—Security Director (SD) Ellen Carlson / General Manager (GM) Mark Madison).
- The SD/GM should immediately notify the local law enforcement agency responsible for criminal investigation at the facility as soon as they have verified a credible threat.
- **No personnel** from the Elk Grove Water District (EGWD) should enter the area where any possible criminal activity might have occurred, so as not to disturb the area. All signs of inappropriate entrance to the facility and any physical activity of the suspects must be available for evaluation by law enforcement without any disturbance.
- **EGWD facility staff** and/or **law enforcement** may collect water samples prior to the collection of physical evidence.
- **EGWD facility staff** should collect samples outside of the boundaries of the suspected crime scene, if possible, to avoid concerns about the integrity of the crime scene.
- The **EGWD General Manager** pre-designated BSK Labs, a qualified laboratory that can assist in analysis to ensure chain of evidence custody if the sample is suspected to contain intentionally contaminated water. Law enforcement may require the collection of an additional sample set to be analyzed by their designated lab.
- **EGWD facility staff** should be aware of possible physical evidence of contamination that could include discarded PPE, equipment (such as pumps and hoses), or containers with residual material. Special care should be taken by facility personnel to avoid moving or disturbing any potential physical evidence.
- **EGWD facility staff** should notify the **SD/GM** of any obvious physical evidence of contamination.
- **EGWD facility staff** should not handle any physical evidence except at the direction of the appropriate law enforcement agency.
- Any photographs or videos taken by **EGWD staff** should be reported to law enforcement for proper handling to ensure integrity of the evidence.

The EGWD **SD/GM**, if appropriate, should clearly designate the area of suspected criminal activity to ensure that facility personnel do not inadvertently enter the area and disturb evidence.

The EGWD **SD/GM** may instruct security personnel to stand by and/or lock doors/gates, and/or string tape or rope to restrict entrance, as appropriate.

The **SD/GM** should balance needs and concerns regarding both public health and possible criminal activity in their decisions to protect the crime scene.

*\* Adapted from EPA Response Protocol Toolbox: Planning for and Responding to Drinking Water Contamination Threats and Incidents Module 3: Site Characterization and Sampling Guide Section 3.6.*

## Phone Threat Report Form

### INSTRUCTIONS

*This form is intended to be used by the utility staff who regularly answer phone calls from the public (e.g., call center operators). The purpose of this form is to help these staff capture as much information as they can from a threatening phone call while the caller is on the line. It is important that the operator keep the caller on the line as long as possible in order to collect additional information. Since this form will be used during the call, it is important that operators become familiar with the form's content. The sections of the form are organized as follows: the information that should be collected during the call is at the front of the form (i.e., Basic Call Information and Details of Threat), and information that can be completed immediately following the call is at the end of the form (i.e., the description of the caller). The information collected on this form will be critical to the threat evaluation process.*

**Remember, tampering with a drinking water system is a crime under the Safe Drinking Water Act (SDWA) Amendments.**

### THREAT NOTIFICATION

**Name of person receiving the call:** \_\_\_\_\_

Date phone call received: \_\_\_\_\_ Time phone call received: \_\_\_\_\_

**Time phone call ended:** \_\_\_\_\_ **Duration of phone call:** \_\_\_\_\_

**Originating number:** \_\_\_\_\_ **Originating name:** \_\_\_\_\_

*If the number/name is not displayed on the caller ID, press \*57 (or call trace) at the end of the call and inform law enforcement that the phone company may have trace information.*

**Is the connection clear?**                       Yes                       No

**Could call be from a wireless phone?**     Yes                       No

### DETAILS OF THREAT

**Has the water already been contaminated?**                       Yes                       No

**Are the date and time of contaminant introduction known?**                       Yes     No

Date and time if known: \_\_\_\_\_

**Is the location of contaminant introduction known?**                       Yes                       No

Site Name: \_\_\_\_\_

Type of facility

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Source water        | <input type="checkbox"/> Treatment plant       | <input type="checkbox"/> Pump station             |
| <input type="checkbox"/> Ground storage tank | <input type="checkbox"/> Elevated storage tank | <input type="checkbox"/> Finished water reservoir |



Did the voice sound?       Male /  Female                       Young /  Old

Did the voice sound familiar?                       Yes                       No

If "Yes," who did it sound like? \_\_\_\_\_

Did the caller have an accent?                       Yes                       No

If "Yes," what nationality? \_\_\_\_\_

How did the caller sound or speak?

- Educated                       Well spoken                       Illiterate
- Irrational                       Obscene                       Incoherent
- Reading a script                       Other \_\_\_\_\_

What was the caller's tone of voice?

- Calm                       Angry                       Lisperg                       Stuttering/broken
- Excited                       Nervous                       Sincere                       Insincere
- Slow                       Rapid                       Normal                       Slurred
- Soft                       Loud                       Nasal                       Clearing throat
- Laughing                       Crying                       Clear                       Deep breathing
- Deep                       High                       Raspy                       Cracking
- Other \_\_\_\_\_

Were there any background noises coming from the caller's end?

- Silence
- Voices                      describe \_\_\_\_\_
- Children                      describe \_\_\_\_\_
- Animals                      describe \_\_\_\_\_
- Factory sounds                      describe \_\_\_\_\_
- Office sounds                      describe \_\_\_\_\_
- Music                      describe \_\_\_\_\_
- Traffic/street sounds                      describe \_\_\_\_\_
- Airplanes                      describe \_\_\_\_\_
- Trains                      describe \_\_\_\_\_
- Ships or large boats                      describe \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Public Health Information Report Form Instructions

*The purpose of this form is to summarize significant information about a public health episode that could be linked to contaminated water. This form should be completed by the EGWD Incident Manager or an individual designated by Incident Command. The information compiled in this form is intended to support the threat evaluation process.*

*In the case of a threat warning due to a report from public health, it is likely that the public health agency will assume incident command during the investigation. The drinking water utility will likely play a support role during the investigation, specifically to help determine whether or not water is the cause.*

### PUBLIC HEALTH NOTIFICATION

**Date and time of notification:** \_\_\_\_\_

**Name of person who received the notification:** \_\_\_\_\_

**Contact information for individual providing the notification**

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Day-time phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Why is this person contacting the drinking water utility?** \_\_\_\_\_

**Has the state or local public health agency been notified?**     Yes     No

If "No," the appropriate public health official should be immediately notified.

### DESCRIPTION OF PUBLIC HEALTH EPISODE

**Nature of public health episode:**

Unusual disease (mild)                       Unusual disease (severe)                       Death

Other: \_\_\_\_\_

**Symptoms:**

Diarrhea     Vomiting/nausea     Flu-like symptoms

Fever     Headache     Breathing difficulty

Other: \_\_\_\_\_

Describe symptoms: \_\_\_\_\_

\_\_\_\_\_

**Causative Agent:**       Known                       Suspected                       Unknown

*If known or suspected, provide additional detail below*

Chemical                       Biological                       Radiological

Describe \_\_\_\_\_  
\_\_\_\_\_

Estimate of time between exposure and onset of symptoms: \_\_\_\_\_

**Exposed Individuals:**

Location where exposure is thought to have occurred:

- Residence                       Work                       School
- Restaurant                       Shopping mall                       Social gathering
- Other: \_\_\_\_\_

Additional notes on location of exposure: \_\_\_\_\_  
\_\_\_\_\_

Collect addresses for specific locations where exposure is thought to have occurred.

Is the pattern of exposure clustered in a specific area?       Yes                       No

Extent of area

- Single building                       Complex (several buildings)                       City block
- Neighborhood                       Cluster of neighborhoods                       Large section of the city
- Other: \_\_\_\_\_

Additional notes on extent of area: \_\_\_\_\_  
\_\_\_\_\_

Do the exposed individuals represent a disproportionate number of:

- Immune compromised                       Elderly                       Children
- Infants                       Pregnant women                       Women
- Other: \_\_\_\_\_
- None, no specific groups dominate the makeup of exposed individuals

**EVALUATION OF LINK TO WATER**

**Are the symptoms consistent with typical waterborne diseases, such as gastrointestinal disease, vomiting, or diarrhea?**                       Yes  
 No

**Does the area of exposure coincide with a specific area of the system, such as a pressure zone or area fed by a specific plant?**                        
Yes  No

**Were there any consumer complaints within the affected area?**                       Yes       No

**Were there any unusual water quality data within the affected area?**                       Yes       No

**Were there any process upsets or operational changes?**                       Yes       No



**Was there any construction/maintenance within the affected area?**       Yes    No

**Were there any security incidents within the affected area?**       Yes    No

---

---

**SIGNOFF**

Name of person completing form:

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date/Time: \_\_\_\_\_

*Source: EPA Response Protocol Toolbox Module 2, Section 8.8 – Interim Final December 2003*

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## Security Incident Report Form

### INSTRUCTIONS

The purpose of this form is to help organize information about a security incident, typically a security breach, which may be related to a water contamination threat. The individual who discovered the security incident, such as a security supervisor, the EGWD Incident Manager, or another designated individual may complete this form. This form is intended to summarize information about a security breach that may be relevant to the threat evaluation process. This form should be completed for each location where a security incident was discovered.

### DISCOVERY OF SECURITY INCIDENT

Date/Time security incident was discovered: \_\_\_\_\_

Name of person who discovered security incident: \_\_\_\_\_

**Mode of discovery:**

- Alarm (building)       Alarm (gate/fence)       Alarm (access hatch)
- Video surveillance       Utility staff discovery       Citizen discovery
- Suspect confession       Law enforcement discovery
- Other \_\_\_\_\_

Did anyone observe the security incident as it occurred?       Yes       No

If "Yes," complete the Witness Account Report Form.

### SITE DESCRIPTION

Site name: \_\_\_\_\_

Type of facility

- Source water       Treatment plant       Pump station
- Ground storage tank       Elevated storage tank       Finished water reservoir
- Distribution main       Hydrant       Service connection
- Other \_\_\_\_\_

Address: \_\_\_\_\_

Additional Site Information: \_\_\_\_\_

\_\_\_\_\_



**BACKGROUND INFORMATION**

**Have the following “normal activities” been investigated as potential causes of the security incident?**

- Alarms with known and harmless causes
- Routine water quality sampling
- Contractor activity
- Utility staff inspections
- Construction or maintenance
- Other \_\_\_\_\_

**Was this site recently visited *prior* to the security incident?**       Yes       No

*If “Yes,” provide additional detail below.*

Date and time of previous visit: \_\_\_\_\_

Name of individual who visited the site: \_\_\_\_\_

Additional information: \_\_\_\_\_

\_\_\_\_\_

**Has this location been the site of previous security incidents?**       Yes       No

*If “Yes,” provide additional detail below*

Date and time of most recent security incident: \_\_\_\_\_

Description of incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What were the results of the threat evaluation for this incident?

- Possible
- Credible
- Confirmed

**Have security incidents occurred at other locations recently?**       Yes       No

*If “Yes,” complete additional Security Incident Reports (see Appendix J) for each site*

Name of 1<sup>st</sup> additional site: \_\_\_\_\_

Name of 2<sup>nd</sup> additional site: \_\_\_\_\_

Name of 3<sup>rd</sup> additional site: \_\_\_\_\_

**SECURITY INCIDENT DETAILS**

**Was there an alarm(s) associated with the security incident?**       Yes       No

*If “Yes,” provide additional detail below.*

Are there sequential alarms (e.g., alarm on a gate and a hatch)?     Yes             No

Date and time of alarm(s): \_\_\_\_\_

Describe alarm(s): \_\_\_\_\_

\_\_\_\_\_

**Is video surveillance available from the site of the security incident?**     Yes     No

*If "Yes," provide additional detail below.*

Date and time of video surveillance: \_\_\_\_\_

Describe surveillance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Was unusual equipment found at the site and time of discovery of the security incident?**

- Discarded PPE (e.g., gloves, masks)
- Tools (e.g., wrenches, bolt cutters)
- Lab equipment (e.g., beakers, tubing)
- None
- Empty containers (e.g., bottles, drums)
- Hardware (e.g., valves, pipe)
- Pumps or hoses
- Other \_\_\_\_\_

Describe equipment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Were unusual vehicles found at the site and time of discovery of the security incident:**

- Car/sedan
- SUV
- Pickup truck
- Flatbed truck
- Construction vehicle
- None
- Other \_\_\_\_\_

Describe vehicles (including make/model/year/color, license plate number, and logos or markings):

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**Were there signs of tampering at the site and time of discovery of the security incident?**

- Cut locks/fences
- Open/damaged gates, doors, or windows
- Open/damaged access hatches
- Missing/damaged equipment
- Facility in disarray
- None
- Other \_\_\_\_\_

Are there signs of sequential intrusion (e.g., locks removed from a gate and hatch)?  Yes

No

Describe signs of tampering: \_\_\_\_\_

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**Were there signs of a hazard at the site and time of discovery of the security incident?**

- Unexplained or unusual odors
- Unexplained dead animals
- Unexplained dead or stressed vegetation
- Unexplained liquids
- Unexplained clouds or vapors
- None
- Other \_\_\_\_\_

Describe signs of a hazard: \_\_\_\_\_

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**SIGNOFF**

Name of person responsible for documenting the security incident:

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date/Time: \_\_\_\_\_

*Source: EPA Response Protocol Toolbox Module 2, Section 8.3 – Interim Final December 2003*



## SUSPECT DESCRIPTION FORM

### GENERAL APPEARANCE

### CLOTHING

**Gender:**

Male

Female

**Color/Type:**

Layered Shirts/Blouse

**Race:**

White

Black

Middle Eastern

Cap/Hat

Hispanic

Asian

Native American

Coat/Jacket

Other \_\_\_\_\_

Tie

**Hair:**

Color

Style

Texture

Sideburns

Pants

Shoes

**Eyes:**

Color

Shape

Glasses (type)

Stockings

**Physical Characteristics:**

Age

Height

Weight

Build

Gloves

Jewelry

**Distinguishing Marks (describe):**

Scars

Tattoos

Gang insignia

Bag/Backpack

Purse/Briefcase

**FACIAL CHARACTERISTICS**

**Skin:**

Color

Texture

**Other:**

Left Handed / Right Handed

**Describe shape of:**

Mouth

Lips

Ears

**SUSPECT DEMEANOR**

- Apologetic
- Calm
- Belligerent
- Angry
- Threatening
- Nervous
- Confused

**DISTINGUISHING TRAITS**

- Speech
  - Accent
  - Gait / Limp
- 

**WEAPON (describe if any)**

- Handgun
- Long gun

**FACIAL CHARACTERISTICS (continued)**

- Cheeks  
(full or sunken)
- Nose
- Neck
- Eyes
- Eyebrows

**Presence of:**

- Adam's apple
- Chin clefts
- Wrinkles

**Hair:**

- Mustache
- Beard
- Other

**Describe any:**

- Facial piercing
- Ear piercing

**VEHICLE**

- Color
- Make

Knife

Model

Body Style

Damage / Rust

Antenna

**Direction of Escape**

Bumper Sticker

Wheel Covers

**What did the suspect say?**

**License**

**Number**

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# BOMB THREAT CHECKLIST

*Be calm and courteous.*

*Give a co-worker a signal to "listen in."*

Date: \_\_\_\_\_

\_\_\_\_\_ Time call started:

\_\_\_\_\_ Time call ended:

Check call display for phone number (if available).

\_\_\_\_\_

## EXACT WORDING OF BOMB THREAT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What can you tell me?

### CALLER'S VOICE

Male

When is the bomb going to explode?

Female

What kind of bomb is it?

Old (Age?)\_\_\_\_\_

Young (Age?)\_\_\_\_\_

Where is the bomb right now?

Calm

What does the bomb look like?

Excited

What will cause the bomb to explode?

Soft

Loud

Did you place the bomb?

Angry

Why?

Cracking Voice

What is your name?

Laughter

Crying

**REMARKS:**

Normal

Disguised

High pitched

- Deep
  
- Nasal
- Slurred
  
- Distinct
- Ragged
  
- Rapid
- Slow
  
- Raspy
- Stutter
  
- Lisp
- Heavy breather
- Clearing throat
- Intoxicated
- Pleasant
- Whisper
  
- Familiar (who?) \_\_\_\_\_
  
- Accent (type?) \_\_\_\_\_

**FAMILIARITY WITH FACILITY**

- Much
- Some
- None

**BACKGROUND SOUNDS**

- Street
- Party sounds
  
- Office noises
- Train
  
- Voices
- Airplane
  
- PA system
- Animals
  
- Local music
- Static on line
  
- Long distance
- Motors
  
- Bells
- Whistles
  
- Factory machinery
- Crockery
  
- Household sounds
- Bedlam



Chanting

\_\_\_ Other

Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.

**BOMB THREAT LANGUAGE**

Well spoken

Incoherent

Foul

Irrational

Taped

Deliberate

Abusive

Righteous

Message read by threat maker

## Threat Evaluation Worksheet

### INSTRUCTIONS

*The purpose of this worksheet is to help organize information about a contamination threat warning that will be used during the Threat Evaluation Process. The individual responsible for conducting the Threat Evaluation (e.g., the EGWD Incident Manager) should complete this worksheet. The worksheet is generic to accommodate information from different types of threat warnings; thus, there will likely be information that is unavailable or not immediately available. Other forms in the Appendices are provided to augment the information in this worksheet.*

### THREAT WARNING INFORMATION

**Date/Time threat warning was discovered:** \_\_\_\_\_

**Name of person who discovered threat warning:** \_\_\_\_\_

**Type of threat warning:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Security breach | <input type="checkbox"/> Witness account     | <input type="checkbox"/> Phone threat               |
| <input type="checkbox"/> Written threat  | <input type="checkbox"/> Law enforcement     | <input type="checkbox"/> Unusual water quality      |
| <input type="checkbox"/> News media      | <input type="checkbox"/> Consumer complaints | <input type="checkbox"/> Public health notification |
| <input type="checkbox"/> Other _____     |  |   |

**Identity of the contaminant:**     Known             Suspected             Unknown

*If known or suspected, provide additional detail below.*

- Chemical                       Biological                       Radiological

Describe \_\_\_\_\_

\_\_\_\_\_

**Time of contamination:**             Known             Estimated             Unknown

*If known or estimated, provide additional detail below.*

Date and time of contamination: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

**Mode of contamination:**             Known             Suspected             Unknown

*If known or suspected, provide additional detail below.*

Method of addition:     Single dose             Over time             Other \_\_\_\_\_

Amount of material: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

**Site of contamination:**             Known             Suspected             Unknown

*If known or suspected, provide additional detail below*

Number of sites: \_\_\_\_\_

*Provide the following information for each site.*

**Site #1**

Site name: \_\_\_\_\_

Type of facility

- Source water                       Treatment plant                       Pump station
- Ground storage tank               Elevated storage tank               Finished water reservoir
- Distribution main                   Hydrant                                   Service connection
- Other \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Additional site information: \_\_\_\_\_

\_\_\_\_\_

**Site #2**

Site name: \_\_\_\_\_

Type of facility

- Source water                       Treatment plant                       Pump station
- Ground storage tank               Elevated storage tank               Finished water reservoir
- Distribution main                   Hydrant                                   Service connection
- Other \_\_\_\_\_

Address: \_\_\_\_\_

Additional site information: \_\_\_\_\_

\_\_\_\_\_

**Site #3**

Site name: \_\_\_\_\_

Type of facility

- Source water
- Treatment plant
- Pump station
- Ground storage tank reservoir
- Elevated storage tank
- Finished water
- Distribution main
- Hydrant
- Service connection
- Other \_\_\_\_\_

Address: \_\_\_\_\_

Additional Site Information: \_\_\_\_\_

**ADDITIONAL INFORMATION**

**Has there been a breach of security at the suspected site?**  Yes  No

*If "Yes," review the completed Security Incident Report.*

**Are there any witness accounts of the suspected incident?**  Yes  No

*If "Yes," review the completed Witness Account Report.*

**Was the threat made verbally over the phone?**  Yes  No

*If "Yes," review the completed Phone Threat Report.*

**Was a written threat received?**  Yes  No

*If "Yes," review the completed Written Threat Report.*

**Are there unusual water quality data or consumer complaints?**  Yes  No

*If "Yes," review the completed Water Quality/Consumer Complaint Report.*

**Are there unusual symptoms or disease in the population?**  Yes  No

*If "Yes," review the completed Public Health Report.*

**Is a Site Characterization Report available?**  Yes  No

*If "Yes," review the completed Site Characterization Report.*

**Are results of sample analysis available?**  Yes  No

*If "Yes," review the analytical results report, including appropriate QA/QC data*

**Is a Contaminant Identification Report available?**     Yes     No

*If "Yes," review the completed Sample Analysis Report.*

**Is relevant information available from external sources?**     Yes  No

*Check all that apply:*

- Local law enforcement     FBI     DW primacy agency
- Public health agency     Hospitals / 911 call centers     EPA / WaterISAC
- Media reports     Homeland security alerts     Neighboring utilities
- Other \_\_\_\_\_

Point of Contact: \_\_\_\_\_  
\_\_\_\_\_

Summary of key information from external sources (provide detail in attachments as necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THREAT EVALUATION**

**Has normal activity been investigated as the cause of the threat warning?**  Yes  No

Normal activities to consider

- Utility staff inspections     Routine water quality sampling
- Construction or maintenance     Contractor activity
- Operational changes cause     Water quality changes with a known cause
- Other \_\_\_\_\_

**Is the threat "possible?"**       Yes       No

Summarize the basis for this determination: \_\_\_\_\_

Response to a "possible" threat:

- None Isolation/containment
- Site characterization
- Increased monitoring/security
- Other \_\_\_\_\_

**Is the threat "credible?"**       Yes       No

Summarize the basis for this determination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Response to a "credible" threat:

- Sample analysis
- Site characterization
- Isolation/containment
- Partial EOC activation
- Public notification
- Provide alternate water supply
- Other \_\_\_\_\_

**Has a contamination incident been confirmed?**       Yes       No

Summarize the basis for this determination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Response to a confirmed incident:

- Sample analysis
- Site characterization
- Isolation/containment
- Full EOC activation
- Public notification
- Provide alternate water supply
- Initiate remediation and recovery
- Other \_\_\_\_\_

**How do other organizations characterize the threat?**

Organization	Evaluation	Comment
<input type="checkbox"/> Local Law Enforcement	<input type="checkbox"/> Possible	

Organization	Evaluation	Comment
	<input type="checkbox"/> Credible <input type="checkbox"/> Confirmed	
<input type="checkbox"/> FBI	<input type="checkbox"/> Possible <input type="checkbox"/> Credible <input type="checkbox"/> Confirmed	
<input type="checkbox"/> Public Health Agency	<input type="checkbox"/> Possible <input type="checkbox"/> Credible <input type="checkbox"/> Confirmed	
<input type="checkbox"/> Drinking Water (DW) Primacy Agency	<input type="checkbox"/> Possible <input type="checkbox"/> Credible <input type="checkbox"/> Confirmed	
<input type="checkbox"/> Other	<input type="checkbox"/> Possible <input type="checkbox"/> Credible <input type="checkbox"/> Confirmed	
<input type="checkbox"/> Other	<input type="checkbox"/> Possible <input type="checkbox"/> Credible <input type="checkbox"/> Confirmed	

**SIGNOFF**

Name of person responsible for threat evaluation:

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Date/Time: \_\_\_\_\_

Source: EPA Response Protocol Toolbox Module 2, Section 8.2 – Interim Final December 2003

## Water Quality/Consumer Complaint Report Form

**INSTRUCTIONS** - *This form is provided to guide the individual responsible for evaluating unusual water quality data or consumer complaints. It is designed to prompt the analyst to consider various factors or information when evaluating the unusual data. The actual data used in this analysis should be compiled separately and appended to this form. The form can be used to support the threat evaluation due to a threat warning from unusual water quality or consumer complaints or due to another type of threat warning in which water quality data or consumer complaints are used to support the evaluation. Note that in this form, water quality refers to both specific water quality parameters and the general aesthetic characteristics of the water that might result in consumer complaints.*

**Threat warning is based on:**

- Water quality
  Consumer complaints
  Other

**What is the water quality parameter or complaint under consideration?**

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**Are unusual consumer complaints corroborated by unusual water quality data?**

---

**Is the unusual water quality indicative of a particular contaminant of concern? For example, is the color, odor, or taste associated with a particular contaminant?** \_\_\_\_\_

---

**Are consumers in the affected area experiencing any unusual health symptoms?** \_\_\_\_\_

---

**What is "typical" for consumer complaints for the current season and water quality?**

Number of complaints. \_\_\_\_\_

Nature of complaints. \_\_\_\_\_

Clustering of complaints \_\_\_\_\_

**What is considered to be "normal" water quality (i.e., what is the baseline water quality data or level of consumer complaints)?** \_\_\_\_\_

---

**What is reliability of the method or instrumentation used for the water quality analysis?**

Are standards and reagents okay? \_\_\_\_\_

Is the method/instrument functioning properly? \_\_\_\_\_

**Based on recent data, does the unusual water quality appear to be part of a gradual trend (i.e., occurring over several days or longer)?** \_\_\_\_\_

---



**Are the unusual water quality observations sporadic over a wide area, or are they clustered in a particular area?** \_\_\_\_\_

\_\_\_\_\_

What is the extent of the area? \_\_\_\_\_

Pressure zone. \_\_\_\_\_

Neighborhood. \_\_\_\_\_

City block. \_\_\_\_\_

Street. \_\_\_\_\_

Building. \_\_\_\_\_

**If the unusual condition isolated to a specific area:**

Is this area being supplied by a particular plant or source water? \_\_\_\_\_

Have there been any operational changes at the plant or in the affected area of the system?

\_\_\_\_\_

Has there been any flushing or distribution system maintenance in the affected area?

\_\_\_\_\_

Has there been any repair or construction in the area that could impact water quality?

\_\_\_\_\_

\_\_\_\_\_

**SIGNOFF**

Name of person completing form:

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date/Time: \_\_\_\_\_

*Source: EPA Response Protocol Toolbox Module 2, Section 8.7 – Interim Final December 2003*

## Witness Account Report Form

### INSTRUCTIONS

*The purpose of this form is to document the observations of a witness to activities that might be considered an incident warning. The individual interviewing the witness, or potentially the witness, should complete this form. This may be the EGWD Incident Manager or an individual designated by Incident Command to perform the interview. If law enforcement is conducting the interview (which may often be the case), this form may serve as a prompt for "utility-relevant information" that should be pursued during the interview. This form is intended to consolidate the details of the witness account that may be relevant to the threat evaluation process. This form should be completed for each witness who is interviewed.*

### BASIC INFORMATION

**Date/Time of interview:** \_\_\_\_\_

**Name of person interviewing the witness:** \_\_\_\_\_

**Witness contact information**

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Reason the witness was in the vicinity of the suspicious activity:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### WITNESS ACCOUNT

**Date/Time of activity:** \_\_\_\_\_

**Location of activity:**

Site name: \_\_\_\_\_

Type of facility

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Source water                     | <input type="checkbox"/> Treatment plant       | <input type="checkbox"/> Pump station       |
| <input type="checkbox"/> Ground storage tank<br>reservoir | <input type="checkbox"/> Elevated storage tank | <input type="checkbox"/> Finished water     |
| <input type="checkbox"/> Distribution main                | <input type="checkbox"/> Hydrant               | <input type="checkbox"/> Service connection |

Other \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Additional site information: \_\_\_\_\_

\_\_\_\_\_

**Type of activity**

Trespassing                       Vandalism                       Breaking and entering

Theft                                       Tampering                       Surveillance

Other \_\_\_\_\_

Additional description of the activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Description of suspects**

Were suspects present at the site?                       Yes                       No

How many suspects were present? \_\_\_\_\_

Describe each suspect's appearance:

Suspect #	Sex	Race	Hair color	Clothing	Voice
1					
2					
3					
4					
5					
6					

Were any of the suspects wearing uniforms?                       Yes                       No

If "Yes," describe the uniforms: \_\_\_\_\_

Describe any other unusual characteristics of the suspects: \_\_\_\_\_

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Did any of the suspects notice the witness?       Yes       No

If "Yes," how did they respond? \_\_\_\_\_

---

**Vehicles at the site**

Were vehicles present at the site?       Yes       No

Did the vehicles appear to belong to the suspects?       Yes       No

How many vehicles were present? \_\_\_\_\_

Describe each vehicle:

Vehicle #	Type	Color	Make	Model	License plate
1					
2					
3					
4					

Were there any logos or distinguishing markings on the vehicles?       Yes       No

If "Yes," describe: \_\_\_\_\_

---

Provide any additional detail about the vehicles and how they were used (if at all): \_\_\_\_\_

---

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---

**Equipment at the site**

Was any unusual equipment present at the site?       Yes       No

- Explosive or incendiary devices       Firearms
- PPE (e.g., gloves, masks)       Containers (e.g., bottles, drums)
- Tools (e.g., wrenches, bolt cutters)       Hardware (e.g., valves, pipe, hoses)
- Lab equipment (e.g., beakers, tubing)       Pumps and related equipment

Other \_\_\_\_\_

Describe the equipment and how it was being used by the suspects (if at all):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Unusual conditions at the site**

Were there any unusual conditions at the site?  Yes  No

Explosions or fires  Fogs or vapors  Unusual odors

Dead/stressed vegetation  Dead animals  Unusual noises

Other \_\_\_\_\_

Describe the site conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Additional observations**

Describe any additional details from the witness account: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SIGNOFF**

Name of interviewer:

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Date/Time: \_\_\_\_\_

Name of witness:

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Date/Time: \_\_\_\_\_

*This page intentionally left blank.*

February 24, 2016

TO: Chairman and Directors of the Florin Resource Conservation District  
FROM: Stefani Phillips, Secretary  
SUBJECT: **COMMITTEE MEETINGS**

---

### **RECOMMENDATION**

This item is presented for information only. No action by the Board is proposed at this time.

### **Summary**

An Infrastructure Committee Meeting was held on February 9, 2016, to discuss the potential impact of using some reserves which were previously allocated for Capital Improvement Projects, to pay down and shorten the term of the bond debt.

### **DISCUSSION**

#### **Background**

At the Regular Board Meeting held on May 27, 2015, the FRCD Board of Directors determined that the committee meeting minutes will be brought to the FRCD Regular Board Meeting and placed under agenda item Committee Meetings. The agenda item Committee Meetings, were placed after Consent Calendar for approval. This item may be moved within the agenda, if necessary, by direction from Chairman Chuck Dawson. The committee meeting minutes shall be accepted by the FRCD Board of Directors.

#### **Present Situation**

There was one Infrastructure Committee Meeting held on February 9, 2016 for Capital Investment Planning. The minutes to the meeting are attached and the Infrastructure Committee will speak to the outcome of the meeting.

February 24, 2016

**COMMITTEE MEETINGS**

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**FINANCIAL SUMMARY**

There is no financial impact associated with this item at this time.

Respectfully Submitted,



STEFANI PHILLIPS,  
FLORIN RESOURCE CONSERVATION DISTRICT BOARD SECRETARY

SP

Attachment



**Minutes of the Special Meeting of the Infrastructure Committee  
of the  
Florin Resource Conservation District Board of Directors**

**Wednesday, February 9, 2016**

**Attendance:**

Committee Members: Bob Gray, Director – present  
Tom Nelson, Director – present

Associate Members: Lisa Medina – present  
Davies Ononiwu – present

Staff: Mark J. Madison, General Manager  
Stefani Phillips, Board Secretary  
Bruce Kamilos, Associate Civil Engineer  
Travis Franklin, GIS Technician I  
Jim Malberg, Finance Manager  
Donella Murillo, Finance Supervisor

Public: None

This was a posted meeting and no members of the public were present.

**Capital Investment Planning**

Mark J. Madison, General Manager took the lead in presenting the Capital Investment Planning to the members of the Infrastructure Committee.

Bruce Kamilos, Associate Civil Engineer discussed the long-term capital needs of the District.

Mr. Kamilos stated the following:

- Analyzed Asset Management Plan (AMP)
- Reviewed the 5-year Capital Improvement Plan (CIP) – the District will not move forward with Automatic Meter Infrastructure (AMI), but will revisit in 2 years
  - Talked about a phased approach to AMI
  - Sacramento County is working on Master Metering in Service Area 2 (SA 2). AMI maybe useful in validating master meter measurements, if they are installed.

Staff's recommendation is, do not negate the decision to do AMI in the future, by paying down the bonds.

Comments and inquiries include:

Associate Director, Lisa Medina, inquired if the cost for the well destruction included in the AMP. Mr. Kamilos responded that he did not believe that the cost has been accounted for.

Mr. Madison suggested to begin the AC Pipe Replacement after debt has been cleared.

Mr. Madison commented that the District has a 2-Phase Investment Plan in place:

1. Focus on the next 18 years
2. Focus beyond the 18 years, which will be primarily driven by the AC Pipe Replacement activities

Jim Malberg, Finance Manager, presented several bond refunding scenarios to the members of the Infrastructure Committee to consider.

Comments and inquiries include:

Vice-Chairman, Tom Nelson commented that if the District does nothing, then the bonds would be paid off in the year 2046. If the District decides to go with one of the scenarios presented then the bonds would be paid off in the year 2033. Mr. Malberg agreed with Mr. Nelson's comment.

Mr. Malberg stated he performed an analysis on historical trends and it did not provide a solid basis of support.

Mr. Nelson inquired which scenario would allow the District to go from 4% to 2%. Mr. Madison responded stating Habib Isaac with Raftelis, is running down some information for the District.

Mr. Madison stated he would like to postpone a rate increase for one year.

Mr. Madison stated that he feels that \$2.4M is too much to buy down the bonds. He stated he feels there needs to be a balance – more like \$1M - \$1.5M.

Director, Bob Gray commented that he would go with \$1.5M down since AMI is optional. He then suggested that the Backyard Mains Project could be postponed a year. Mr. Madison responded stating that the projects contained in the CIP are not discretionary but projects could slide back a little.

Mr. Madison stated that staff would call CapitalOne regarding preference between \$1M and \$1.5M for buying down the bonds. Mr. Malberg responded that he believes it will not make a difference. Staff will get back to the Board regarding CapitalOne's response to \$1M or \$1.5M.

Mr. Gray commented that he is opposed to AMI and thinks we should pay down the debt.

Mr. Nelson inquired if either \$1M or \$1.5M would help the District drop the rates from 4% to 2%. Mr. Madison responded that the \$1.5M will make it easier drop or defer the rates to 3%.

Mr. Gray and Mr. Nelson complimented staff on the data provided during the presentation.

Respectfully submitted,



Stefani Phillips, Secretary



February 24, 2016

TO: Chairman and Directors of the Florin Resource Conservation District

FROM: Jim Malberg, Finance Manager/Treasurer

SUBJECT **REFUNDING OF OUTSTANDING WATER REVENUE CERTIFICATES OF PARTICIPATION**

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### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 02.24.16.01 Authorizing the Issuance and Sale of Water Revenue Refunding Bonds to Refinance Certain of its Outstanding Certificates of Participation, Authorizing Execution of a Supplemental Indenture of Trust, and Approval and Execution of Related Agreements and Official Actions.

### **Summary**

Market interest rate conditions are such that the Florin Resource Conservation District can realize significant economic benefits by refunding the remaining Refunding Certificates of Participation, Series 2002 B (the "2002 Certificates"), the Capital Improvement Certificates of Participation, Series 2003 A (the "2003 Certificates") and the Capital Improvement Certificates of Participation, Series 2005 A (the "2005 Certificates" and all together the "Prior Certificates").

This action, if approved, would initiate the refinancing of \$16,320,000 in bonds which would likely occur in early June 2016. The refinancing will save the District approximately \$7.9 million in total debt service payments. This refinancing, as proposed, will also not increase the term or the total amount of bonds outstanding but will, in fact, shorten the final maturity of outstanding debt by thirteen years.

### **DISCUSSION**

#### **Background**

The District previously issued Refunding Certificates of Participation Series 2002 A in the original principal amount of \$23,675,000 and the Capital Improvement Certificates of Participation Series 2002 B in the original principal amount of \$10,170,000. The 2002

## **REFUNDING OF OUTSTANDING WATER REVENUE CERTIFICATES OF PARTICIPATION**

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Page 2

Certificates financed (i) the refunding of prior Certificates of Participation Series 1999 A and 1999 B; (ii) purchased the District's Series 1999 C Certificates from the owner; (iii) financed certain improvements to the District's water system; (iv) funded certain non-recurring legal expenses of the District; (v) partially funded some capitalized interest on the Series 2002 B Certificates; and (vi) paid costs of issuing the certificates. The 2002 Certificates were callable on any interest payment date on or after September 1, 2014 at 100% (no prepayment penalty).

The District previously issued Capital Improvement Certificates of Participation Series 2003 A in the original principal amount of \$11,910,000. The 2003 Certificates financed (i) certain improvements to the District's water system; (ii) funded a deposit to a Rate Stabilization Fund; and (iii) paid costs of issuing the 2003 Certificates. The 2003 Certificates were callable on any interest payment date on or after March 1, 2015 at 100% (no prepayment penalty).

The District previously issued Capital Improvement Certificates of Participation Series 2005 A in the original principal amount of \$13,267,144. The 2005 Certificates financed (i) certain improvements to the District's water system; (ii) purchase a reserve fund surety bond in lieu of cash-funding a reserve fund; (iii) funded a portion of capitalized interest; and (iv) paid costs of issuing the 2005 Certificates. The 2005 Certificates were callable on any interest payment date on or after March 1, 2015 at 100% (no prepayment penalty).

All of the Prior Certificates purchased surety policies in lieu of cash-funding a reserve fund.

On December 16, 2014, the District issued \$32,325,000 of Water Revenue Refunding Bonds Series 2014A which refunded portions of the 2002 Certificates, 2003 Certificates and the 2005 Certificates. The Refinancing resulted in an average annual debt service savings of approximately \$265,000. It was determined at the time of bond issuance that it was not economically advantageous to refund all outstanding bonds and there is currently \$16,320,000 of remaining bonds that are eligible for refunding.

### Present Situation

On December 30, 2015, the Florin Resource Conservation District Board of Directors (Board) adopted a motion authorizing staff to proceed with engaging the financing team to investigate the potential for refunding the remaining portion of the District's outstanding



## **REFUNDING OF OUTSTANDING WATER REVENUE CERTIFICATES OF PARTICIPATION**

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debt not refunded in 2014. This authorization was qualified in that any refunding will not exceed that amount of outstanding principal, or extend the term of the debt.

Pursuant to this authorization, an idea was brought forward to look into the potential of shortening the term of the refunded debt to possibly match that of the Series 2014 Bonds which mature September 1, 2032. The team looked into a direct placement bond issuance in addition to the traditional public offering bond issuance the District has previously undertaken. A direct placement bond issue would reduce the cost of issuance as well as mitigate some of the interest rate risk associated with the public offering since the transaction will not be completed until approximately June 8, 2016.

In a traditional public offering bond issue, a bond underwriter sells the bonds to the “public” represented by institutional and retail buyers. A direct placement bond issue is similar to the District working with a direct lender in that the bonds will be “placed” with one buyer who purchases all of the bonds. Publicly offered bonds generally have a final maturity of 30 years while private placement generally have a final maturity of 20 years or less. Also, the interest rate on publically issued bonds is determined on the day of sale whereas the interest rate on a private placement issue can be locked up to 90 days prior to the close of the bond issuance.

Since the District is interested in shortening the final maturity of the refunded bonds it allowed staff to consider a direct placement. The District could certainly pursue a publicly offered bond and still shorten the term and the public offering, under current market conditions, shows additional savings over the direct placement. However, the earliest a public offering could be sold would be the first week of May or approximately one month before the anticipated closing in June. The District could experience significant market risk during the time period needed to prepare the offering and actually getting it to market.

The driver for this time frame is that the existing outstanding obligations cannot be called until 90 days before the September 1, 2016 call date. A direct placement transaction allows the District to lock the interest rate now and mitigate interest rate risk between today and June 1st. Finally, a direct placement issue does not require the District to seek a bond rating, prepare an Official Statement, fund a reserve account, or purchase a bond surety or bond insurance. Even though the direct placement interest rate is higher, this is partially offset by the much lower costs of issuance.

On January 27, 2016, the Board adopted a motion authorizing staff to pursue a private placement bond issue with Capital One Public Funding, LLC and to execute a term sheet



**REFUNDING OF OUTSTANDING WATER REVENUE CERTIFICATES OF PARTICIPATION**

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locking the interest rate at 3.65%. The Board also directed staff to analyze the impact to the District’s reserve funds given different levels of reserve fund contributions into the refinancing plan and report back to the Infrastructure Committee. The Infrastructure Committee met on February 9, 2016 as was reported on the previous agenda item.

As directed by the Infrastructure Committee, a conference call was held with District staff, the District’s Financial Advisor and Capital One to discuss a \$1.0 million dollar reserve fund contribution versus a \$1.5 million reserve fund contribution. Capital One basically stated that they are comfortable with the highest level of reserve fund contribution the District can provide while maintaining healthy reserves and not negatively impacting the Capital Improvement Program (CIP).

With current market rates, as of February 16, 2016, the refunding results with the District making a \$1.5 million reserve fund contribution from Capital Reserves are as follows:

Total Bonds Refunded:	\$16,320,000
Total Refunding Amount:	\$14,685,000
Equity Contribution:	\$ 1,500,000
Average Annual Cash Flow Savings:	\$ 552,509
Total Cash Flow Savings:	\$ 9,392,645
Total Present Value Savings:	\$ 1,977,825
Total Present Value Savings Percentage:	12.12%
Final Maturity:	September 1, 2032 (13 years earlier than original debt)

Proposed Resolution No. 02.24.16.01 approves and authorizes the sale of the Bonds by the Placement Agent pursuant to the Private Placement Agreement between the District and the Placement Agent in the form presented to the Board, execution of a Supplemental Indenture of Trust, and approval and execution of related agreements and official actions.

Financing Team

Along with members of District staff, the financing team includes Del Rio Advisors, LLC as Municipal Advisor to the District, Best, Best & Krieger as Bond Counsel to the District, and Citigroup Global Markets Inc. as the Placement Agent. Other members of the financing team include Raffelis Financial Consultants as the Rate Consultant and Bank of New York Mellon Trust Company, N.A. as Trustee/Escrow Agent.

**REFUNDING OF OUTSTANDING WATER REVENUE CERTIFICATES OF PARTICIPATION**

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Financing Schedule

Date	Action
February 24, 2016	Board Consideration
Week of February 29, 2016	Documents Finalized & Executed
June 7, 2016	Transaction Closes
September 1, 2016	Prior Bonds Called

**STRATEGIC PLAN CONFORMITY**

The recommendation made in this staff report conforms to the FRCD/EGWD's 2012-2017 Strategic Plan. The Strategic Plan directs EGWD to achieve financial stability in order to operate in an efficient manner as to provide our ratepayers with a safe and reliable source of water for their current and future needs.

**FINANCIAL SUMMARY**

Attachment 2 the "Summary of Bonds Refunded" schedule shows a summary of the maturities to be included in the refunding including maturity dates, interest rates, and outstanding principal amounts.

Attachment 3 the "Sources and Uses of Funds" is similar to a mortgage escrow statement. This section is a short table stating the source of all the money available from the financing transaction and how it is proposed to be used. If moneys are provided from other than proceeds from the sale of bonds that is also disclosed. Any requirements for setting aside proceeds for the costs to issue the debt are included.

Attachment 4 the "Bond Pricing" schedule shows the anticipated pricing of the refunding bonds assuming the terms of the Term Sheet. Proposed coupons show both an interest rate and yield of 3.65% and range in maturity from September 1, 2016 through September 1, 2032.

Attachment 5 the "Bonded Debt Service" schedule shows the schedule of anticipated debt service payments by fiscal year for the proposed refunding bonds.



**REFUNDING OF OUTSTANDING WATER REVENUE CERTIFICATES OF PARTICIPATION**

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Attachment 6 the "Summary of Refunding Results" show the calculation of the Net Present Value (NPV) savings percentages and summary statistics related to the refunding. The NPV savings as a percentage of the refunded bonds is 12.12% and as a percentage of the refunding bonds is 13.47%. The True Interest Cost (TIC) of the refunding bonds is 3.65% and the average interest rate on the bonds being refunded is 4.80%.

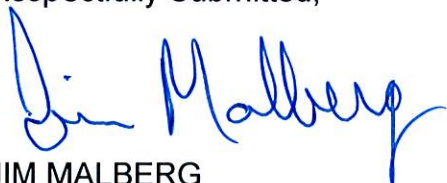
Attachment 7 the "Savings" schedule show the summary of the refunding results including the NPV savings calculation. The refunding results in an approximate average annual decrease in debt service of approximately \$552,509. Due to the shortening of the remaining term of the debt, there is an average annual increase in debt service of approximately \$80,000 through September 1, 2032 and then an average annual decrease in debt service of approximately \$827,200 from September 1, 2033 through September 1, 2045.

It should be noted that when considering the overall Plan of Finance which includes both the Series 2014 A as well as the Series 2016 A bonds, the average annual savings is approximately \$183,316 through September 1, 2032 and approximately \$827,200 from September 1, 2033 to September 1, 2045 for total savings of approximately \$13,869,842.

Fiscal Year 2015-16 Budget

Due to the timing of the closing in the final month of FY 2015-16, there is minimal impact to the FY 2015-16 Budget.

Respectfully Submitted,



JIM MALBERG  
FINANCE MANAGER/TREASURER

Attachments



## RESOLUTION NO. 02.24.16.01

### **A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT AUTHORIZING THE ISSUANCE AND SALE OF WATER REVENUE REFUNDING BONDS TO REFINANCE CERTAIN OF ITS OUTSTANDING CERTIFICATES OF PARTICIPATION, AUTHORIZING EXECUTION OF A SUPPLEMENTAL INDENTURE OF TRUST, AND APPROVAL AND EXECUTION OF RELATED AGREEMENTS AND OFFICIAL ACTIONS**

WHEREAS, the Florin Resource Conservation District (the "District") has previously caused the execution, delivery and sale of its: (a) \$10,170,000 Capital Improvement Certificates of Participation Elk Grove Water Service Series 2002B (the "2002 Certificates") evidencing proportionate interests of the owners thereof in installment payments under a Sale Agreement dated as of August 1, 2002 (the "2002 Sale Agreement") by and between the District and the Florin Resource Conservation District Economic Development Corporation (the "Corporation"); (b) \$11,910,000 initial aggregate principal amount Capital Improvement Certificates of Participation Series 2003A (Elk Grove Water Service) (the "2003 Certificates") evidencing proportionate interests of the owners thereof in installment payments under an Installment Sale Agreement dated as of October 1, 2003 (the "2003 Installment Sale Agreement") by and between the District and the Corporation; and (c) \$13,267,144.75 Capital Improvement Certificates of Participation Elk Grove Water Service Series 2005A (the "2005 Certificates") evidencing proportionate interests of the owners thereof in installment payments under an Installment Sale Agreement dated as of March 1, 2005 (the "2005 Installment Sale Agreement") among the District, the Corporation and The Bank of New York Mellon Trust Company, N.A., as Trustee; and

WHEREAS, the 2002 Certificates and the 2002 Installment Sale Agreement are referred to herein as the "2002 Obligations;" and

WHEREAS, the 2003 Certificates and the 2003 Installment Sale Agreement are referred to herein as the "2003 Obligations;" and

WHEREAS, the 2005 Certificates and the 2005 Installment Sale Agreement are referred to herein as the "2005 Obligations;" and

WHEREAS, favorable interest rate conditions exist that provide the District an opportunity to refinance the outstanding 2002 Obligations, the 2003 Obligations and/or the 2005 Obligations at significant interest cost savings; and

WHEREAS, the District is authorized pursuant to the provisions of Articles 10 and 11 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, commencing with Section 53570 of said Code (the "Bond Law"), to issue its revenue bonds for the purpose of refunding any outstanding indebtedness of the District which is payable from the revenues of the Water System, and the Board of Directors has determined that it is in the interests of the District at this time to provide for the issuance of its Water Revenue Refunding Bonds, 2016 Series A (the



“Bonds”) under the Bond Law to refund the 2002 Obligations, the 2003 Obligations and the 2005 Obligations; and

WHEREAS, the Board of Directors wishes at this time to authorize all proceedings relating to the issuance of sale of the Bonds and all other agreements and documents relating thereto;

NOW, THEREFORE, BE IT RESOLVED by the Florin Resource Conservation District as follows:

**Section 1. Issuance of Bonds.** The Board of Directors hereby authorizes the issuance of the Bonds under and pursuant to the Bond Law and a First Supplemental Indenture of Trust dated as of June 1, 2016 by and between the District and The Bank of New York Mellon Trust Company, N.A., as trustee.

**Section 2. Approval of Financing Documents.** The Board of Directors hereby approves each of the following documents in substantially the respective forms on file with the Secretary of the Board of Directors, together with such additions thereto and changes therein as the General Manager and Bond Counsel shall deem necessary, desirable or appropriate, the execution of which by the Chair or the General Manager shall be conclusive evidence of the approval of any such additions and changes:

(a) the First Supplemental Indenture of Trust relating to the issuance of the Bonds by and between The Bank of New York Mellon, N.A. (the “Trustee”) and the District; and

(b) the Private Placement Agreement (the “Private Placement Agreement”), between Citigroup Global Markets (the “Placement Agent”) and the District.

The Chair and/or the General Manager are hereby authorized and directed to execute, and the Secretary is hereby authorized and directed to attest and affix the seal of the District to the final form of each of the foregoing documents and agreements for and in the name and on behalf of the District. The Board hereby authorizes the delivery and performance of each of the foregoing documents and agreements.

**Section 3. Refunding of 2002 Obligations.** The Board of Directors hereby authorizes the refunding of the 2002 Obligations from the proceeds of the Bonds, and authorizes the execution and delivery of that certain Escrow Deposit and Trust Agreement relating to the 2002 Certificates, dated as of June 1, 2016, by and among the District, the Corporation and The Bank of New York Mellon Trust Company, N.A., (the “2002 Escrow Agreement”) in substantially the form on file with the Secretary, together with any changes therein or additions thereto deemed advisable by the Chair or the General Manager, whose execution thereof shall be conclusive evidence of such approval. The Chair or the General Manager are, and each of them is, hereby authorized and directed for and in the name and on behalf of the District to execute, and the Secretary is hereby authorized and directed to attest, the final form of the 2002 Escrow Agreement.

**Section 4. Refunding of 2003 Obligations.** The Board of Directors hereby authorizes the refunding of the 2003 Obligations from the proceeds of the Bonds, and authorizes the execution and delivery of that certain Escrow Deposit and Trust Agreement relating to the 2003 Certificates,



dated as of June 1, 2016, by and among the District, the Corporation and The Bank of New York Mellon Trust Company, N.A., (the “2003 Escrow Agreement”) in substantially the form on file with the Secretary, together with any changes therein or additions thereto deemed advisable by the Chair or the General Manager, whose execution thereof shall be conclusive evidence of such approval. The Chair or the General Manager are, and each of them is, hereby authorized and directed for and in the name and on behalf of the District to execute, and the Secretary is hereby authorized and directed to attest, the final form of the 2003 Escrow Agreement.

**Section 5. Refunding of 2005 Obligations.** The Board of Directors hereby authorizes the refunding of the 2005 Obligations from the proceeds of the Bonds, and authorizes the execution and delivery of that certain Escrow Deposit and Trust Agreement relating to the 2005 Certificates, dated as of June 1, 2016, by and among the District, the Corporation and The Bank of New York Mellon Trust Company, N.A., (the “2005 Escrow Agreement”) in substantially the form on file with the Secretary, together with any changes therein or additions thereto deemed advisable by the Chair or the General Manager, whose execution thereof shall be conclusive evidence of such approval. The Chair or the General Manager are, and each of them is, hereby authorized and directed for and in the name and on behalf of the District to execute, and the Secretary is hereby authorized and directed to attest, the final form of the 2005 Escrow Agreement.

**Section 6. Sale of Bonds.** The Board of Directors approves and authorizes the sale of the Bonds by the Placement Agent pursuant to the Private Placement Agreement between the District and the Placement Agent in the form presented to the Board of Directors at the meeting at which this resolution is adopted, together with any changes therein or additions thereto which the General Manager and Bond Counsel shall deem necessary, desirable or appropriate.

**Section 7. Official Actions.** The General Manager and/or Finance Manager/Treasurer and the Chair of the Board of Directors are each authorized and directed in the name and on behalf of the District to make any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they or any of them might deem necessary or appropriate in order to consummate the issuance and sale of the Bonds and any of the other transactions contemplated by the agreements and documents approved pursuant to this Resolution. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer shall be absent or unavailable.

**Section 8. Effective Date.** This Resolution shall take effect from and after the date of its passage and adoption.

PASSED AND ADOPTED by the Board of Directors of the Florin Resource Conservation District on this \_\_\_\_ day of \_\_\_\_\_, 2016 by the following vote.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Chair, Florin Resource Conservation District

ATTEST:

\_\_\_\_\_  
Secretary, Florin Resource Conservation District

STATE OF CALIFORNIA )  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, Secretary of the Florin Resource Conservation District, Elk Grove, California, do hereby certify that the Board of Directors of the Florin Resource Conservation District duly passed and adopted the above and foregoing Resolution at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the District this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
\_\_\_\_\_, Secretary

SEAL



## SUMMARY OF BONDS REFUNDED

FLORIN RESOURCE CONSERVATION DISTRICT ('FRCD')  
Proposed Revenue Refunding Bonds, Series 2016A  
SCENARIO 3: Private Placement With Capital One Public Funding  
Market Rates and Assumptions as of January 15, 2016  
\* Preliminary / Subject to Change \*

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
Capital Improvement COPs, Elk Grove Water Service, Series 2002B, 2002B:					
TERM17	09/01/2016	4.250%	155,000.00		
TERM33	03/01/2031	5.000%	310,000.00	09/01/2016	100.000
	09/01/2031	5.000%	315,000.00	09/01/2016	100.000
	03/01/2032	5.000%	325,000.00	09/01/2016	100.000
	09/01/2032	5.000%	330,000.00	09/01/2016	100.000
	03/01/2033	5.000%	340,000.00	09/01/2016	100.000
			1,775,000.00		
Capital Improvement COPs, Elk Grove Water Service, Series 2003A, 2003A:					
SERIAL	09/01/2016	4.200%	160,000.00		
TERM33	03/01/2030	5.000%	395,000.00	09/01/2016	100.000
	09/01/2030	5.000%	405,000.00	09/01/2016	100.000
	03/01/2031	5.000%	415,000.00	09/01/2016	100.000
	09/01/2031	5.000%	425,000.00	09/01/2016	100.000
	03/01/2032	5.000%	430,000.00	09/01/2016	100.000
	09/01/2032	5.000%	450,000.00	09/01/2016	100.000
	03/01/2033	5.000%	455,000.00	09/01/2016	100.000
	09/01/2033	5.000%	470,000.00	09/01/2016	100.000
			3,605,000.00		
Capital Improvement COPs, Elk Grove Water Service, Series 2005A, 2005A:					
SERIAL	09/01/2016	4.050%	70,000.00		
TERM31	03/01/2017	4.100%	80,000.00	09/01/2016	100.000
	09/01/2017	4.150%	80,000.00	09/01/2016	100.000
TERM45	09/01/2025	4.625%	160,000.00	09/01/2016	100.000
	03/01/2026	4.625%	160,000.00	09/01/2016	100.000
	09/01/2026	4.625%	165,000.00	09/01/2016	100.000
	03/01/2027	4.625%	170,000.00	09/01/2016	100.000
	09/01/2027	4.625%	175,000.00	09/01/2016	100.000
	03/01/2028	4.625%	175,000.00	09/01/2016	100.000
	09/01/2028	4.625%	180,000.00	09/01/2016	100.000
	03/01/2029	4.625%	185,000.00	09/01/2016	100.000
	09/01/2029	4.625%	190,000.00	09/01/2016	100.000
	03/01/2030	4.625%	195,000.00	09/01/2016	100.000
	09/01/2030	4.625%	200,000.00	09/01/2016	100.000
	03/01/2031	4.625%	205,000.00	09/01/2016	100.000
	09/01/2031	4.625%	210,000.00	09/01/2016	100.000
	03/01/2032	4.750%	215,000.00	09/01/2016	100.000
	09/01/2032	4.750%	220,000.00	09/01/2016	100.000
	03/01/2033	4.750%	225,000.00	09/01/2016	100.000
	09/01/2033	4.750%	230,000.00	09/01/2016	100.000
	03/01/2034	4.750%	235,000.00	09/01/2016	100.000
	09/01/2034	4.750%	240,000.00	09/01/2016	100.000
	03/01/2035	4.750%	245,000.00	09/01/2016	100.000
09/01/2035	4.750%	250,000.00	09/01/2016	100.000	
03/01/2036	4.750%	255,000.00	09/01/2016	100.000	
09/01/2036	4.750%	265,000.00	09/01/2016	100.000	
03/01/2037	4.750%	270,000.00	09/01/2016	100.000	
09/01/2037	4.750%	275,000.00	09/01/2016	100.000	
03/01/2038	4.750%	280,000.00	09/01/2016	100.000	
09/01/2038	4.750%	290,000.00	09/01/2016	100.000	
03/01/2039	4.750%	295,000.00	09/01/2016	100.000	
09/01/2039	4.750%	305,000.00	09/01/2016	100.000	
03/01/2040	4.750%	310,000.00	09/01/2016	100.000	
09/01/2040	4.750%	315,000.00	09/01/2016	100.000	
03/01/2041	4.750%	325,000.00	09/01/2016	100.000	
09/01/2041	4.750%	335,000.00	09/01/2016	100.000	
03/01/2042	4.750%	340,000.00	09/01/2016	100.000	
09/01/2042	4.750%	350,000.00	09/01/2016	100.000	
03/01/2043	4.750%	355,000.00	09/01/2016	100.000	
09/01/2043	4.750%	365,000.00	09/01/2016	100.000	
03/01/2044	4.750%	375,000.00	09/01/2016	100.000	
09/01/2044	4.750%	385,000.00	09/01/2016	100.000	
03/01/2045	4.750%	390,000.00	09/01/2016	100.000	
09/01/2045	4.750%	400,000.00	09/01/2016	100.000	
			10,940,000.00		
			16,320,000.00		

## SOURCES AND USES OF FUNDS

FLORIN RESOURCE CONSERVATION DISTRICT ('FRCD')  
 Proposed Revenue Refunding Bonds, Series 2016A  
 SCENARIO 3: Private Placement With Capital One Public Funding  
 Market Rates and Assumptions as of January 15, 2016  
 \* Preliminary / Subject to Change \*

Sources:	Refunding of 2002B COPs	Refunding of 2003A COPs	Refunding of 2005A COPs	Total
<b>Bond Proceeds:</b>				
Par Amount	1,585,000.00	3,325,000.00	9,775,000.00	14,685,000.00
Accrued Interest	3,856.83	8,090.83	23,785.83	35,733.49
	<u>1,588,856.83</u>	<u>3,333,090.83</u>	<u>9,798,785.83</u>	<u>14,720,733.49</u>
<b>Other Sources of Funds:</b>				
Equity Contribution	75,000.00	200,000.00	1,225,000.00	1,500,000.00
Accrued Interest	29,195.83	59,656.67	171,732.50	260,585.00
Principal	155,000.00	155,000.00	155,000.00	465,000.00
	<u>259,195.83</u>	<u>414,656.67</u>	<u>1,551,732.50</u>	<u>2,225,585.00</u>
	<u>1,848,052.66</u>	<u>3,747,747.50</u>	<u>11,350,518.33</u>	<u>16,946,318.49</u>
<b>Uses:</b>				
<b>Refunding Escrow Deposits:</b>				
Cash Deposit	0.45	0.18	0.73	1.36
SLGS Purchases	1,818,083.00	3,693,042.00	11,193,225.00	16,704,350.00
	<u>1,818,083.45</u>	<u>3,693,042.18</u>	<u>11,193,225.73</u>	<u>16,704,351.36</u>
<b>Other Fund Deposits:</b>				
Accrued Interest	3,856.83	8,090.83	23,785.83	35,733.49
<b>Delivery Date Expenses:</b>				
Cost of Issuance	21,586.65	45,284.30	133,129.05	200,000.00
<b>Other Uses of Funds:</b>				
Additional Proceeds	4,525.73	1,330.19	377.72	6,233.64
	<u>1,848,052.66</u>	<u>3,747,747.50</u>	<u>11,350,518.33</u>	<u>16,946,318.49</u>

## Notes:

Assumes the purchase of bond insurance, estimated at a cost of 0.25% of total adjusted debt service.  
 Assumes that a surety policy is purchased at a price of 1.50% of the debt service reserve requirement.  
 Assumes the debt service reserve requirement is the lesser of:

A) 10% of Reasonable Par Amount

B) Maximum annual Debt Service

C) 125% of average annual adjusted Debt Service Assumes the refunding bonds are structured to produce uniform cash flow savings.



## BOND PRICING

FLORIN RESOURCE CONSERVATION DISTRICT ('FRCD')  
 Proposed Revenue Refunding Bonds, Series 2016A  
 SCENARIO 3: Private Placement With Capital One Public Funding  
 Market Rates and Assumptions as of January 15, 2016  
 \* Preliminary / Subject to Change \*

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Serial Bond:					
	09/01/2016	245,000	3.650%	3.650%	100.000
	09/01/2017	400,000	3.650%	3.650%	100.000
	09/01/2018	335,000	3.650%	3.650%	100.000
	09/01/2019	350,000	3.650%	3.650%	100.000
	09/01/2020	360,000	3.650%	3.650%	100.000
	09/01/2021	375,000	3.650%	3.650%	100.000
	09/01/2022	385,000	3.650%	3.650%	100.000
	09/01/2023	400,000	3.650%	3.650%	100.000
	09/01/2024	415,000	3.650%	3.650%	100.000
	09/01/2025	755,000	3.650%	3.650%	100.000
	09/01/2026	780,000	3.650%	3.650%	100.000
	09/01/2027	810,000	3.650%	3.650%	100.000
	09/01/2028	840,000	3.650%	3.650%	100.000
	09/01/2029	1,275,000	3.650%	3.650%	100.000
	09/01/2030	2,035,000	3.650%	3.650%	100.000
	09/01/2031	2,420,000	3.650%	3.650%	100.000
	09/01/2032	2,505,000	3.650%	3.650%	100.000
		14,685,000			

Dated Date	06/07/2016		
Delivery Date	07/01/2016		
First Coupon	09/01/2016		
Par Amount	14,685,000.00		
Original Issue Discount			
Production	14,685,000.00	100.000000%	
Underwriter's Discount			
Purchase Price	14,685,000.00	100.000000%	
Accrued Interest	35,733.49		
Net Proceeds	14,720,733.49		



## BOND DEBT SERVICE

FLORIN RESOURCE CONSERVATION DISTRICT ('FRCD')  
 Proposed Revenue Refunding Bonds, Series 2016A  
 SCENARIO 3: Private Placement With Capital One Public Funding  
 Market Rates and Assumptions as of January 15, 2016  
 \* Preliminary / Subject to Change \*

Period Ending	Principal	Coupon	Interest	Debt Service
06/30/2017	245,000	3.650%	388,597.26	633,597.26
06/30/2018	400,000	3.650%	519,760.00	919,760.00
06/30/2019	335,000	3.650%	506,346.25	841,346.25
06/30/2020	350,000	3.650%	493,845.00	843,845.00
06/30/2021	360,000	3.650%	480,887.50	840,887.50
06/30/2022	375,000	3.650%	467,473.75	842,473.75
06/30/2023	385,000	3.650%	453,603.75	838,603.75
06/30/2024	400,000	3.650%	439,277.50	839,277.50
06/30/2025	415,000	3.650%	424,403.75	839,403.75
06/30/2026	755,000	3.650%	403,051.25	1,158,051.25
06/30/2027	780,000	3.650%	375,037.50	1,155,037.50
06/30/2028	810,000	3.650%	346,020.00	1,156,020.00
06/30/2029	840,000	3.650%	315,907.50	1,155,907.50
06/30/2030	1,275,000	3.650%	277,308.75	1,552,308.75
06/30/2031	2,035,000	3.650%	216,901.25	2,251,901.25
06/30/2032	2,420,000	3.650%	135,597.50	2,555,597.50
06/30/2033	2,505,000	3.650%	45,716.25	2,550,716.25
	14,685,000		6,289,734.76	20,974,734.76

## SUMMARY OF REFUNDING RESULTS

FLORIN RESOURCE CONSERVATION DISTRICT ('FRCD')  
 Proposed Revenue Refunding Bonds, Series 2016A  
 SCENARIO 3: Private Placement With Capital One Public Funding  
 Market Rates and Assumptions as of January 15, 2016  
 \* Preliminary / Subject to Change \*

Dated Date	06/07/2016
Delivery Date	07/01/2016
Arbitrage yield	3.650237%
Escrow yield	0.234503%
Value of Negative Arbitrage	93,918.60
Bond Par Amount	14,685,000.00
True Interest Cost	3.650237%
Net Interest Cost	3.650000%
Average Coupon	3.650000%
Average Life	11.668
Par amount of refunded bonds	16,320,000.00
Average coupon of refunded bonds	4.802776%
Average life of refunded bonds	18.470
PV of prior debt to 07/01/2016 @ 3.799971%	18,682,176.07
Net PV Savings	1,977,824.70
Percentage savings of refunded bonds	12.119024%
Percentage savings of refunding bonds	13.468333%

## SAVINGS

FLORIN RESOURCE CONSERVATION DISTRICT ('FRCD')  
Proposed Revenue Refunding Bonds, Series 2016A  
SCENARIO 3: Private Placement With Capital One Public Funding  
Market Rates and Assumptions as of January 15, 2016  
\* Preliminary / Subject to Change \*

Date	Prior Debt Service	Prior Receipts	Prior Net Cash Flow	Refunding Debt Service	Refunding Receipts	Refunding Net Cash Flow	Savings	Present Value to 07/01/2016 @ 3.7999714%
06/30/2017	1,238,683.75	725,585.00	513,098.75	633,597.26	35,733.49	597,863.77	-84,765.02	-92,241.76
06/30/2018	840,672.50		840,672.50	919,760.00		919,760.00	-79,087.50	-77,889.17
06/30/2019	759,012.50		759,012.50	841,346.25		841,346.25	-82,333.75	-78,108.73
06/30/2020	759,012.50		759,012.50	843,845.00		843,845.00	-84,832.50	-77,546.79
06/30/2021	759,012.50		759,012.50	840,887.50		840,887.50	-81,875.00	-72,258.48
06/30/2022	759,012.50		759,012.50	842,473.75		842,473.75	-83,461.25	-70,999.94
06/30/2023	759,012.50		759,012.50	838,603.75		838,603.75	-79,591.25	-65,412.53
06/30/2024	759,012.50		759,012.50	839,277.50		839,277.50	-80,265.00	-63,614.33
06/30/2025	759,012.50		759,012.50	839,403.75		839,403.75	-80,391.25	-61,460.87
06/30/2026	1,075,312.50		1,075,312.50	1,158,051.25		1,158,051.25	-82,738.75	-63,098.51
06/30/2027	1,075,396.88		1,075,396.88	1,155,037.50		1,155,037.50	-79,640.62	-58,867.08
06/30/2028	1,074,671.88		1,074,671.88	1,156,020.00		1,156,020.00	-81,348.12	-57,958.40
06/30/2029	1,073,368.76		1,073,368.76	1,155,907.50		1,155,907.50	-82,538.74	-56,772.27
06/30/2030	1,471,256.25		1,471,256.25	1,552,308.75		1,552,308.75	-81,052.50	-58,535.53
06/30/2031	2,178,343.76		2,178,343.76	2,251,901.25		2,251,901.25	-73,557.49	-55,782.67
06/30/2032	2,479,506.25		2,479,506.25	2,555,597.50		2,555,597.50	-76,091.25	-55,553.17
06/30/2033	2,483,462.50		2,483,462.50	2,550,716.25		2,550,716.25	-67,253.75	-49,169.03
06/30/2034	1,306,087.50		1,306,087.50				1,306,087.50	680,402.42
06/30/2035	822,012.50		822,012.50				822,012.50	410,980.23
06/30/2036	818,737.50		818,737.50				818,737.50	394,221.36
06/30/2037	824,393.75		824,393.75				824,393.75	382,281.82
06/30/2038	818,743.75		818,743.75				818,743.75	365,636.83
06/30/2039	822,025.00		822,025.00				822,025.00	353,541.55
06/30/2040	823,881.25		823,881.25				823,881.25	341,250.70
06/30/2041	819,431.25		819,431.25				819,431.25	326,850.77
06/30/2042	823,556.25		823,556.25				823,556.25	316,380.17
06/30/2043	821,137.50		821,137.50				821,137.50	303,798.37
06/30/2044	822,293.75		822,293.75				822,293.75	292,971.38
06/30/2045	821,668.75		821,668.75				821,668.75	281,951.20
06/30/2046	409,500.00		409,500.00				409,500.00	136,593.51
	31,057,231.28	725,585.00	30,331,646.28	20,974,734.76	35,733.49	20,939,001.27	9,392,645.01	3,471,591.07

Savings Summary

PV of savings from cash flow	3,471,591.07
Less: Prior funds on hand	-1,500,000.00
Plus: Refunding funds on hand	6,233.64
Net PV Savings	1,977,824.71



February 24, 2016

TO: Chairman and Directors of the Florin Resource Conservation District  
FROM: Ellen Carlson, Management Analyst  
SUBJECT: **ELK GROVE WATER DISTRICT CONSERVATION ACTIVITIES –  
JANUARY 2016**

---

### **RECOMMENDATION**

This item is presented for information only. No action by the Board is proposed at this time.

### **Summary**

Service Area 1 reduced its water consumption by 20.04% in January in comparison to January 2013 usage. Service Area 2 reduced by 18.52% for the same period. The combined reduction for both service areas was 19.53%. The cumulative reduction since June 2015, now totals 35.24% which is significantly above the District's target of 28%.

### **DISCUSSION**

#### **Background**

The State Water Resources Control Board adopted extended emergency water conservation regulations on February 2. The amendments to the regulations and the extension must be approved by the Office of Administrative Law before they become effective, but the Elk Grove Water District can expect our conservation target to drop from 28% to 25%. The extended regulations will be in effect through October 2016.

The District remains at a Stage 2 Plus – Extreme Water Warning of the Water Shortage Contingency Plan.

**ELK GROVE WATER DISTRICT CONSERVATION ACTIVITIES – JANUARY 2016**

Page 2

Present Situation

**Current water use reduction status**

In compliance with the State of California's Emergency Drought Regulations, Elk Grove Water District continues at a Stage 2 Plus – Extreme Water Warning of the Water Shortage Contingency Plan. The table attached to this report show the production figures for 2013 and the year to date for 2015 with the reduction percentages both for the month and cumulative for the 2015-2016 year.

**Rules and requirements**

The Stage 2 Plus restrictions include:

- Irrigation is limited to two days a week, designated by the property address
- All irrigation is prohibited between 10 AM and 6 PM
- No irrigation is permitted during or up to 48 hours after measurable rainfall
- No runoff or gutter flooding is permitted
- No use of a hose to wash a motor vehicle, unless the hose is fitted with a shut off nozzle
- No washing down driveways or sidewalks
- Water is served in restaurants only on request

**Enforcement**

The water waste patrols by Airborne have been placed on hold due to a drop in water waste violations and limitations in the budget allocated for this work. Staff continues to patrol each workday.

EGWD issued 88 water waste notices in January and only two Administrative Citations. New Water School classes are scheduled beginning in mid-March throughout the region and have proved a popular option for customers who have received Citations. Administrative Citations issued for subsequent violations are not eligible to be waived.

February 24, 2016

**ELK GROVE WATER DISTRICT CONSERVATION ACTIVITIES – JANUARY 2016**

Page 3

**Public outreach**

Staff is preparing a conservation message to be featured in the Citizen's Home and Garden special section that will be published March 25 and 26. Staff is also planning to host a booth again at the Western Festival and is selecting brochures and other water conservation items for that event.

**STRATEGIC PLAN CONFORMITY**

Compliance with State regulations is in conformity with the District's Business Practice goals of the 2012-2017 Strategic Plan.

**FINANCIAL SUMMARY**

There is no direct financial impact associated with this report.

Respectfully submitted,



ELLEN CARLSON  
MANAGEMENT ANALYST

Attachment



Attachment 1

Elk Grove Water District Water Usage												
----- Monthly Production (gallons) -----												
	January	February	March	April	May	June	July	August	September	October	November	December
2013												
GW (SA1)	68,254,916 *	81,368,191 *	100,542,522	121,613,523	172,623,839	196,557,137	221,335,388	205,830,850	166,997,536	145,352,530	107,186,459	80,494,167
Purchased (SA2)	33,769,956	30,929,052	36,942,972	51,911,200	87,470,372	100,709,224	112,128,192	110,885,764	105,417,136	81,665,892	71,505,060	62,165,532
Total	102,024,872	112,297,243	137,485,494	173,524,723	260,094,211	297,266,361	333,463,580	316,716,614	272,414,672	227,018,422	178,691,519	142,659,699
2015												
GW (SA1)	62,684,574	57,365,413	86,489,437	88,984,850	106,158,389	114,555,359	127,038,586	125,052,315	117,883,208	99,385,733	64,079,715	57,508,787
Purchased (SA2)	28,648,400	30,029,208	36,876,400	51,626,212	52,734,000	62,368,240	71,273,928	75,055,068	70,123,504	63,526,892	46,873,420	34,399,772
Total	91,332,974	87,394,621	123,365,837	140,611,062	158,892,389	176,923,599	198,312,514	200,107,383	188,006,712	162,912,625	110,953,135	91,908,559
2016												
GW (SA1)	54,579,679											
Purchased (SA2)	27,516,676											
Total	82,096,355	0	0	0	0	0	0	0	0	0	0	0
% Reduction	19.53%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
% Cumulative Reduction	35.24%					40.48%	40.51%	39.27%	37.42%	35.98%	36.19%	36.14%
*Notes												
SA1 = Service Area 1, SA2 = Service Area 2. SA1 is all groundwater (GW) production. SA2 is all purchased water from SCWA.												
Actual Recorded Prod. (Jan. 2013) - Service Area 1 79,361,342 gallons (Includes water delivered to SA2 due to open intertie. Intertie closed end of Feb. 2013)												
Actual Recorded Prod. (Feb. 2013) - Service Area 1 94,608,406 gallons (Includes water delivered to SA2 due to open intertie. Intertie closed end of Feb. 2013)												
To determine estimate of Feb. 2013 production delivered to Service Area 1, use multiplier from March data which is seasonally similar.)												
Service Area 1 Multiplier = 1.39 (calculated from March 2013 Prod. Data / March 2014 Prod. Data)												
Calc'd Feb. 2013 Prod. = Feb. 2014 Prod. Data x 1.39 = 79,737,924												
To determine estimate of Jan. 2013 production, use prorated amount from Feb. 2013 data. (This method due to Jan. 2014 being unseasonably hot.)												
Calc'd Jan. 2013 Prod. = (Feb. 2013 Prod. Data Calc'd / Feb. 2013 Prod. Data Actual) x Jan. 2013 Prod. Data Actual = 68,254,916												

February 24, 2016

TO: Chairman and Directors of the Florin Resource Conservation District  
FROM: Ellen Carlson, Management Analyst  
SUBJECT: **FLORIN RESOURCE CONSERVATION DISTRICT CONSERVATION  
ACTIVITIES – FEBRUARY 2016**

### **RECOMMENDATION**

This item is presented for information only. No action by the Board is proposed at this time.

### **Summary**

The Board has requested a monthly summary of Florin Resource Conservation District (FRCD) conservation activities performed by the Board and Staff.

### **DISCUSSION**

#### **Background**

Board members and staff periodically perform community services within the FRCD boundaries in keeping with the purpose of the Florin Resource Conservation District.

#### **Present Situation**

There were no conservation meetings in the month of February 2016. There are no additional new items to report.

### **STRATEGIC PLAN CONFORMITY**

Participation in regional conservation outreach is in conformity with the District's conservation and cooperative program goals of the 2012-2017 Strategic Plan.



February 24, 2016

**FLORIN RESOURCE CONSERVATION DISTRICT CONSERVATION ACTIVITIES –  
FEBRUARY 2016**

---

Page 2

**FINANCIAL SUMMARY**

There is no direct financial impact associated with this report.

Respectfully submitted,



ELLEN CARLSON  
MANAGEMENT ANALYST

February 24, 2016

TO: Chairman and Directors of the Florin Resource Conservation District  
FROM: Mark J. Madison, General Manager  
SUBJECT: **ELK GROVE WATER DISTRICT OPERATIONS REPORT – JANUARY 2016**

---

### **RECOMMENDATION**

This item is presented for information only. No action by the Board is proposed at this time.

### **Summary**

The Elk Grove Water District (EGWD) Operations Report is a standing item on the regular board meeting agenda.

All regulatory requirements were met for the month of January. Other notable events are described below.

### **DISCUSSION**

#### **Background**

Every month, staff presents an update of the activities related to the operations of the District. Included for the Board's review is the EGWD's January 2016 Operations Report.

#### **Present Situation**

The EGWD January 2016 Operations Report highlights are as follows:

- **Operations Activities Summary** – Information yielded in this section is derived from the District's Cityworks database. Notable items in the activities summary are that the District hung 700 door hangers for past due balances which resulted in 75 shutoffs.
- **Production** – The Combined Total Service Area 1 production graph on page 13 shows that production during the month of January decreased compared to

**ELK GROVE WATER DISTRICT OPERATIONS REPORT – JANUARY 2016**

Page 2

January 2015 and is also approximately 20 percent less than what was produced in 2013. The production decrease remains due to the drought and customer water use reductions. The Total Demand/Production for both service areas on page 14 shows that customer use during the month of January, compared to January 2013, was down by 19.5 percent.

- **Static and Pumping Level Graphs** – The 1<sup>st</sup> quarter soundings are shown and indicate the static water levels in deeper zones have improved compared to 2013.
- **Treatment (Compliance Reporting)** – All samples taken during the month are in compliance with all regulatory permit requirements. No exceedances of any maximum contaminant levels were found and all water supplied to the District's customers met or exceeded safe drinking water standards.
- **Preventative Maintenance Program** – The tables included in this section of the report also include certain activities completed to date. Below is a list of out-of-ordinary maintenance work completed in January:
  - Staff met with a Hydrologist to assess Well #13 Hampton's readiness for the upcoming testing
  - Staff flushed and sampled for proper water quality at the Coventry development
  - Staff troubleshoot electric motor fault at Well #4 Webb
- **Backflow Prevention Program 2016** – There were 21 notices issued for the month. 12 devices passed on the initial test. 9 secondary notices were issued, of which we have received zero passing tests. There are a **total** of 15 outstanding devices (including the carryover from 2015), which will require further investigation.
- **Safety Meetings/Training** – There were 5 safety training sessions conducted for the month. Only 2 safety sessions are required by OSHA standards.
- **Service Line Replacement Map** – The Utility Department installed no service lines for residential services for the month.
- **Service and Main Leaks Map** – There were no main line or service line leaks reported for the month.

**ELK GROVE WATER DISTRICT OPERATIONS REPORT – JANUARY 2016**

Page 3

**STRATEGIC PLAN CONFORMITY**

The District's Strategic Plan addresses responsible business practices and the importance of providing the community with safe drinking water. The EGWD Operations Report is a key document for managing the District's distribution and treatment system. The EGWD Operations Report assists the District toward its responsibility of delivering safe drinking water.

**FINANCIAL SUMMARY**

There is no financial impact associated with this report.

Respectfully Submitted,



MARK J. MADISON, P.E.  
GENERAL MANAGER

MJM/ah



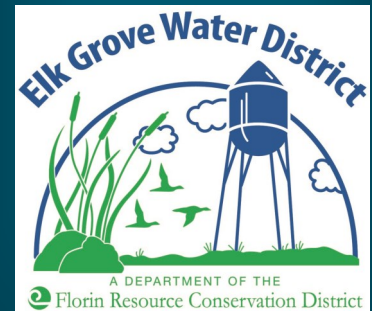
# EGWD

## OPERATIONS REPORT

January 2016



Elk  
Grove  
Water  
District



# Elk Grove Water District

## Operations Report

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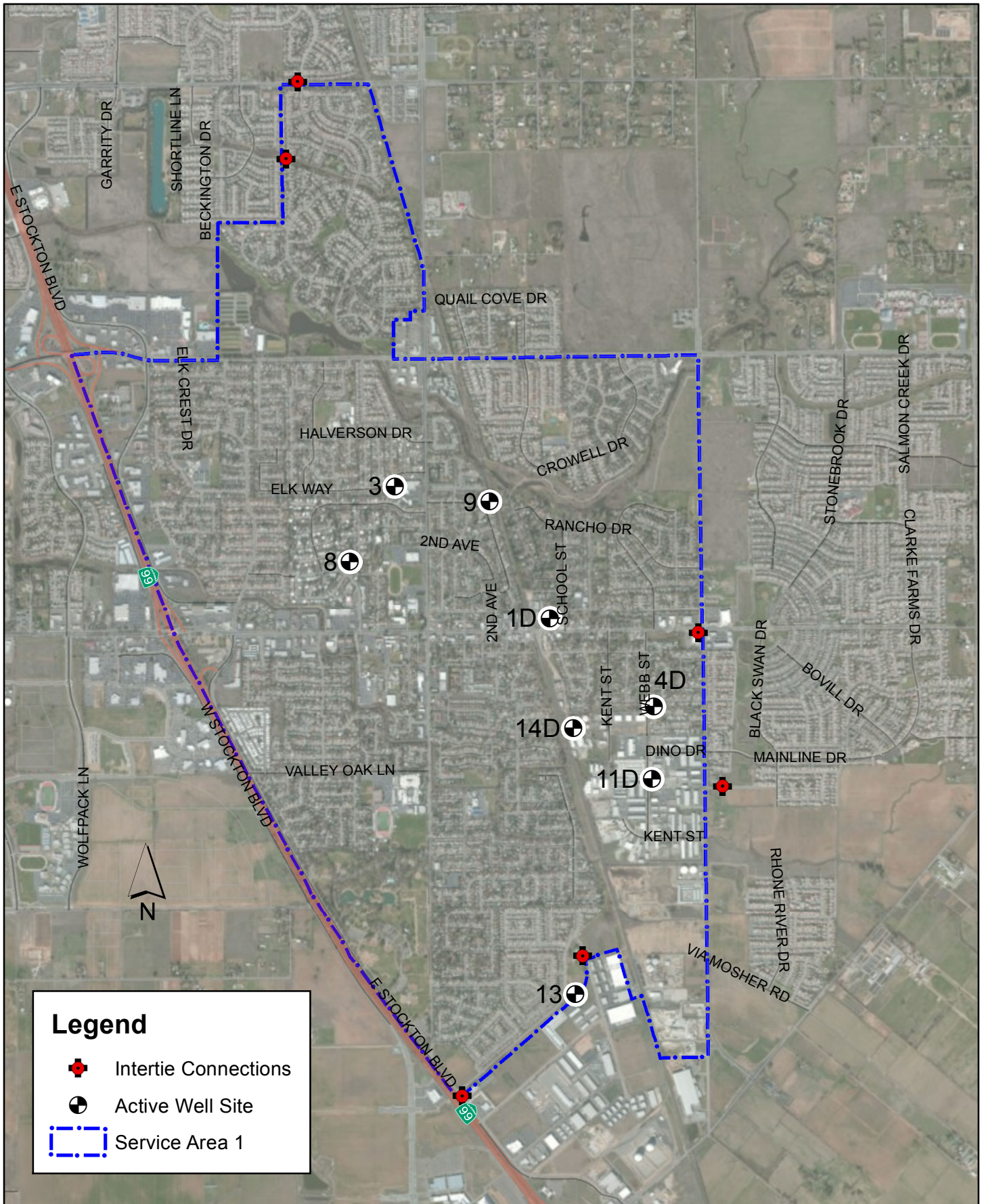
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# Operations Activities Summary




<b><u>Service Requests:</u></b>	Jan-16		YTD (Since July 1, 2015)	
<b><u>Department</u></b>	<u>Service Request</u>	<u>Hours</u>	<u>Service Request</u>	<u>Hours</u>
<b>Distribution</b>				
Door Hangers	700	35.25	2694	115.64
Shut offs	75	10	302	42.02
Turn ons	87	20.25	349	54.1
Investigations	31	26	255	147.34
USA Locates	92	23	833	208.25
Customer Complaints				
-Pressure	3	1.25	14	10.75
-Water Quality	1	0.25	12	9.75
-Other	0	0	0	0

<b><u>Work Orders:</u></b>	Jan-16		YTD (Since July 1, 2015)	
<b><u>Department</u></b>	<u>Work Orders</u>	<u>Hours</u>	<u>Work Orders</u>	<u>Hours</u>
<b>Treatment:</b>				
Preventative Maint.	12	24	105	356.5
Corrective Maint.	3	43	18	161
Water Samples	14	31	80	213
<b>Distribution:</b>				
Meters Installed	1	4	2	4.5
Backflow Devices Installed	0	0	10	59
Preventative Maint.				
-Hydrant Flushing Program	0	0	0	0
-Hydrant Maintenance	54	30	323	312.7
-Valve Exercising	131	52	841	246
-Other	0	0	0	0
Corrective Maint.				
-Leaks	0	0	36	540.5
-Other	46	170.75	170	882.75
Valve Locates	0	0	19	101.5
<b>Utility:</b>				
Service Line Replacement	0	95	54	1087
Corrective Maint.	0	0	7	362

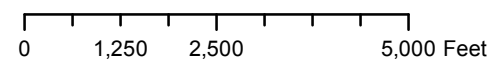




**Legend**

-  Intertie Connections
-  Active Well Site
-  Service Area 1

Active Well Sites & Intertie Connections



Elk Grove Water District



# Elk Grove Water District

## Monthly Production

Well 1D School -- Jan. 2016

**Selected Month Production**  
8,474,752 Gallons

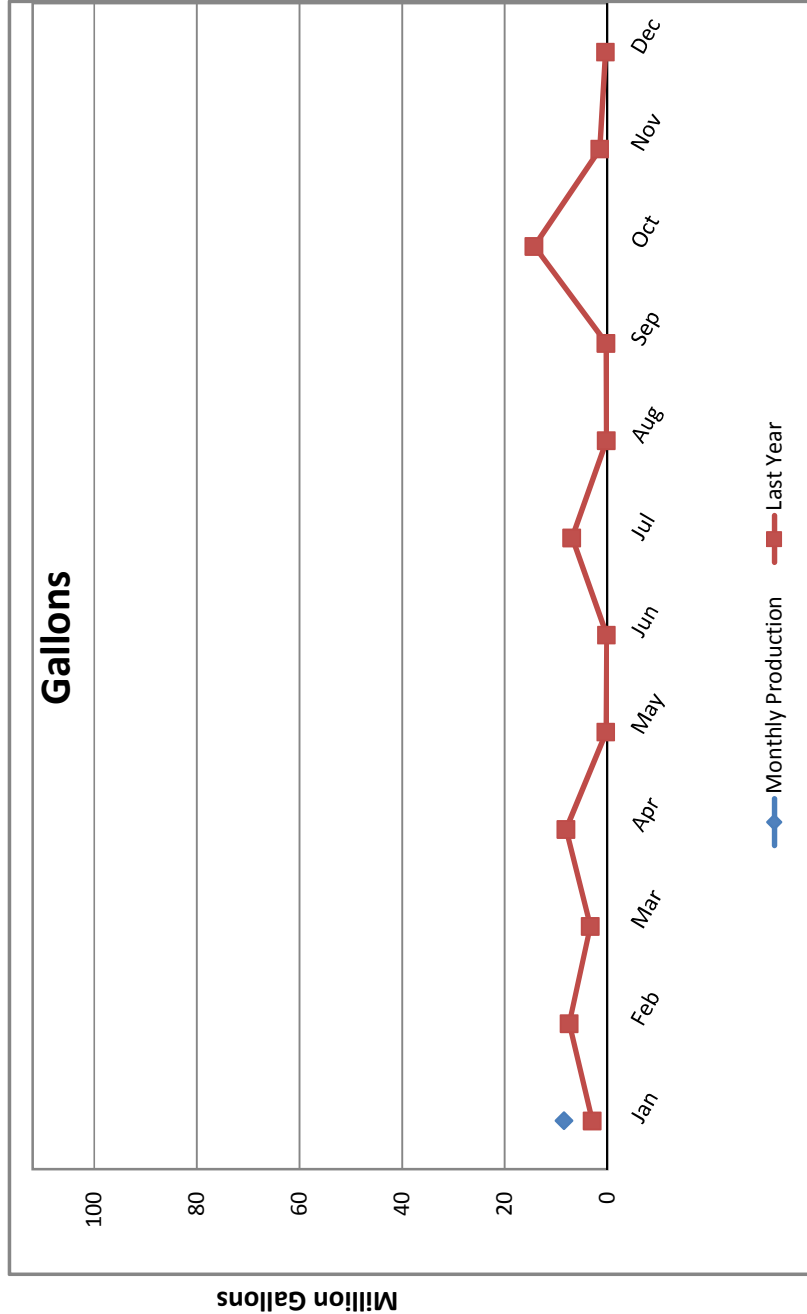
Average GPM:  
1,790

**Motor:**  
Volts: 472  
Volts (Rated): 460  
RPM: 2118  
RPM (Rated): 2062  
Amps A: 179  
Amps A (Rated): 222  
Amps B: 178  
Amps B (Rated): 222  
Amps C: 171  
Amps C (Rated): 222

Motor Temp: 104.7 F  
Hour Meter: 78.90  
KW Hour Total: 10,000.00

**Chlorine:**  
Dosing: 1.61  
Demand: 0.69  
Residual: 0.92

**Vibration Reading:**  
Base Line: 0.05  
Current: 0.02





## Elk Grove Water District

### Monthly Production

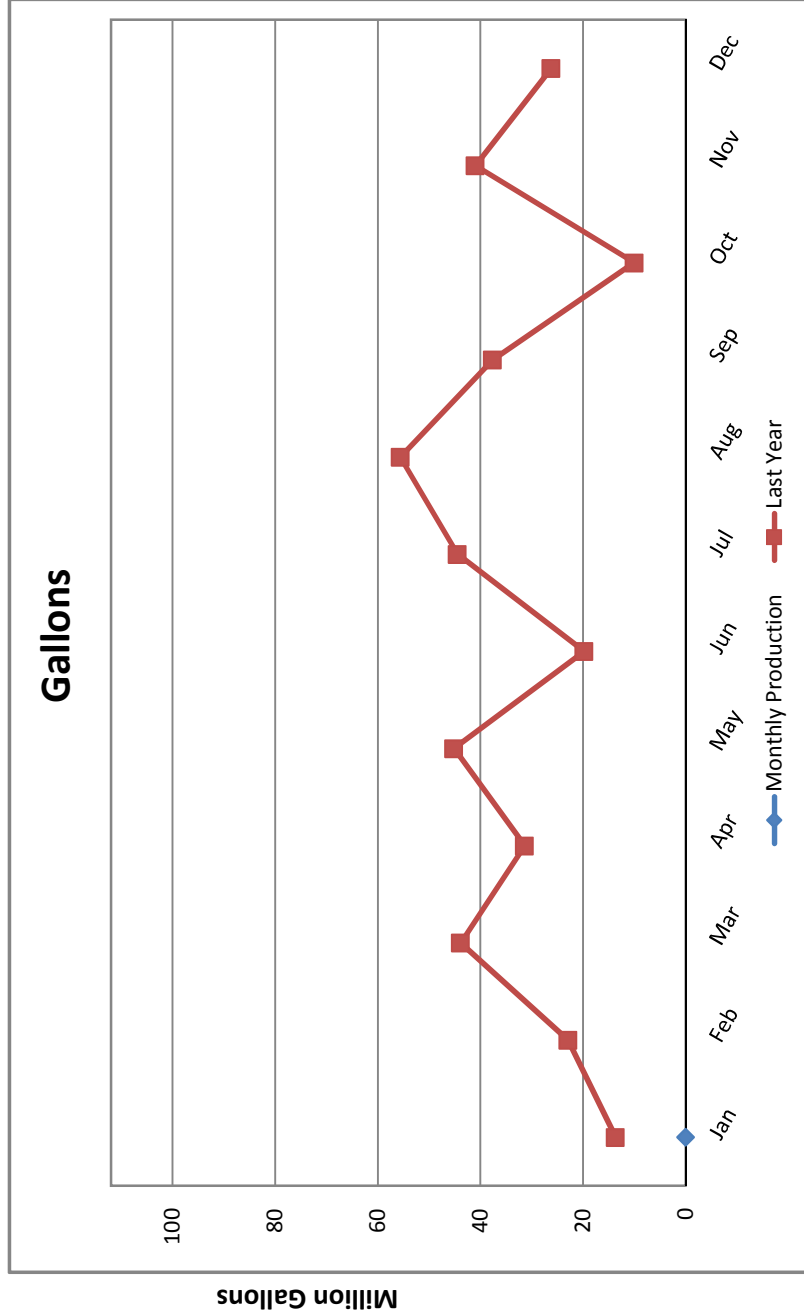
Well 4D Webb -- Jan. 2016  
(Well is offline)

**Selected Month Production**  
2,913 Gallons

Average GPM: 486

**Motor:**

Volts: 460  
 Volts (Rated): 460  
 RPM: 1775  
 RPM (Rated): 1775  
 Amps A: 225  
 Amps A (Rated): 225  
 Amps B: 225  
 Amps B (Rated): 225  
 Amps C: 225  
 Amps C (Rated): 225  
 Motor Temp: F  
 Hour Meter: 240.00  
 KW Hour Total: 240.00





## Elk Grove Water District

### Monthly Production

Well 11D Dino -- Jan. 2016

**Selected Month Production**  
37,661,654 Gallons

Average GPM:  
1,700

**Motor:**

Volts: 485  
Volts (Rated): 460  
RPM: 1935  
RPM (Rated): 1775  
Amps A: 194  
Amps A (Rated): 225  
Amps B: 194  
Amps B (Rated): 225  
Amps C: 196  
Amps C (Rated): 225

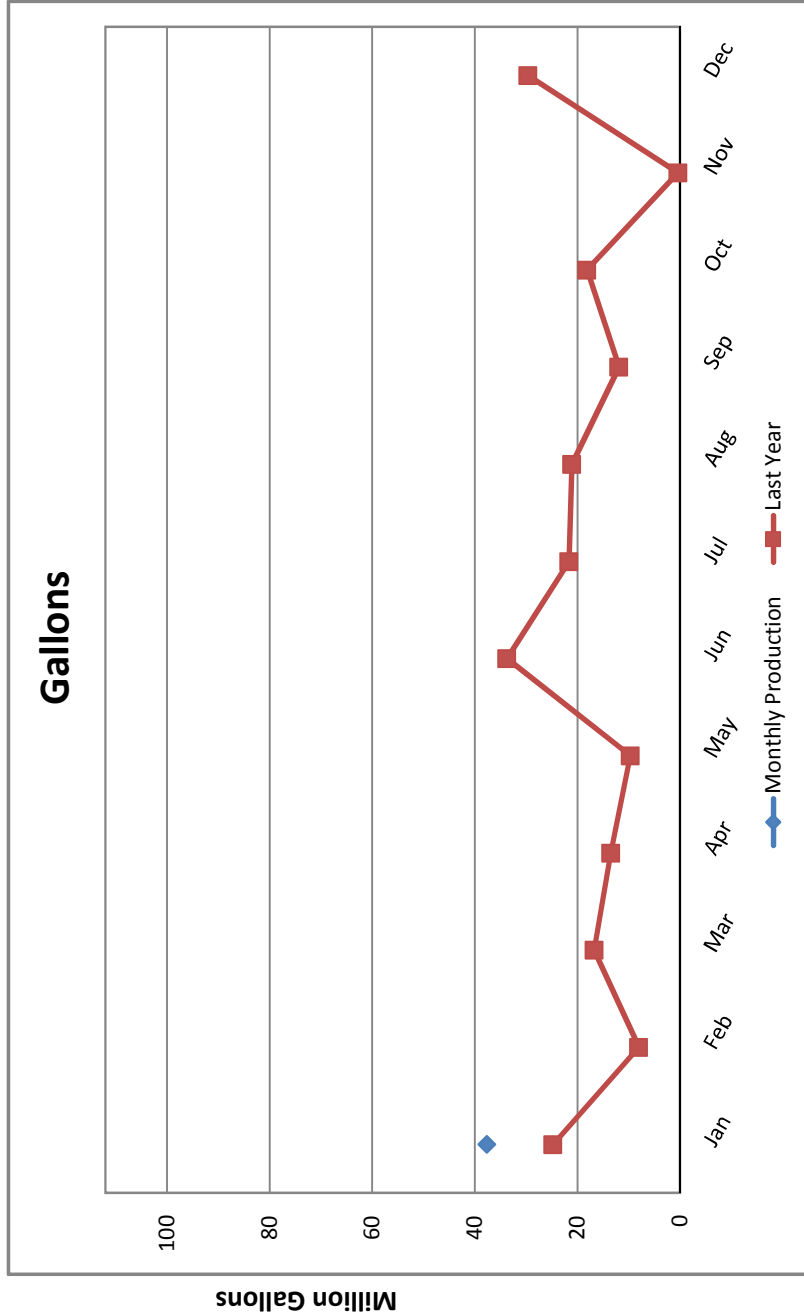
Motor Temp: 99.5 F  
Hour Meter: 369.10  
KW Hour Total: 51,780.00

**Chlorine:**

Dosing: 1.67 mg/L  
Demand: 0.73 mg/L  
Residual: 0.94 mg/L

**Vibration Reading:**

Base Line: 0.05 in/sec  
Current: 0.13 in/sec





# Elk Grove Water District

## Monthly Production

Well 14D Railroad -- Jan. 2016

**Selected Month Production**  
8,222,360 Gallons

Average GPM:  
1,599

**Motor:**

Volts: 479  
 Volts (Rated): 460  
 RPM: 2157  
 RPM (Rated): 1785  
 Amps A: 163  
 Amps A (Rated): 171  
 Amps B: 161  
 Amps B (Rated): 171  
 Amps C: 155  
 Amps C (Rated): 171

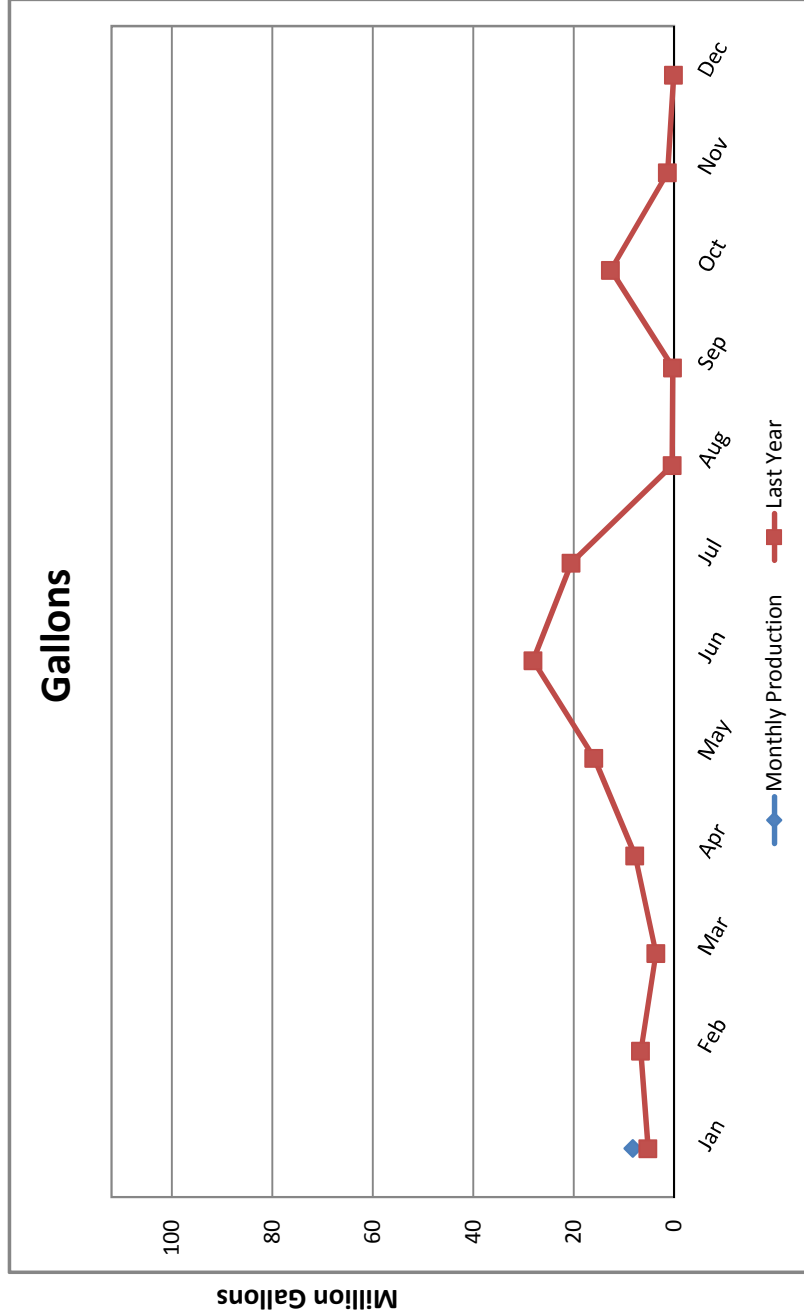
Motor Temp.: 94.4 F  
 Hour Meter: 85.70  
 KW Hour Total: 57,120.00  
 (KWH total is for the entire facility)

**Chlorine:**

Dosing: 1.7 mg/L  
 Demand: 0.78 mg/L  
 Residual: 0.92 mg/L

**Vibration Reading:**

Base Line: 0.02 in/sec  
 Current: 0.04 in/sec





## Elk Grove Water District

### Monthly Production

Well 3 Mar--Val -- Jan. 2016

**Selected Month Production**  
90,000 Gallons

Average GPM: 882

**Motor:**

Volts: 484  
 Volts (Rated): 460  
 RPM: 2012  
 RPM (Rated): 1770  
 Amps A: 88  
 Amps A (Rated): 88  
 Amps B: 86  
 Amps B (Rated): 88  
 Amps C: 88  
 Amps C (Rated): 88

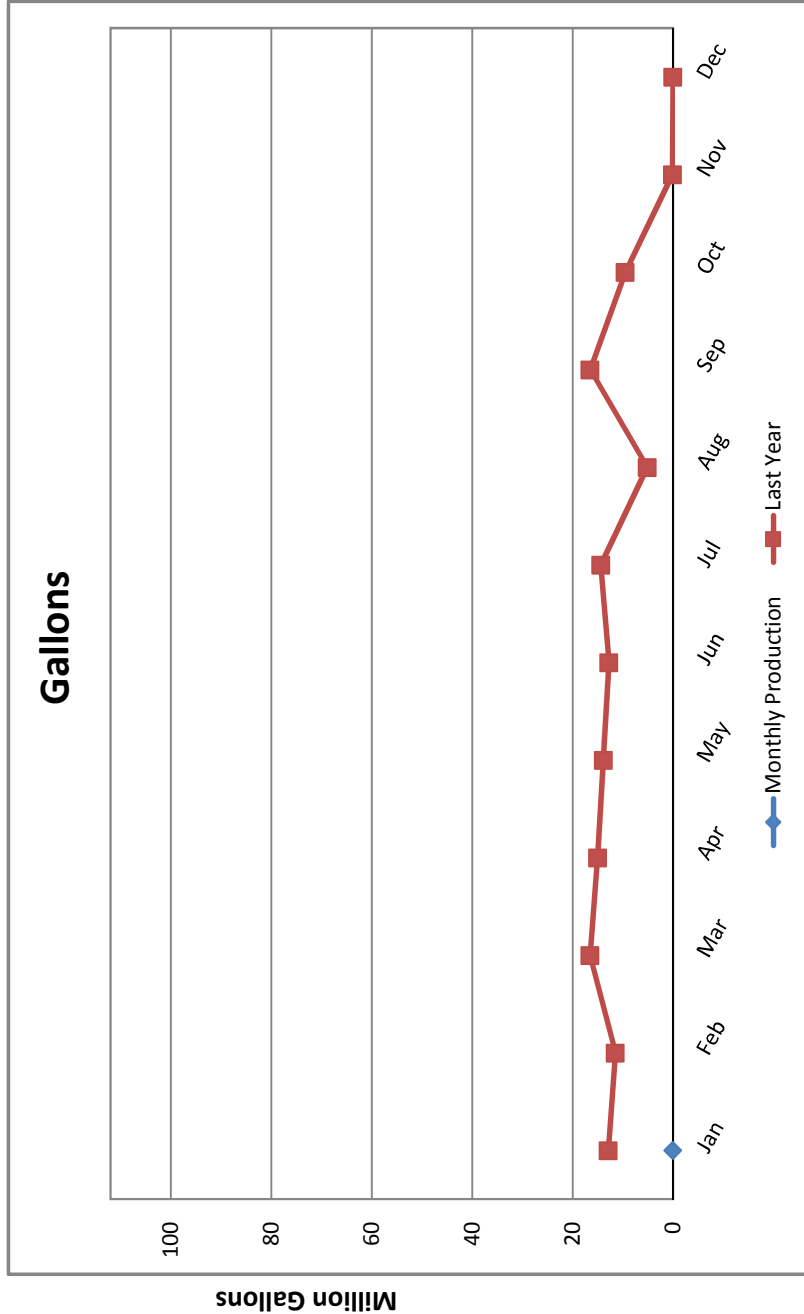
Motor Temp.: 157.4 F  
 Hour Meter: 1.70  
 KW Hour Total: 182.00

**Chlorine:**

Dosing: 0.8 mg/L  
 Demand: 0.06 mg/L  
 Residual: 0.74 mg/L

**Vibration Reading:**

Base Line: 0.02 in/sec  
 Current: 0.02 in/sec







# Elk Grove Water District

## Monthly Production

Well 8 Williamson -- Jan. 2016

**Selected Month Production**  
79,000 Gallons

Average GPM: 774

**Motor:**

- Volts: 463
- Volts (Rated): 460
- RPM: 1972
- RPM (Rated): 1780
- Amps A: 86
- Amps A (Rated): 87
- Amps B: 84
- Amps B (Rated): 87
- Amps C: 85
- Amps C (Rated): 87

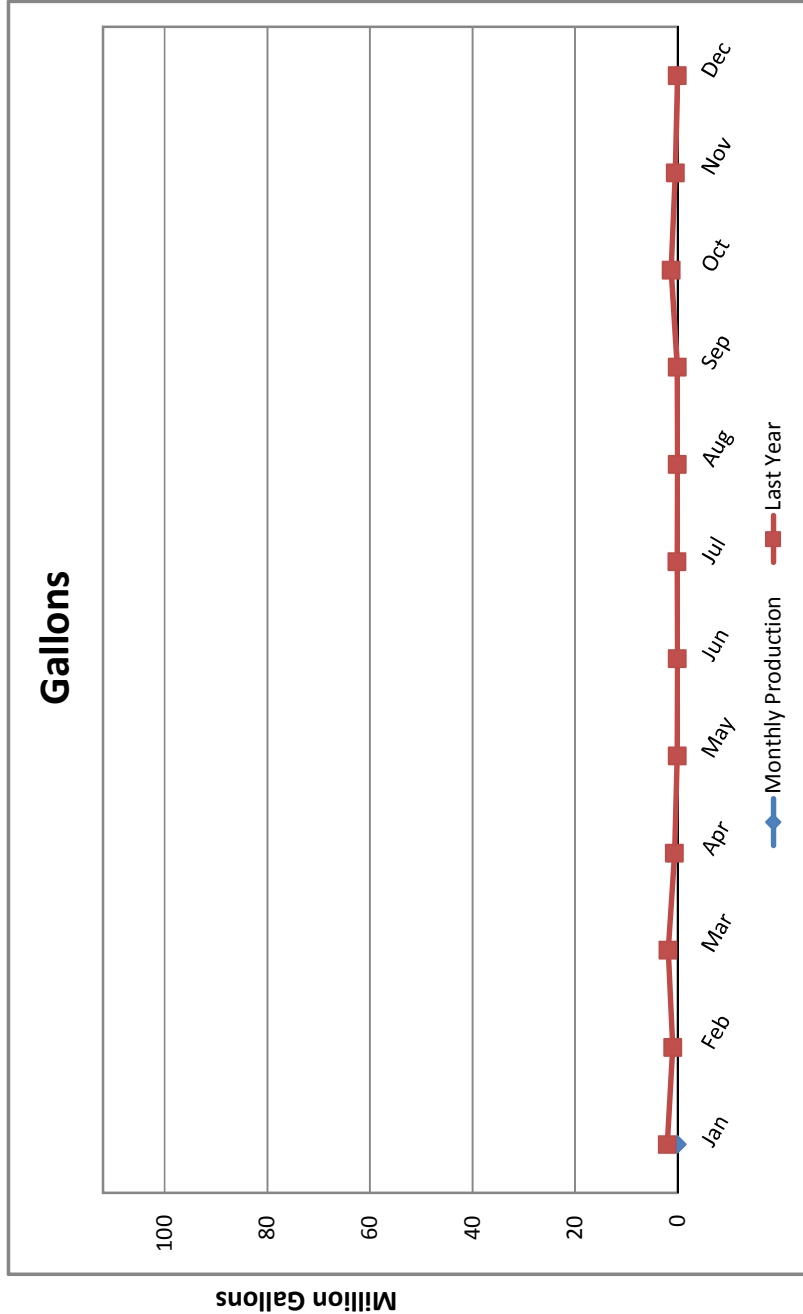
- Motor Temp.: 157.4 F
- Hour Meter: 1.70
- KW Hour Total: 174.00

**Chlorine:**

- Dosing: 0.99 mg/L
- Demand: 0.07 mg/L
- Residual: 0.92 mg/L

**Vibration Reading:**

- Base Line: 0.03 in/sec
- Current: 0.01 in/sec





## Elk Grove Water District

### Monthly Production

Well 9 Polhemus -- Jan. 2016  
(Submersible)

**Selected Month Production**  
49,000 Gallons

**Average GPM:** 480

**Motor:**

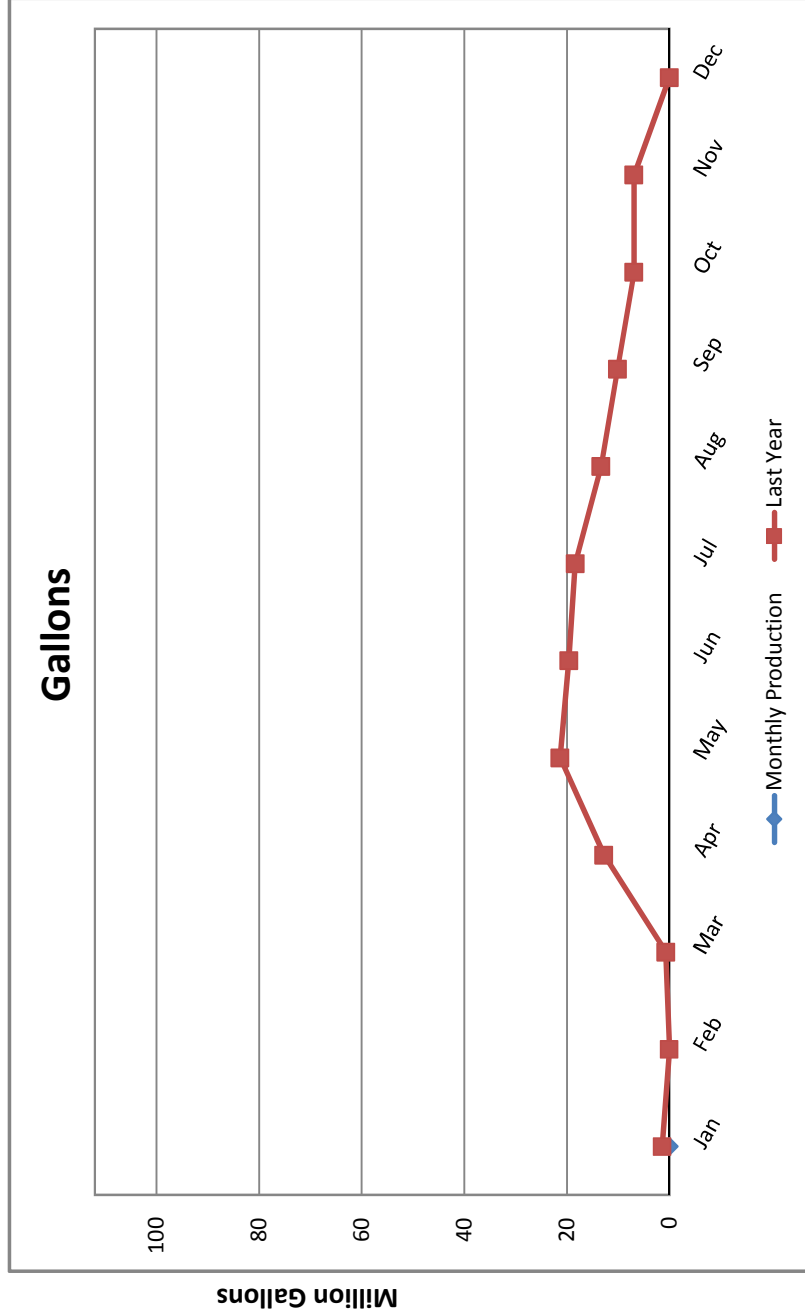
Volts: 482  
Volts (Rated): 460

Amps A: 58  
Amps A (Rated): 65  
Amps B: 57  
Amps B (Rated): 65  
Amps C: 61  
Amps C (Rated): 65

Hour Meter: 1.70  
KW Hour Total: 213.00

**Chlorine:**

Dosing: 2.06 mg/L  
Demand: 1.11 mg/L  
Residual: 0.95 mg/L







## Elk Grove Water District

### Monthly Production

Well 13 Hampton -- Jan. 2016  
(Well is offline)

**Selected Month Production**  
0 Gallons

Average GPM: 0

**Motor:**

Volts: 460  
 Volts (Rated): 460  
 RPM: 1785  
 RPM (Rated): 1785  
 Amps A: 142  
 Amps A (Rated): 142  
 Amps B: 142  
 Amps B (Rated): 142  
 Amps C: 142  
 Amps C (Rated): 142

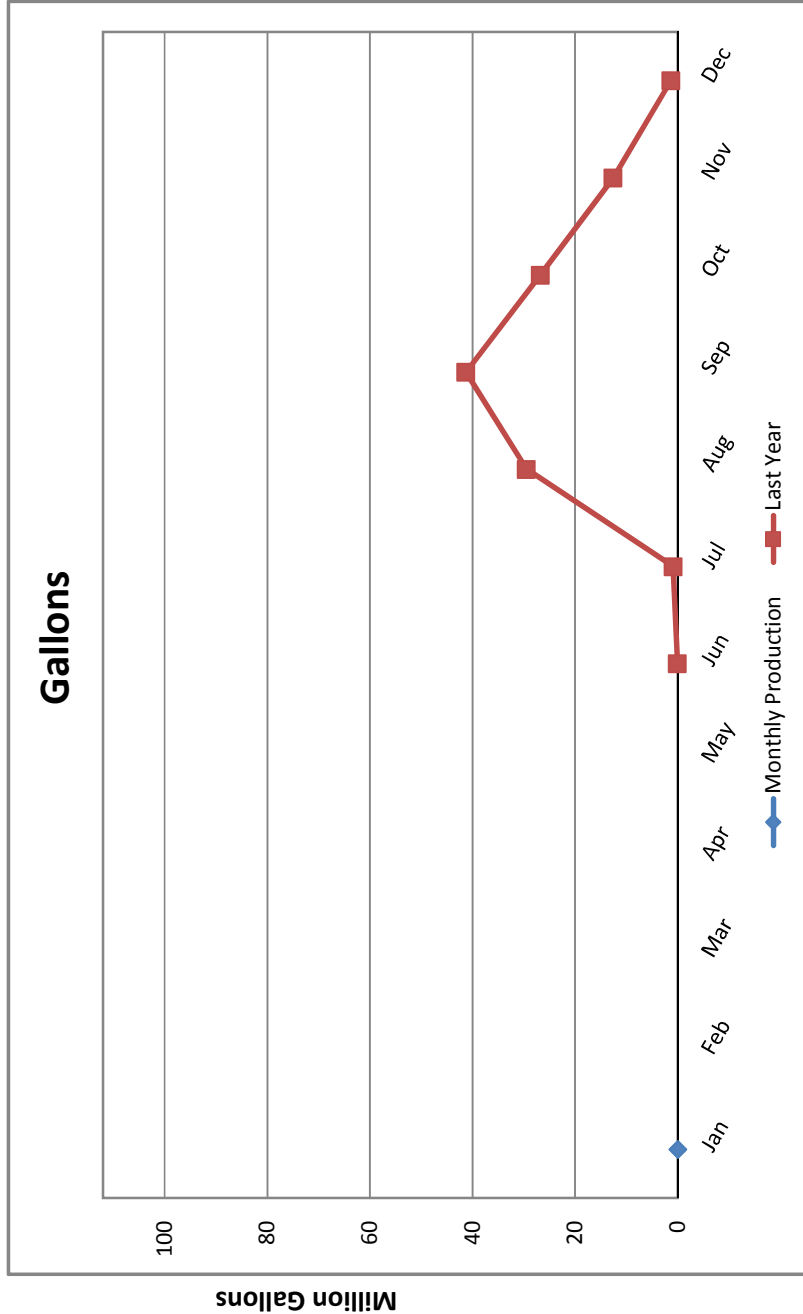
Motor Temp.: 0.00  
 Hour Meter: 0.00  
 KW Hour Total: 0.00

**Chlorine:**

Dosing: 0 mg/L  
 Demand: 0 mg/L  
 Residual: 0.29 mg/L

**Vibration Reading:**

Base Line: 0.02 in/sec  
 Current:





# Elk Grove Water District

## Combined Total Production

Service Area 1

Jan-2016

**Current Month Production:**

54,579,679 Gallons

**Highest Day Demand of the Month:**

2,000,000

**Date of Occurrence**

11-Jan-16

**Highest Day Demand of the Calendar Year:**

2,000,000

**Date of Occurrence**

11-Jan-16

**"Water Year" Rainfall: (Oct-15 to Sep-16)**

Current Month:

5.44 in

Year To Date:

8.88 in

**"Water Year" Rainfall: (Oct-14 to Sep-15)**

January 2015

0.00 in

Year To Date:

10.38 in

Last Year Total:

15.45 in

**Temperature:**

This Month High

64 F

This Month Low

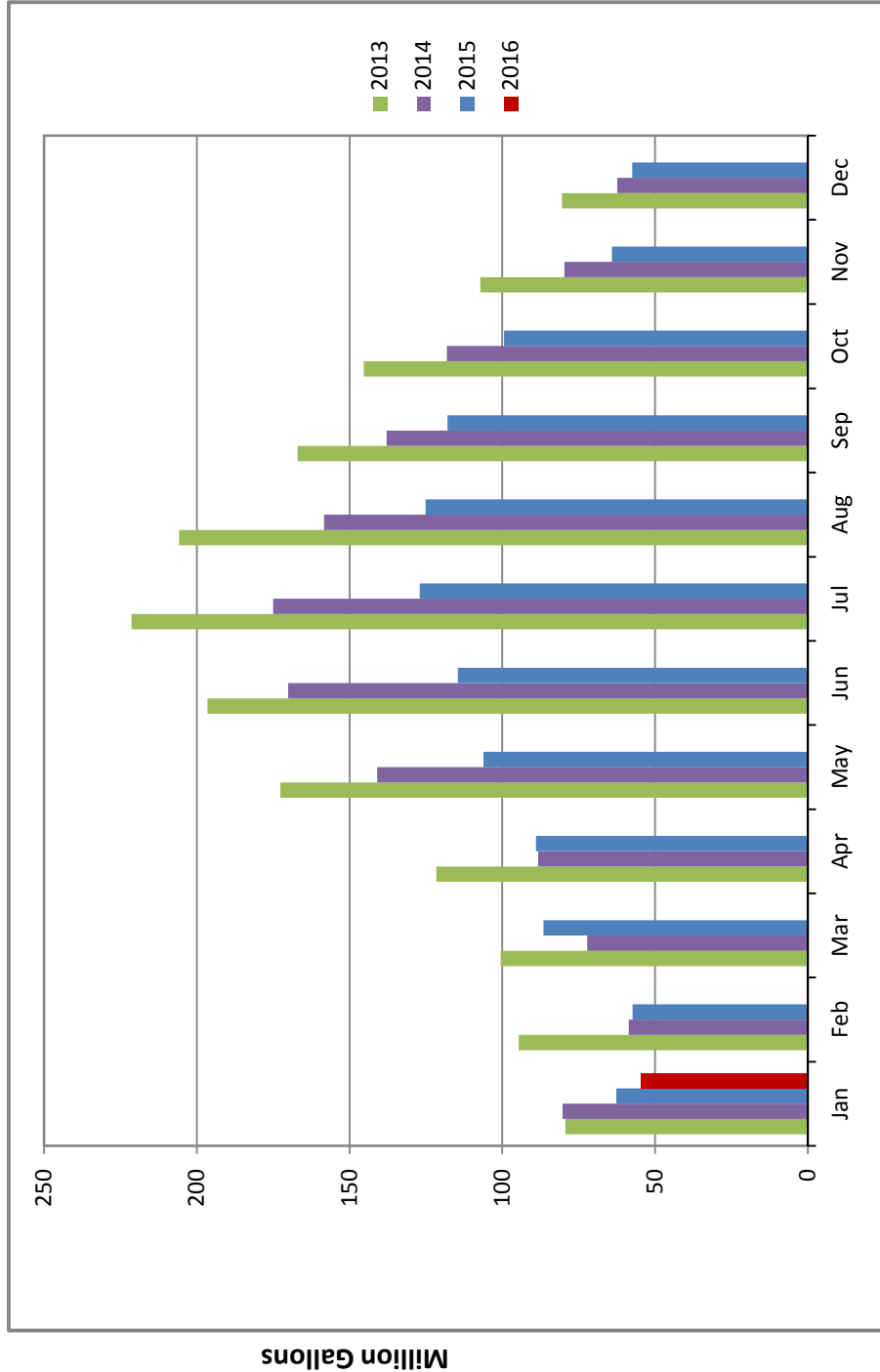
31 F

JAN-15 High

74 F

JAN-15 Low

28 F

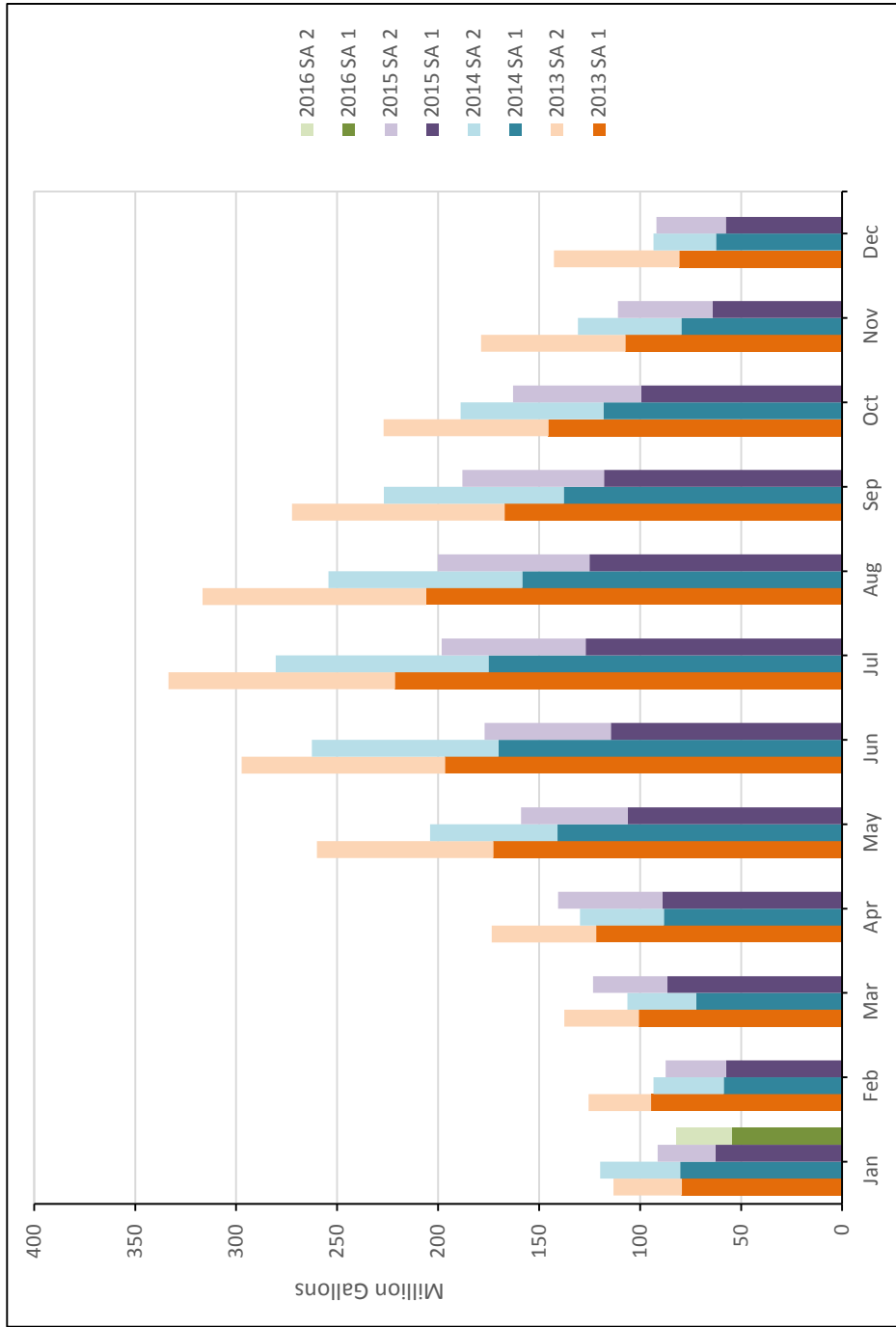




# Elk Grove Water District

## Total Demand/Production

Jan-2016



**Current Month Demand/Production:**  
82,096,355 Gallons

**Reduction From Jan. 2013:** 19.53%

**GPCD:** 59.8 Gallons per Day

**R-GPCD:** 50.3 Gallons per Day

**Service Area 1**

**Active Connections:** 7,894

**Current Month Demand/Production:**  
54,579,679 Gallons

**GPCD:** 61.9 Gallons per Day

**R-GPCD:** 51.4 Gallons per Day

**Service Area 2**

**Active Connections:** 4,265

**Current Month Demand/Production:**  
27,516,676 Gallons

**GPCD:** 56.1 Gallons per Day

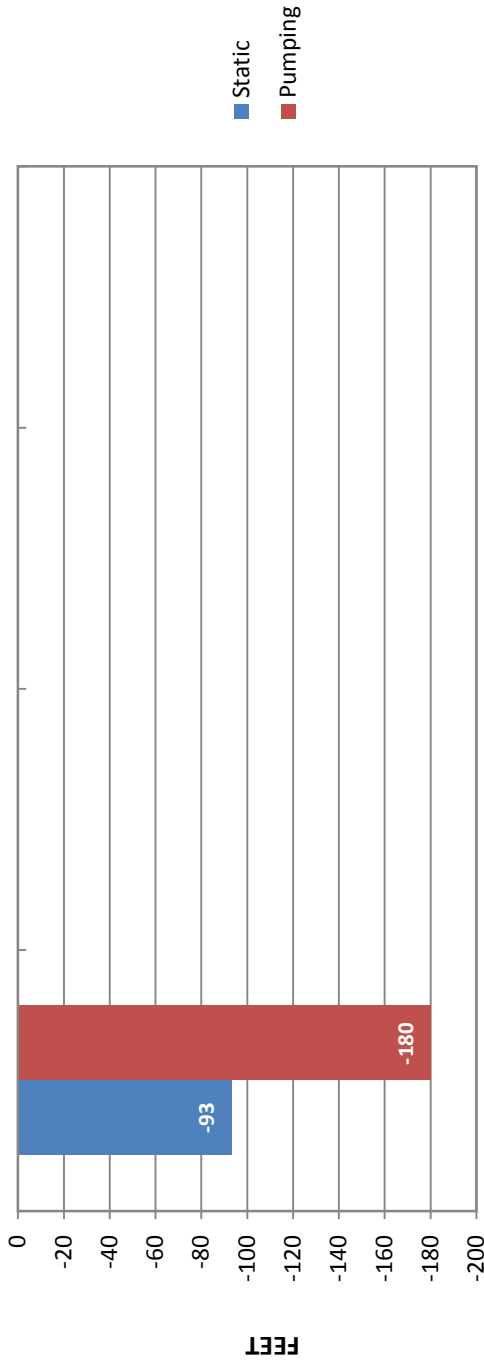
**R-GPCD:** 49.4 Gallons per Day



# Elk Grove Water District

## Static and Pumping Levels

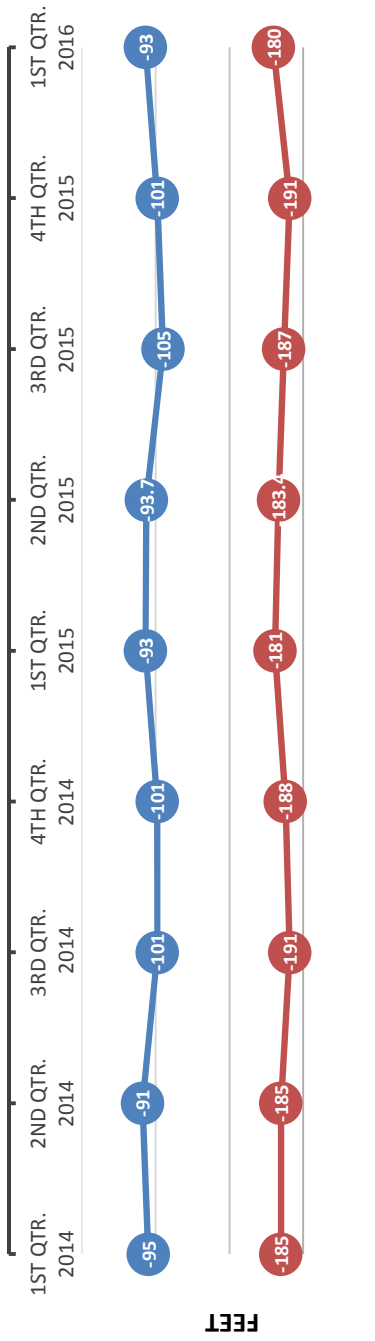
Well 1D School St



### Latest Well Sounding

**Static:** 93 Ft  
**Pumping:** 180 Ft  
**Drawdown:** 87 Ft  
**GPM:** 1,833.00  
**Specific Capacity:** 21.069

### Sounding Quarter/Year



### Latest Sand Tester Results:

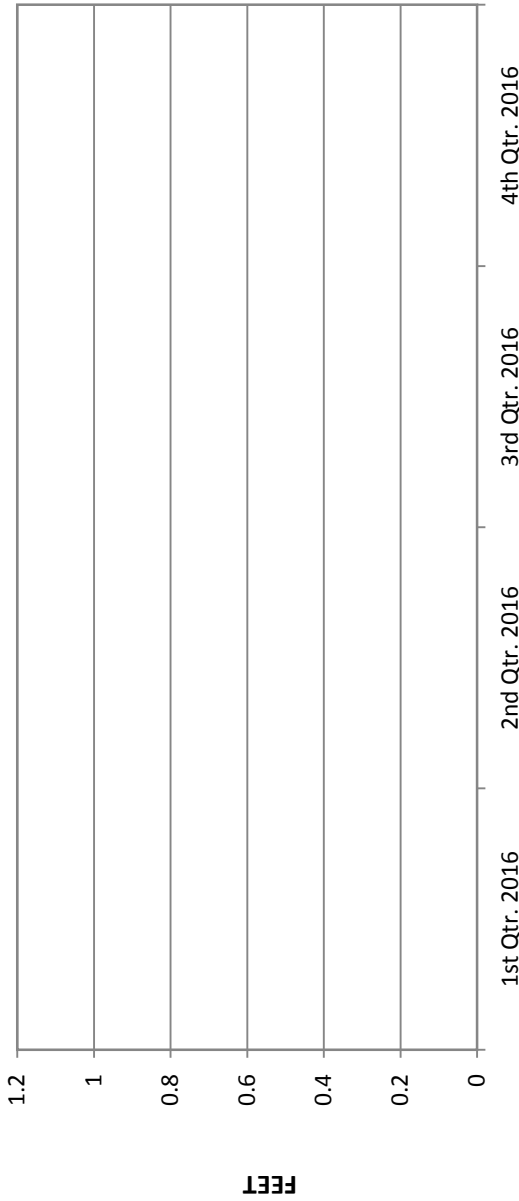
15 Min: < 5 ppm



# Elk Grove Water District

## Static and Pumping Levels

Well 4D Webb St



### Latest Well Sounding

Static: 128.5 Ft

Pumping: 205 Ft

Drawdown: 76.5 Ft

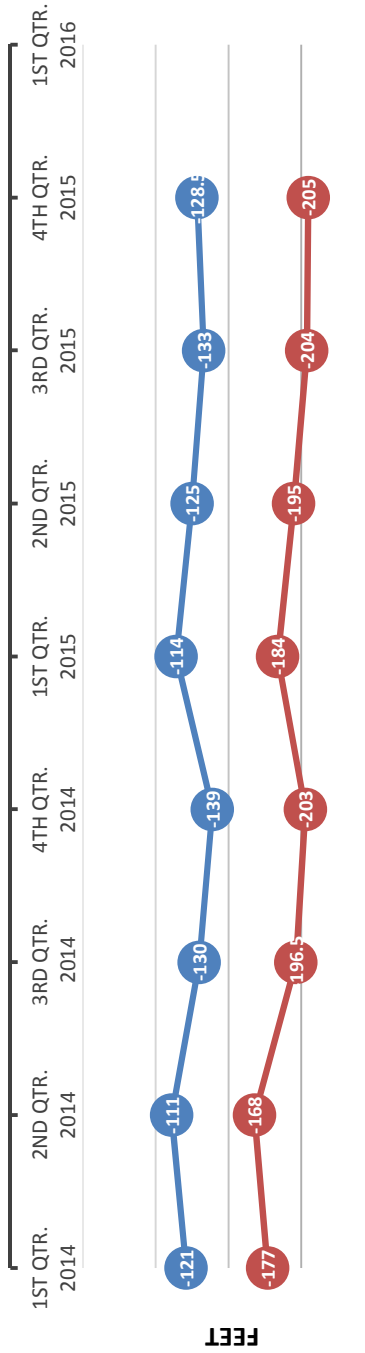
GPM: 1,613.00

Specific Capacity: 21.085

### Latest Sand Tester Results:

15 Min: < 5 ppm

### Sounding Quarter/Year

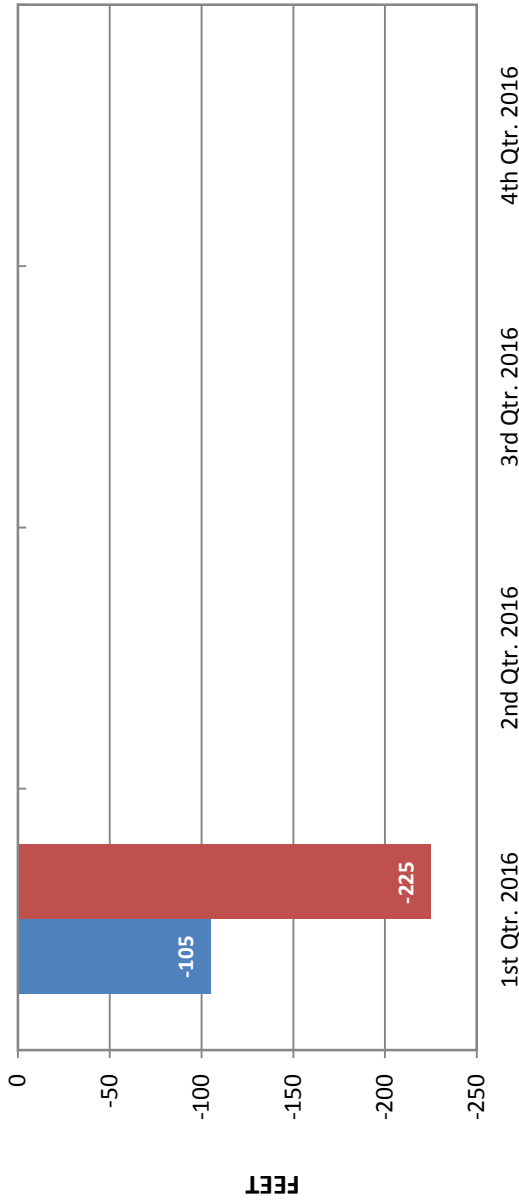




# Elk Grove Water District

## Static and Pumping Levels

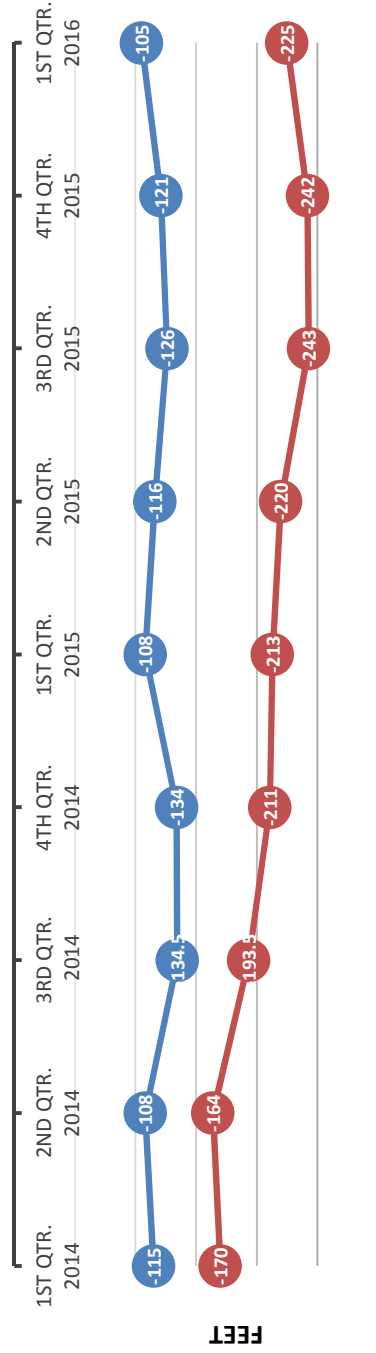
Well 11D Dino



### Latest Well Sounding

Static: 105 Ft  
 Pumping: 225 Ft  
 Drawdown: 120 Ft  
 GPM: 1,698.00  
 Specific Capacity: 14.150

### Sounding Quarter/Year



### Latest Sand Tester Results:

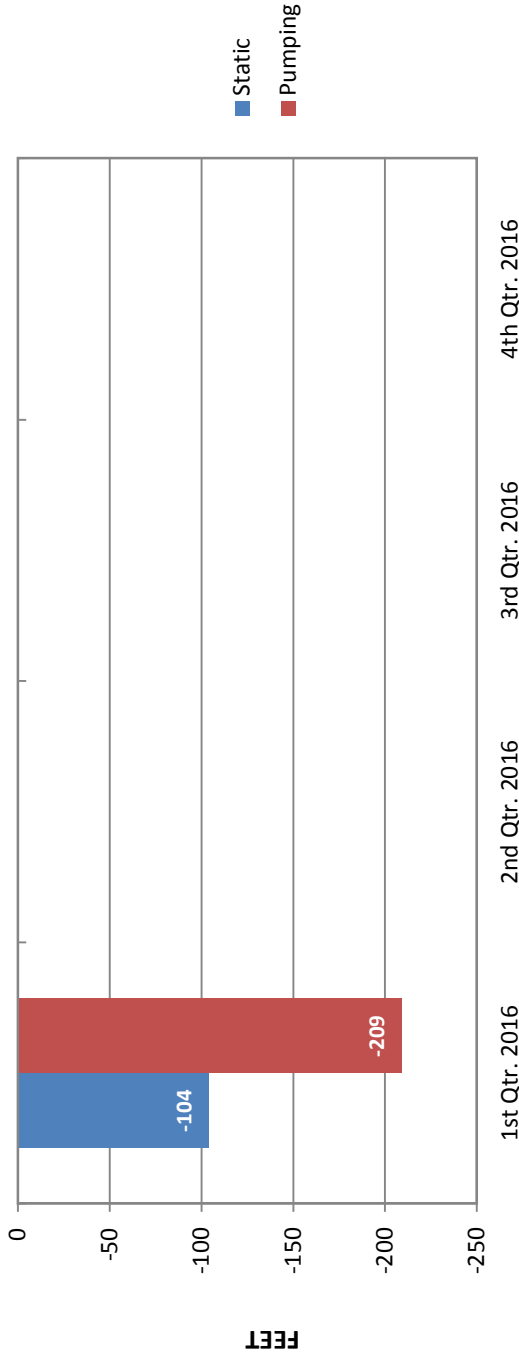
15 Min: < 5 ppm



# Elk Grove Water District

## Static and Pumping Levels

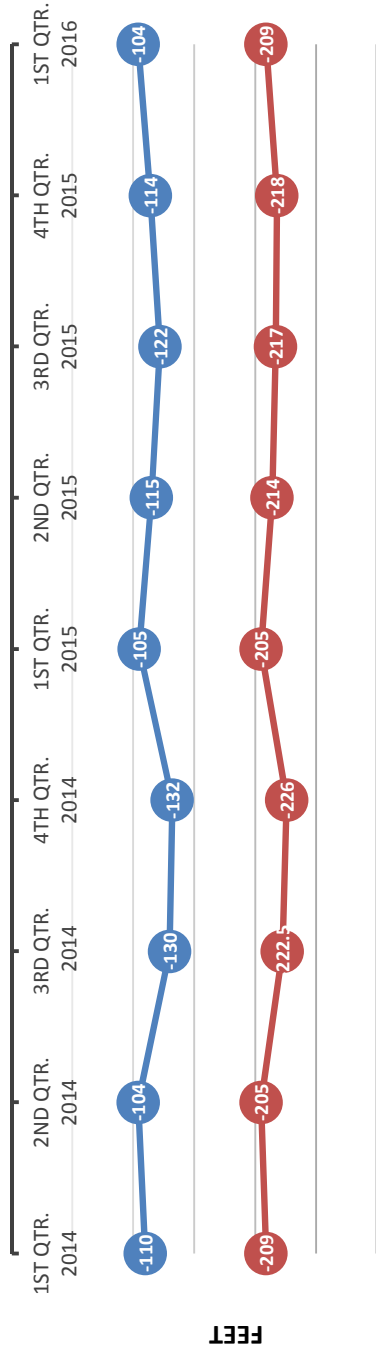
Well 14D Railroad



### Latest Well Sounding

**Static:** 104 Ft  
**Pumping:** 209 Ft  
**Drawdown:** 105 Ft  
**GPM:** 1,626.00  
**Specific Capacity:** 15.486

### Sounding Quarter/Year



### Latest Sand Tester Results:

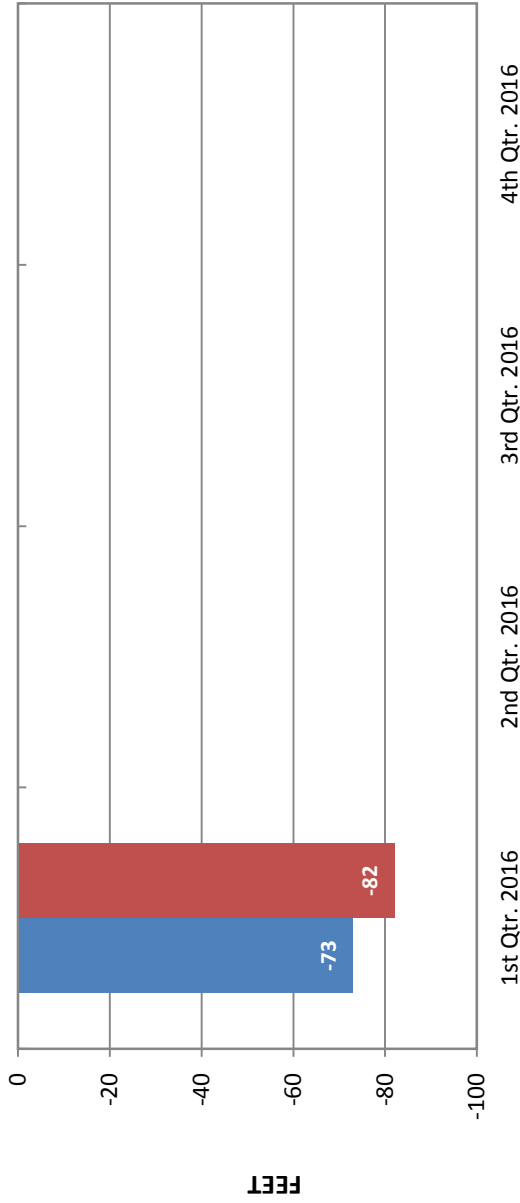
15 Min: < 5 ppm



# Elk Grove Water District

## Static and Pumping Levels

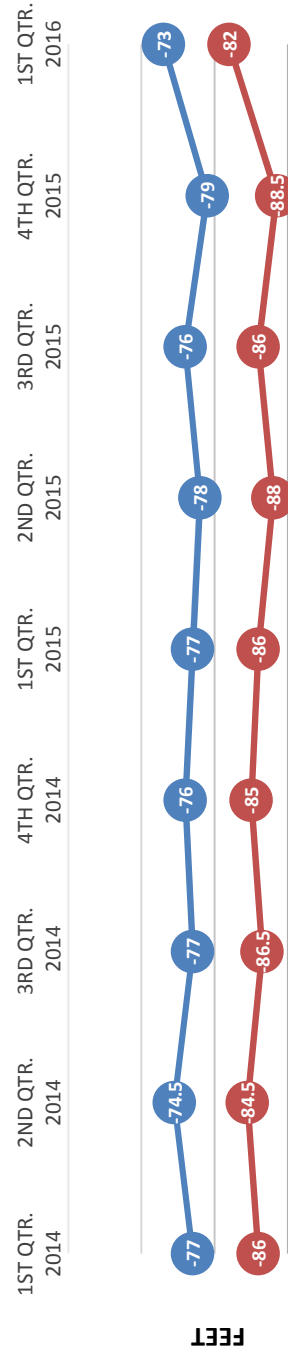
Well 3 Mar-Val



### Latest Well Sounding

Static: 73 Ft  
 Pumping: 82 Ft  
 Drawdown: 9 Ft  
 GPM: 900.00  
 Specific Capacity: 100.000

### Sounding Quarter/Year



### Latest Sand Tester Results:

15 Min: < 5 ppm

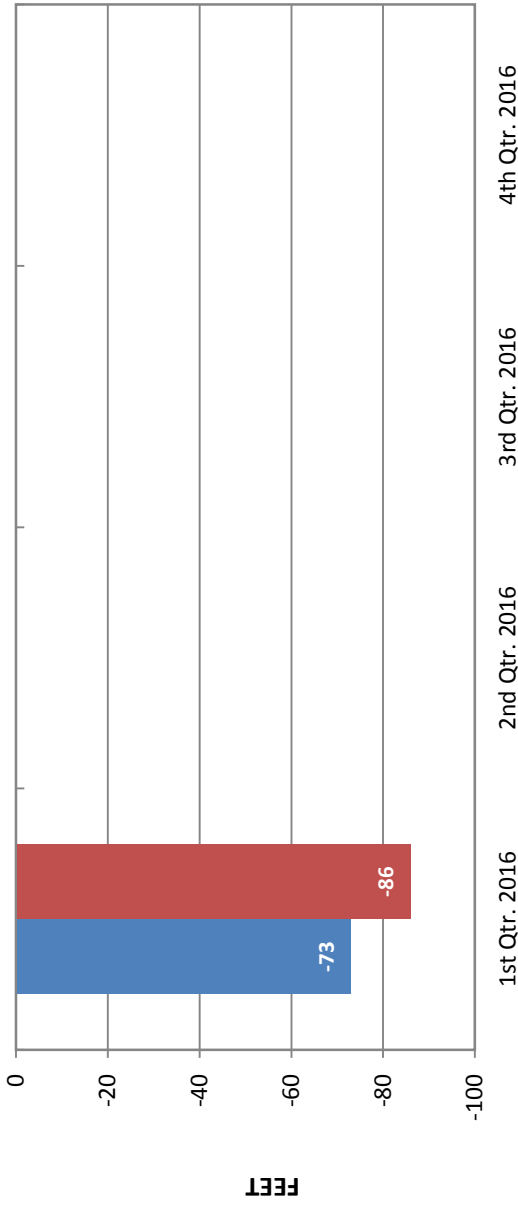




# Elk Grove Water District

## Static and Pumping Levels

Well 8 Williamson



### Latest Well Sounding

Static: 73 Ft

Pumping: 86 Ft

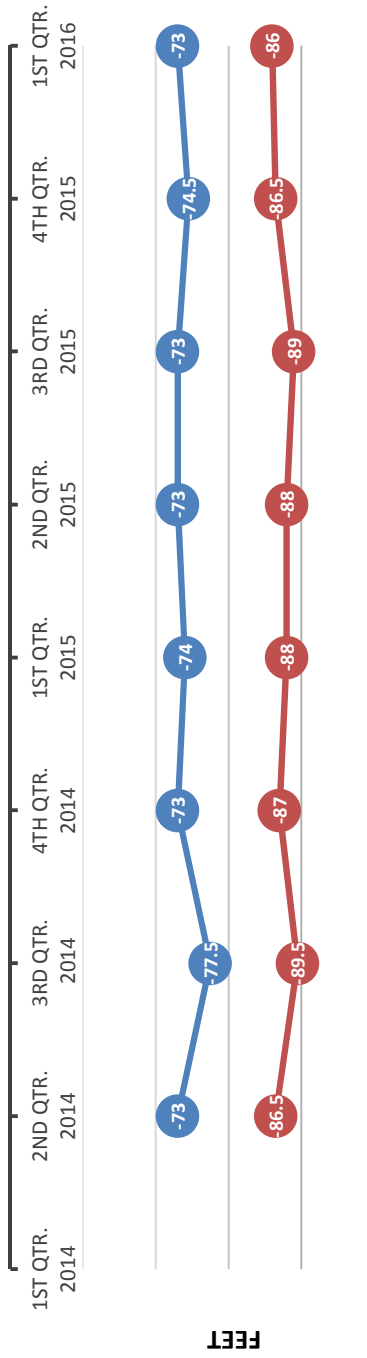
Drawdown: 13 Ft

GPM: 790.00

Specific Capacity: 60.769

■ Static  
■ Pumping

### Sounding Quarter/Year



### Latest Sand Tester Results:

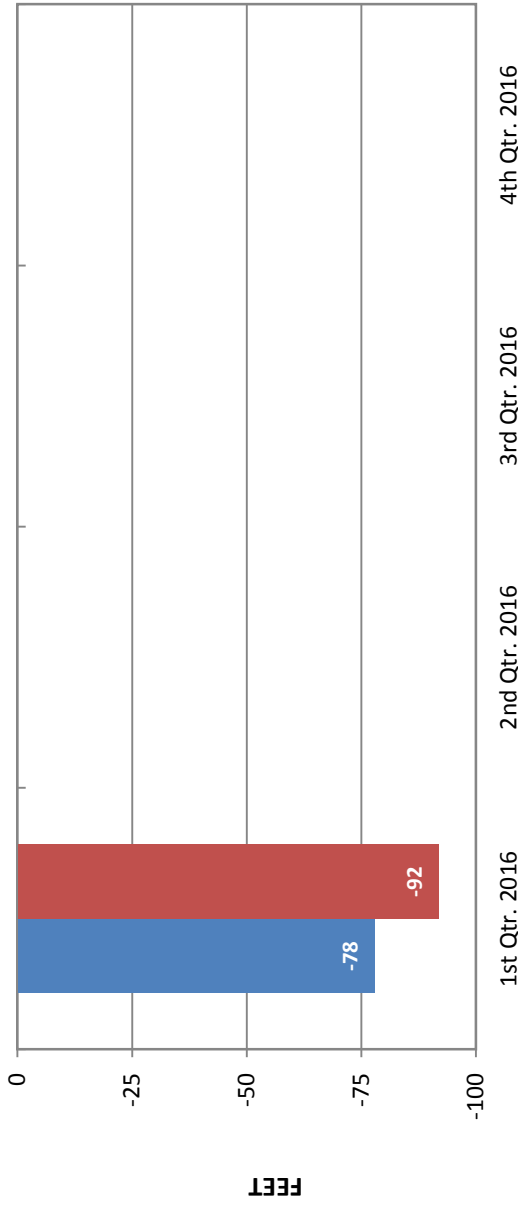
15 Min: < 5 ppm



# Elk Grove Water District

## Static and Pumping Levels

Well 9 Polhemus

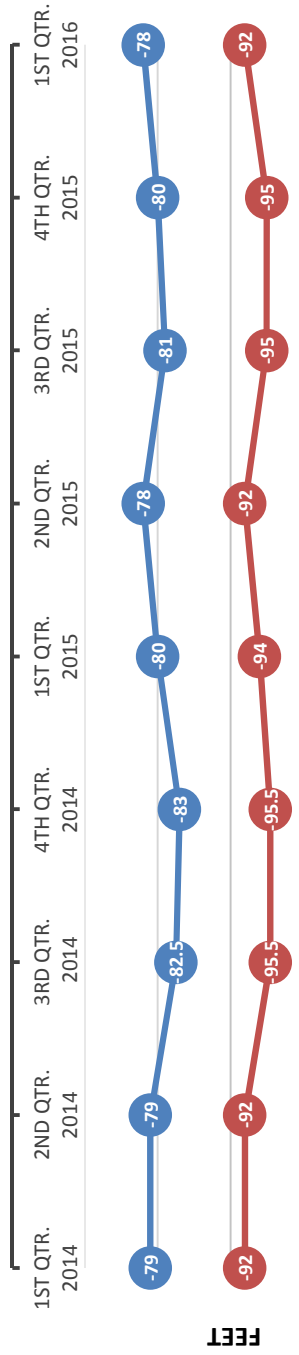


### Latest Well Sounding

Static: 78 Ft  
 Pumping: 92 Ft  
 Drawdown: 14 Ft  
 GPM: 490.00  
 Specific Capacity: 35.000

■ Static  
 ■ Pumping

### Sounding Quarter/Year



### Latest Sand Tester Results:

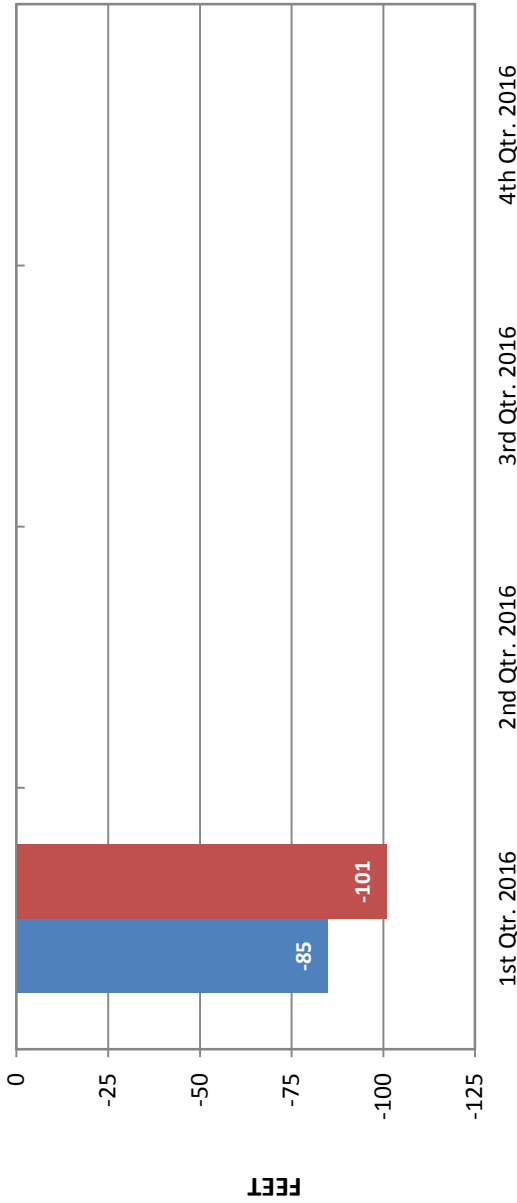
15 Min: < 5 ppm



# Elk Grove Water District

## Static and Pumping Levels

Well 13 Hampton



■ Static  
■ Pumping

### Latest Well Sounding

**Static:** 85 Ft  
**Pumping:** 101 Ft  
**Drawdown:** 16 Ft  
**GPM:** 990.00  
**Specific Capacity:** 61.875

1ST QTR. 2014 2ND QTR. 2014 3RD QTR. 2014 4TH QTR. 2014 1ST QTR. 2015 2ND QTR. 2015 3RD QTR. 2015 4TH QTR. 2015 1ST QTR. 2016

### Sounding Quarter/Year



### Latest Sand Tester Results:

15 Min: < 5 ppm

**Monthly Sample Report - January 2016  
Water System: Elk Grove Water System**

Sampling Point: 01 - 8693 W. Camden			
Sample Date	Sample Class	Sample Name	Collection Occurrence
1/5/2016	Distribution System	Bacteriological	Week
1/12/2016	Distribution System	Bacteriological	Week
1/20/2016	Distribution System	Bacteriological	Week
1/26/2016	Distribution System	Bacteriological	Week
1/12/2016	Distribution System	TTHM's & HAA5	Quarterly

Sampling Point: School Well 01D - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
1/26/2016	Source Water	3 mo - Bacteriological	Quarterly
1/26/2016	Source Water	3 mo - Fe,Mn,As Total	Quarterly
1/26/2016	Source Water	3 mo - Fe,Mn,As Dissolved	Quarterly
1/26/2016	Source Water	1yr Nitrate & Nitrite as N	Annually

Sampling Point: 02 - 9425 Emerald Vista			
Sample Date	Sample Class	Sample Name	Collection Occurrence
1/5/2016	Distribution System	Bacteriological	Week
1/12/2016	Distribution System	Bacteriological	Week
1/20/2016	Distribution System	Bacteriological	Week
1/26/2016	Distribution System	Bacteriological	Week
1/12/2016	Distribution System	TTHM's & HAA5	Quarterly

Sampling Point: Mar-Val Well 3 Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence

Sampling Point: 03 - 8809 Valley Oak			
Sample Date	Sample Class	Sample Name	Collection Occurrence
1/5/2016	Distribution System	Bacteriological	Week
1/12/2016	Distribution System	Bacteriological	Week
1/20/2016	Distribution System	Bacteriological	Week
1/26/2016	Distribution System	Bacteriological	Week

Sampling Point: Webb Well 04D - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence

Sampling Point: 04 - 10122 Glacier Point			
Sample Date	Sample Class	Sample Name	Collection Occurrence
1/5/2016	Distribution System	Bacteriological	Week
1/12/2016	Distribution System	Bacteriological	Week
1/20/2016	Distribution System	Bacteriological	Week
1/26/2016	Distribution System	Bacteriological	Week

Sampling Point: 05 - 9230 Amsden Ct.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
1/5/2016	Distribution System	Bacteriological	Week
1/12/2016	Distribution System	Bacteriological	Week
1/20/2016	Distribution System	Bacteriological	Week
1/26/2016	Distribution System	Bacteriological	Week

Sampling Point: 06 - 9227 Rancho Dr.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
1/5/2016	Distribution System	Bacteriological	Week
1/12/2016	Distribution System	Bacteriological	Week
1/20/2016	Distribution System	Bacteriological	Week
1/26/2016	Distribution System	Bacteriological	Week

Sampling Point: 07 - AI Gates Park Mainline Dr.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
1/5/2016	Distribution System	Bacteriological	Week
1/12/2016	Distribution System	Bacteriological	Week
1/20/2016	Distribution System	Bacteriological	Week
1/26/2016	Distribution System	Bacteriological	Week

Sampling Point: Williamson Well 8 Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence

Sampling Point: 09 - 9436 Hollow Springs Wy.			
--	--	--	--

Sample Date	Sample Class	Sample Name	Collection Occurrence
1/5/2016	Distribution System	Bacteriological	Week
1/12/2016	Distribution System	Bacteriological	Week
1/20/2016	Distribution System	Bacteriological	Week
1/26/2016	Distribution System	Bacteriological	Week
1/12/2016	Distribution System	TTHM's & HAA5	Quarterly

Sampling Point: Polhemus Well 9 Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence

Sampling Point: 09 - 8417 Blackman Wy.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
1/5/2016	Distribution System	Bacteriological	Week
1/12/2016	Distribution System	Bacteriological	Week
1/20/2016	Distribution System	Bacteriological	Week
1/26/2016	Distribution System	Bacteriological	Week
12/29/2015	Distribution System	Bacteriological	Week

Sampling Point: 10 - 9373 Oreo Ranch Cir.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
1/5/2016	Distribution System	Bacteriological	Week
1/12/2016	Distribution System	Bacteriological	Week
1/20/2016	Distribution System	Bacteriological	Week
1/26/2016	Distribution System	Bacteriological	Week
12/29/2015	Distribution System	Bacteriological	Week

Sampling Point: Dino Well 11D - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
1/26/2016	Source Water	3 mo - Bacteriological	Quarterly
1/26/2016	Source Water	3 mo - Fe,Mn,As Total	Quarterly
1/26/2016	Source Water	3 mo - Fe,Mn,As Dissolved	Quarterly
1/26/2016	Source Water	1yr Nitrate & Nitrite as N	Annually

Sampling Point: Hampton Well 13 - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence

1/8/2016	Source Water	Fe, Mn, As Total	Once for CIP Investigation
1/8/2016	Source Water	Fe, Mn, As Dissolved	Once for CIP Investigation

**Sampling Point: Hampton WTP Effluent**

Sample Date	Sample Class	Sample Name	Collection Occurrence
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**Sampling Point: Hampton WTP Backwash Tank**

Sample Date	Sample Class	Sample Name	Collection Occurrence
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Sample Date	Sample Class	Sample Name	Collection Occurrence
1/26/2016	Source Water	3 mo - Bacteriological	Quarterly
1/26/2016	Source Water	3 mo - Fe, Mn, As Total	Quarterly
1/26/2016	Source Water	3 mo - Fe, Mn, As Dissolved	Quarterly
1/26/2016	Source Water	1yr Nitrate & Nitrite as N	Annually

**Sampling Point: Railroad WTP Effluent**

Sample Date	Sample Class	Sample Name	Collection Occurrence
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1/12/2016	Treated Plant Effluent	WTP Eff - Fe, Mn, As, Al Total	Month
1/12/2016	Treated Plant Effluent	WTP Eff - Fe, Mn, As, Al Dissolved	Month

**Sampling Point: Special Distribution/Construction Samples**

Sample Date	Sample Class	Sample Name	Collection Description
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1/12/2016	Distribution System	8815 Orton St.	Main Valve Installation
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<u>Colors</u>	<u>Monthly Total</u>	<u>Yearly Total</u>
Black = Scheduled	55	55
Green = Unscheduled	5	5
Red = Incomplete Sample	0	0





February 8, 2016

State Water Resources Control Board  
Division of Drinking Water  
Drinking Water Field Operations Branch  
P.O. Box 997377, MS 7418  
1616 Capitol Avenue  
Sacramento, CA 95899-7377

**MONTHLY SUMMARY OF DISTRIBUTION SYSTEM COLIFORM MONITORING**

Enclosed is the Monthly Summary of Distribution System Coliform Monitoring report from Elk Grove Water District for January 2016.

If you have any further questions, you may contact me at 916-687-3155 ext. 102.

A handwritten signature in blue ink, appearing to read "Steve Shaw", is written over a light blue horizontal line.

STEVE SHAW  
WATER TREATMENT FOREMAN



## MONTHLY SUMMARY OF DISTRIBUTION SYSTEM COLIFORM MONITORING (including triggered source monitoring for systems subject to the Groundwater Rule)

System Name <p style="text-align: center; font-size: 1.2em;">Elk Grove Water District</p>	System Number <p style="text-align: center; font-size: 1.2em;">3410008</p>
Sampling Period <p style="text-align: center; font-size: 1.2em; color: blue;">January</p>	Year <p style="text-align: center; font-size: 1.2em;">2016</p>

	Number Required	Number Collected	Number Total Coliform Positives	Number Fecal/ E.coli Positives
1. Routine Samples (see note 1)	<u>40</u>	<u>40</u>	<u>0</u>	<u>0</u>
2. Repeat Samples following Samples that are Total Coliform Positive and Fecal/E.coli <i>Negative</i> (see notes 5 and 6)		<u>0</u>	<u>0</u>	<u>0</u>
3. Repeat Samples following Routine Samples that are Total Coliform <i>Positive</i> and Fecal/E.coli Positive (see notes 5 and 6)		<u>0</u>	<u>0</u>	<u>0</u>
4. MCL Computation for Total Coliform Positive Samples				
a. Totals (sum of columns)		<u>0</u>	<u>0</u>	
b. If 40 or more samples collected in month, determine percent of samples that are total coliform positive [(total number positive/total number collected) x 100] =	<u>0</u>	%		
c. Is system in compliance...with fecal/E. coli MCL? (see notes 2 and 3)	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
...with monthly MCL? (see note 4)	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
5. Source Samples Triggered by Routine Samples that are Total Coliform Positive (This applies <b>only</b> to systems subject to the Groundwater Rule - see notes 7 and 8)		<u>0</u>	<u>0</u>	<u>0</u>
6. Invalidated Samples (Note what samples, if any, were invalidated; who authorized the invalidation; and when replacement samples were collected. Attach additional sheets, if necessary.)				
7. Summary Completed By: <b>Steve Shaw</b>				

Signature 	Title <p style="text-align: center; font-size: 1.2em;">Water Treatment Foreman</p>	Date <p style="text-align: center; font-size: 1.2em; color: blue;">2/8/2016</p>
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**NOTES AND INSTRUCTIONS:**

1. Routine samples include:
  - a. Samples required pursuant to 22 CCR Section 64423 and any additional samples required by an approved routine sample siting plan established pursuant to 22 CCR Section 64422.
  - b. Extra samples are required for systems collecting less than five routine samples per month that had one or more total coliform positives in previous month;
  - c. Extra samples for systems with high source water turbidities that are using surface water or groundwater under direct influence of surface water and do not practice filtration in compliance with regulations;
2. Note: For a repeat sample following a total coliform positive sample, any fecal/*E. coli* positive repeat (boxed entry) **constitutes an MCL violation and requires immediate notification to the Department** (22, CCR, Section 64426.1).
3. Note: For repeat sample following a fecal/*E. coli* positive sample, any total coliform positive repeat (boxed entry) **constitutes an MCL violation and requires immediate notification to the Department** (22, CCR, Section 64426.1).
4. Total coliform MCL (**Notify Department within 24 hours of MCL violation**):
  - a. For systems collecting less than 40 samples, if two or more samples are total coliform positive, then the MCL is violated.
  - b. For systems collecting 40 or more samples, if more than 5.0 percent of samples collected are total coliform positive, then the MCL is violated.
5. Positive results and their associated repeat samples are to be tracked on the Coliform Monitoring Worksheet.
6. Repeat samples must be collected within 24 hours of being notified of the positive results. For systems collecting more than one routine sample per month, three repeat samples must be collected for each total coliform positive sample. For systems collecting one or fewer routine samples per month, four repeat samples must be collected for each total coliform positive sample.
7. For systems subject to the Groundwater Rule: Positive results and the associated triggered source samples are to be tracked on the Coliform Monitoring Worksheet.
8. For triggered sample(s) required as a result of a total coliform routine positive sample, an *E. coli*, enterococci, or coliphage positive triggered sample (boxed entry) **requires immediate notification to the Department, Tier 1 public notification, and corrective action.**





February 8, 2016

Sacramento Regional County  
Sanitation District  
Environmental Specialist  
10060 Goethe Rd.  
Sacramento, Ca. 95827

### **MONTHLY COMPLIANCE REPORT**

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Enclosed is the Monthly Compliance Report Form from Elk Grove Water District for January 2016.

If you have any further questions, you may contact me at 916-687-3155 ext. 102.

A handwritten signature in blue ink, appearing to read "STEVE SHAW". The signature is fluid and cursive, with a long horizontal stroke at the beginning.

STEVE SHAW  
WATER TREATMENT FOREMAN





**COMPLIANCE REPORT FORM**

Attn: Thomas Martin	Wastewater Source Control Section
Phone # (916) 876-7378	Fax # (916) 876-6374
From: Steve Shaw	
<b>Company: Elk Grove Water Service</b>	<b>Permit# WTP010</b>

The following reports and information are attached (check all that apply):

Month:	1	Year:	2016
--------	---	-------	------

<input checked="" type="checkbox"/> Water use/flow meter report  <input type="checkbox"/> Monitoring results/analytical report	Railroad WTP: <input type="text" value="0"/> Hampton WTP: <input type="text" value="0"/>  <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%;">Date</th> <th style="width: 20%;">Time</th> <th style="width: 30%;">pH</th> </tr> </thead> <tbody> <tr> <td>Hampton WTP</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Railroad WTP</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>		Date	Time	pH	Hampton WTP	<input type="text"/>	<input type="text"/>	<input type="text"/>	Railroad WTP	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Date	Time	pH										
Hampton WTP	<input type="text"/>	<input type="text"/>	<input type="text"/>										
Railroad WTP	<input type="text"/>	<input type="text"/>	<input type="text"/>										

**Discharge Rate**

- Check the statement below that applies to this report:
- Based on a review of this facilities flow data, discharge rate limit was exceeded
  - I certify that this facility is in compliance with the discharge rate limit.
- Attached is a description of anticipated changes that may significantly alter the nature, quality, or volume of the wastewater discharged.
- Flow monitoring equipment certification (Flow or pH meter, etc.)
  - Other (describe)

**Domestic Calculation**

Domestic Usage	Number of Employees	Business Days per Month	Allowance (gallons per day)	Gallons
Production	2	17	25	850
Office	3	17	20	1020
Drivers/Field	19	17	5	1615
<b>Total</b>				<b>3485</b>

**Certification Statement**

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations".

SIGNATURE of Authorized Representative:

PRINTED NAME, TITLE: Steve Shaw      Water Treatment Foreman

(Name) (Title)

DATE: 2/8/2016



## Elk Grove Water District Monthly Waste Report January 2016

Date	Railroad WTP Waste Meter	Gallons	Hampton WTP Waste Meter	Gallons
1	10723761	0	81358	0
2	10723761	0	81358	0
3	10723761	0	81358	0
4	10723761	0	81358	0
5	10723761	0	81358	0
6	10723761	0	81358	0
7	10723761	0	81358	0
8	10723761	0	81358	0
9	10723761	0	81358	0
10	10723761	0	81358	0
11	10723761	0	81358	0
12	10723761	0	81358	0
13	10723761	0	81358	0
14	10723761	0	81358	0
15	10723761	0	81358	0
16	10723761	0	81358	0
17	10723761	0	81358	0
18	10723761	0	81358	0
19	10723761	0	81358	0
20	10723761	0	81358	0
21	10723761	0	81358	0
22	10723761	0	81358	0
23	10723761	0	81358	0
24	10723761	0	81358	0
25	10723761	0	81358	0
26	10723761	0	81358	0
27	10723761	0	81358	0
28	10723761	0	81358	0
29	10723761	0	81358	0
30	10723761	0	81358	0
31	10723761	0	81358	0

# Elk Grove Water District

## Preventative Maintenance Program

M.C.C. and Lab

Item	Quarterly			Annual			
	Refer.	1st	2nd	3rd	4th	Refer.	2016
Fume Hood	Sect: 1.1.1					Sect: 1.2.3	
Dulco-meter	Sect: 1.1.2						
M.C.C.						Sect: 1.2.1	
Circuit Breaker						Sect: 1.2.2	
C12 DPD Handheld	Sect: 1.1.3						

Initials	Date	W.O. #

Initials	Date	W.O. #

Initials	Date	W.O. #

Initials	Date	W.O. #

Year: 2016

# Elk Grove Water District

## Preventative Maintenance Program

Backwash System and Storage Tanks

Item	MONTHLY												Semi-annual		Annual			
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	2016	Refer.	2016	
Mag meter																		
Initials																		
Date																		
W.O. #																		
MCC																		
Initials																		
Date																		
W.O. #																		
Pressure Transducer																		
Initials																		
Date																		
W.O. #																		
Backwash Tank																		
Initials																		
Date																		
W.O. #																		
Return Pumps																		
Initials																		
Date																		
W.O. #																		
Storage Tanks																		
Initials																		
Date																		
W.O. #																		
Bray Valves																		
Initials																		
Date																		
W.O. #																		

Year: 2016

# Elk Grove Water District

## Preventative Maintenance Program

### Booster Pumps

Item	Monthly												Semi-annual		Annual			
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	2016	Refer.	2016	
Electric Motor	Initials	WQ												Sect: 3.1.1	1ST 6-MO.	2ND 6-MO.	Sect: 3.2.1	Sect: 3.2.4
	Date	1/20/16																
	W.O. #	13582																
PUMP	Initials	WQ												Sect: 3.1.2				
	Date	1/20/16																
	W.O. #	13582																
A.R.V.	Initials													Sect: 3.3.1				
	Date																	
	W.O. #																	
Rising Stem Valve	Initials													Sect: 3.3.3				
	Date																	
	W.O. #																	

Year: 2016

# Elk Grove Water District

## Preventative Maintenance Program

Clor-Tec System

Item	Monthly												Quarterly				Annual			
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	1st	2nd	3rd	4th	Refer.	2016	
Cl2 Meter System	Initials																			
	Date	WQ																		
	W.O. #	1/19/16																		
		Sect: 4.2.1												Sect: 4.4.1						
Exhaust Fan	Initials																			
	Date																			
	W.O. #																			
		Sect: 4.3.1												Sect: 4.4.3						
Cell and Electrode	Initials																			
	Date																			
	W.O. #																			
		Sect: 4.3.2												Sect: 4.4.5						
Hypo/Brine Tank	Initials																			
	Date	WQ																		
	W.O. #	1/19/16																		
		Sect: 4.2.3												Sect: 4.4.6						
Water Softener	Initials																			
	Date																			
	W.O. #																			
		Sect: 4.2.4												Sect: 4.4.4						
Clor-Tec Unit	Initials																			
	Date	WQ																		
	W.O. #	1/19/16																		
		Sect: 4.2.2																		



Year: 2016

# Elk Grove Water District

## Preventative Maintenance Program

### Filter Vessels

Item	Monthly												Semi-annual		Annual									
	Refer	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer	1ST 6-MO.	2ND 6-MO.	Refer	2016						
Air/Vac Valves	Initials													Date						W.O. #				
Bray Valves	Initials													Date						W.O. #				
CLA-VAL	Initials													Date						W.O. #				
Pilot Valves	Initials													Date	WQ					W.O. #	13584			
Press. Diff. Trnsdcr.	Initials													Date	1/21/16					W.O. #				
Vessels	Initials													Date						W.O. #				

Sect: 5.1.1													
Sect: 5.2.2													
Sect: 5.2.1													
Sect: 5.3.1													
Sect: 5.3.2													
Sect: 5.3.3													
Sect: 5.3.4													

Year: 2016

# Elk Grove Water District

## Preventative Maintenance Program

Standby Generator

Item	Monthly												Semi-annual		Annual/Biannual			
	Refer	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer	1ST 6-MO.	2ND 6-MO.	Refer	2016
<b>Fuel Tank</b>	6.1.1	WQ 1/5/16 13583												6.3.1			6.3.1	
<b>Radiator</b>														6.2.2			6.3.2/6.4.1	
<b>Battery/Charger</b>	6.1.2	WQ 1/5/16 13583																
<b>Coolant Heater</b>																	6.3.3	
<b>Generator</b>	6.1.3	WQ 1/5/16 13583																
<b>Engine</b>														6.2.3			6.3.4/6.4.2	

Year: 2016

**Elk Grove Water District**  
**Preventative Maintenance Program**  
 Well 1D School

Item	Monthly												Semi-annual		Annual				
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1ST 6-MO.	2ND 6-MO.	Refer.	2016	
Pump	13.1.1	WQ 1/6/16 13592												13.2.1					
Motor	13.1.2	WQ 1/6/16 13592												13.2.2					
Press/Lvl Transdcr.																			13.3.2
Isolation Valves																			13.3.6
Cla-Val																			13.3.1
Mag-Meter																			13.3.3
A.R.V.														13.2.3					13.3.4
M.C.C.																			13.3.5

# Elk Grove Water District

## Preventative Maintenance Program

Well 4D Webb

Item	Monthly												Semi-annual		Annual				
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1ST 6-MO.	2ND 6-MO.	Refer.	2016	
<b>Pump</b>	8.1.1	WQ 1/21/16 13593													Sect: 8.2.1				
<b>Motor</b>	8.1.2	WQ 1/21/16 13593													Sect: 8.2.2				
<b>Press/Lvl Transdr.</b>																			Sect: 8.3.2
<b>Isolation Valves</b>																			Sect: 8.3.6
<b>Cla-Val</b>																			Sect: 8.3.1
<b>Mag-Meter</b>																			Sect: 8.3.3
<b>A.R.V.</b>																			Sect: 8.3.4
<b>M.C.C.</b>																			Sect: 8.3.5
<b>Portable Generator</b>	8.1.3	WQ 1/21/16 13593													Sect: 8.2.4				Sect: 8.3.7/8.4.1
<b>Generator Set</b>																			Sect: 8.4.2

# Elk Grove Water District

## Preventative Maintenance Program

Well 11D Dino

Item	Monthly												Semi-annual		Annual			
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1ST 6-MO.	2ND 6-MO.	Refer.	2016
Pump	9.1.1	WQ 1/7/16 13591												9.2.1				
Motor	9.1.2	WQ 1/7/16 13591												9.2.2				
Press/LV Transdcr.																		9.3.2
Isolation Valves																		9.3.6
Cla-Val																		9.3.1
Mag-Meter																		9.3.3
A.R.V.																		9.3.4
M.C.C.																		9.3.5
Portable Generator	9.1.3	WQ 1/7/16 135911												9.2.4				9.3.7/9.4.1
Generator Set																		9.4.2

# Elk Grove Water District

## Preventative Maintenance Program

Well 14D Railroad

Item	Monthly												Semi-annual		Annual				
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1ST 6-MO.	2ND 6-MO.	Refer.	2016	
Pump	7.1.1	WQ 1/5/16 13589												7.2.1				7.3.2	
Motor	7.1.2	WQ 1/5/16 13589												7.2.2				7.3.6	
Press/Lvl Transdr.																		7.3.1	
Isolation Valves																		7.3.3	
Mag-Meter																		7.3.4	
A.R.V.														7.2.3				7.3.5	
M.C.C.																			

Item	Monthly												Quarterly				Semi-annual				Annual				
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1st	2nd	3rd	4th	Refer.	1ST	6- 2ND	6- MO.	Refer.	2016	
Motor	12.1.2	WQ 1/13/16 13586												Section: 12.1.2						Section: 12.3.2					
Pump	12.1.1	WQ 1/13/16 13586												Section: 12.1.1						Section: 12.3.1					
Chlorine Pump														Section: 12.2.1											
Air Changer														Section: 12.2.2											
Check Valve																				Section: 12.3.3					
A.R.V.																				Section: 12.3.4					
M.C.C.																									
Pneumat Tank																									
Isolation Valves																									
Propeller Meter																									

# Elk Grove Water District

## Preventative Maintenance Program

Well 8 Williamson

Item	Monthly												Quarterly				Semi-annual				Annual					
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1st	2nd	3rd	4th	Refer.	1st	2nd	3rd	4th	Refer.	2016	
Motor	Section: 11.1.2	AH 1/13/16 13587																								
Pump	Section: 11.1.1	AH 1/13/16 13587																								
Chlorine Pump																										
Air Charer																										
Check Valve																										
A.R.V.																										
M.C.C.																										
Pneumat Tank																										
Isolation Valves																										
Propeller Meter																										





Elk Grove Water District  
Backflow Prevention Program 2016

Backflow Device Reports	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>CURRENT</b>												
Notices Issued	21											
Results Received	Pass: Fail:	12 0										
Failed Devices Retested----Passed												
Outstanding Results Due	9											

DELINQUENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Investigations												
Deactivated Devices												
2nd Notice	Sent: Received:	9 0										
3rd Notice	Sent: Received:											
Schedule Code Changed												
Outstanding Delinquents		9										
Carryover from 2015	6											

<b>Total Outstanding Delinquents</b>	<b>15</b>
--------------------------------------	-----------

Elk Grove Water District  
 Safety Meetings/Training  
 Jan-16

Date:	Topic:	Attendees:	Hosted By:
1/5/2016	Use Your Safety Sense	Jose C, Jose M, John V, John D, Sean, Michael, Justin, Richard, Alan, Chris, Sal, Brandon, Steve, Aaron, Travis, Wilfredo, Marcel, David, William	Steve Shaw
1/11/2016	Know What's Below: Call 811 Before You Dig!	Jose C, Jose M, John V, John D, Sean, Michael, Justin, Richard, Alan, Chris, Sal, Brandon, Steve, Aaron, Travis, Wilfredo, Marcel, David, William	Steve Shaw
1/19/2016	Basic CPR Saves Lives	Jose C, Jose M, John D, Sean, Michael, Justin, Richard, Alan, Chris, Sal, Brandon, Steve, Aaron, Travis, Wilfredo, Marcel, David, William	Steve Shaw
1/25/2016	Worker Beware: Contact With Energized Electric Equipment Can Be Deadly	Jose C, John V, John D, Sean, Justin, Richard, Alan, Chris, Brandon, Steve, Aaron, Travis, Wilfredo, Marcel, David, William	Steve Shaw
1/28/2016	Workplace Violence	All Staff Required to Attend	Ellen Carlson



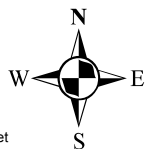
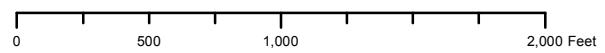
**Legend**

- Services to Replace
- Replaced Services in January 2016
- Replaced Services

Services to Replace: 477
Services Replaced in January 2016: 0
Total Service Replaced: 142

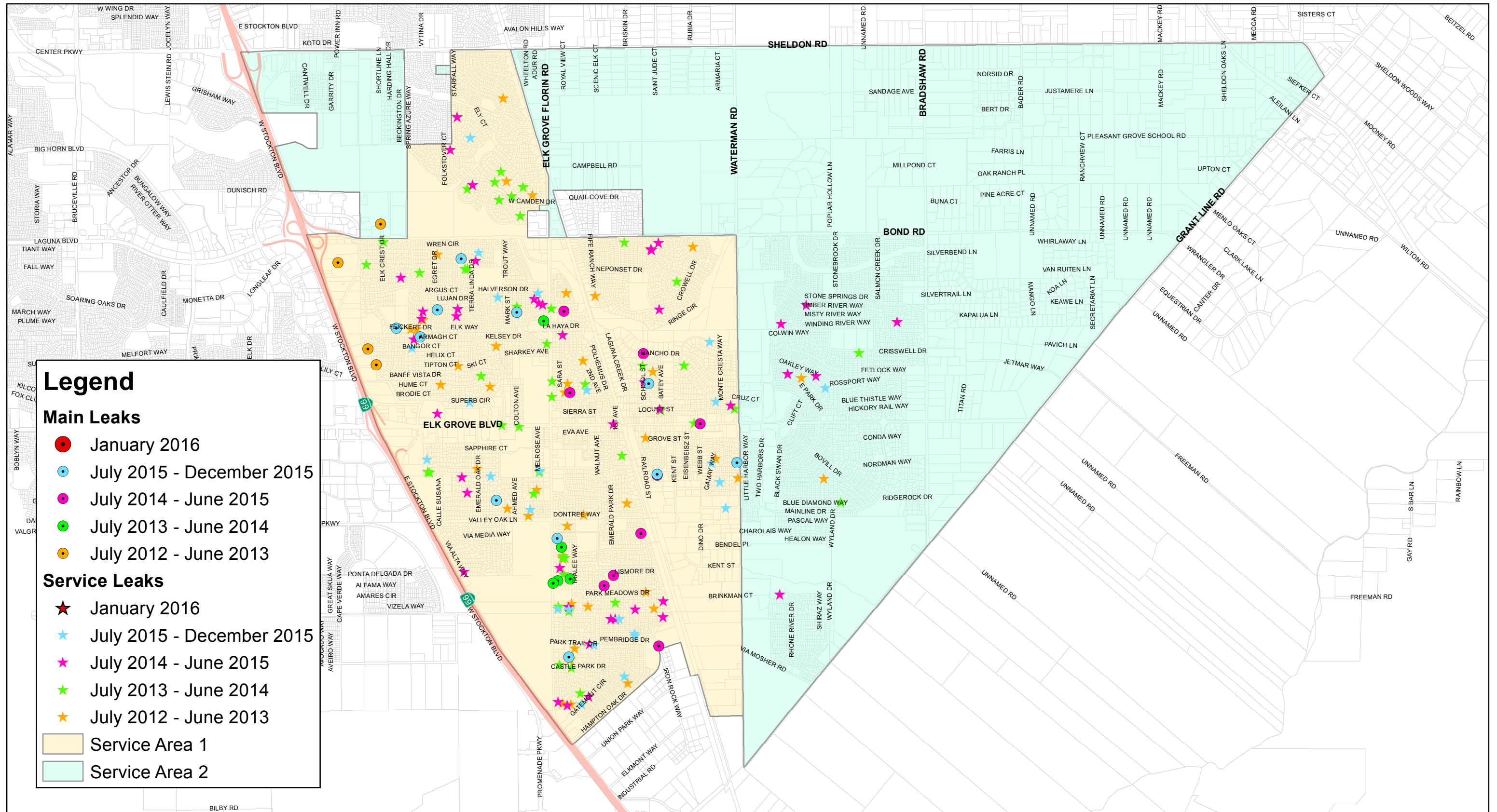


**Elk Grove Water District  
Service Line Replacement**



Projected Coordinate System: NAD 83 State Plane, California II, FIPS 0420
Source: City of Elk Grove, EGWD and Sacramento County GIS databases
Created by: Travis Franklin
Date: February 8, 2016 <span style="float: right;">47</span>





### Legend

#### Main Leaks

- January 2016
- July 2015 - December 2015
- July 2014 - June 2015
- July 2013 - June 2014
- July 2012 - June 2013

#### Service Leaks

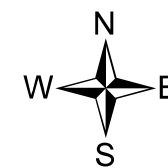
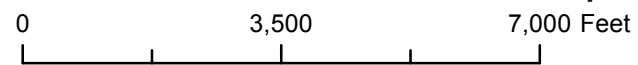
- ★ January 2016
- ★ July 2015 - December 2015
- ★ July 2014 - June 2015
- ★ July 2013 - June 2014
- ★ July 2012 - June 2013

- Service Area 1
- Service Area 2

January 2016	
Main Line Leaks: 0	YTD: 11
Service Line Leaks: 0	YTD: 25
Total Leaks: 0	YTD: 36



## Elk Grove Water District Service and Main Leaks Map

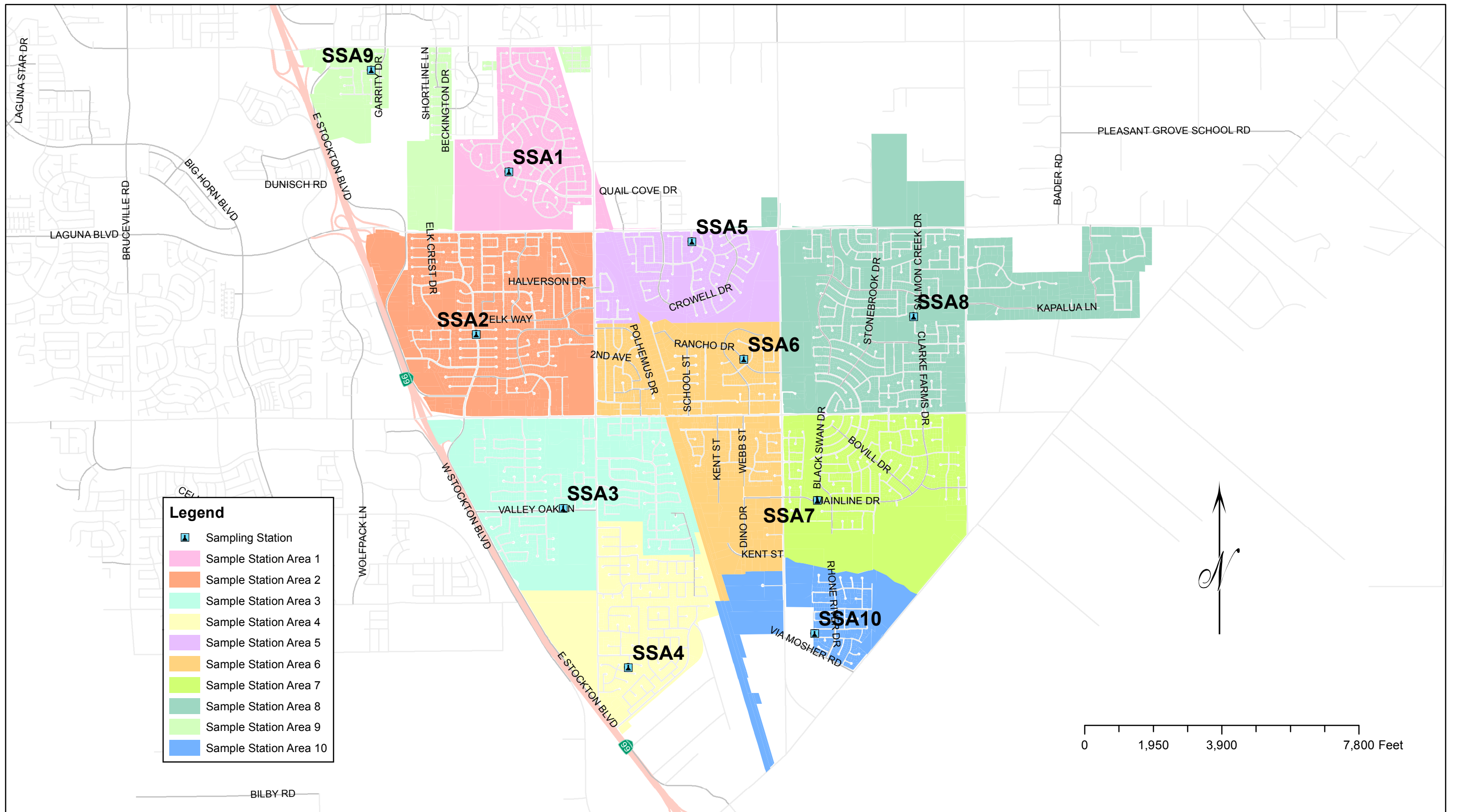


Elk Grove Water District

Service / Main Leaks

Created by: Travis Franklin

Date: February 8, 2016



**Sample Stations: 10**



## Elk Grove Water District Sample Station Areas

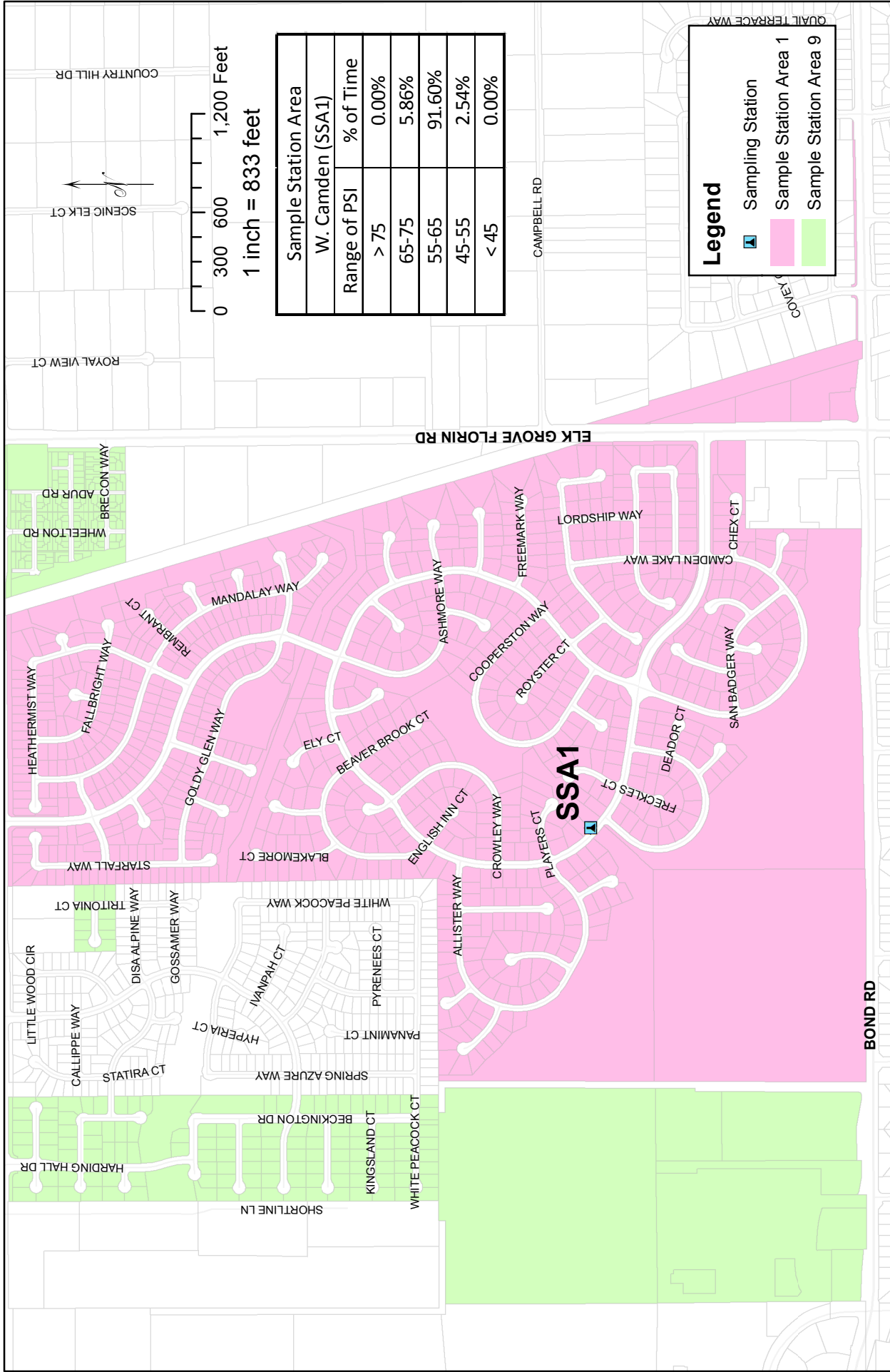
Projected Coordinate System: NAD 83 State Plane CA II FIPS 0402

Source: EGWD GIS database

Modified by: Travis Franklin

February 8, 2016

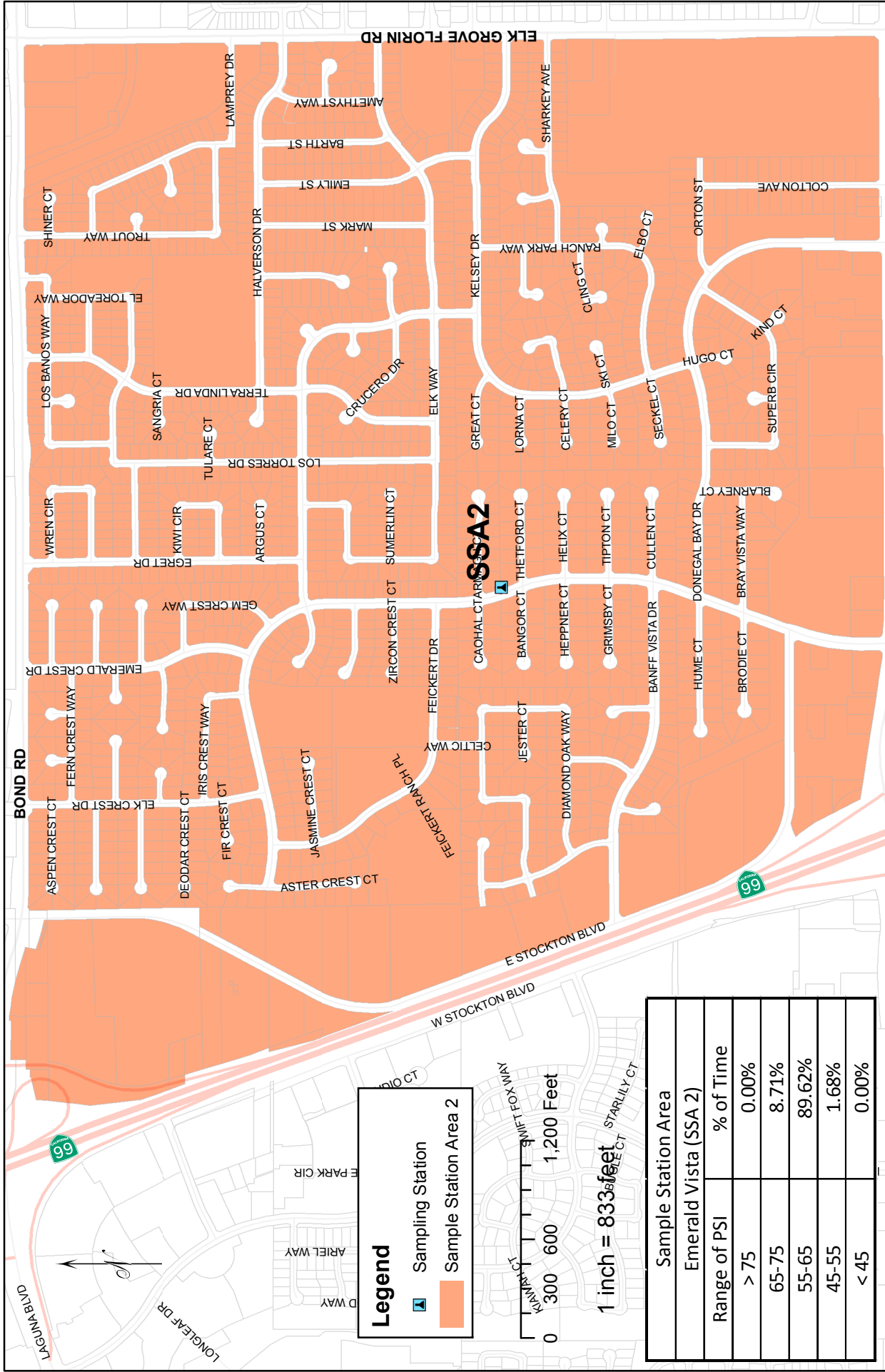




**Elk Grove Water District**  
 System Pressure Monitoring

Projected Coordinate System:  
 NAD 83 State Plane CA II FIPS 0402  
 Source: EGWD GIS database  
 Created by: Travis Franklin  
 February 8, 2016

**Sample Station #1**  
 Note: Sample Station takes a reading every 5 minutes.  
 January 2016



**Legend**

- Sampling Station
- Sample Station Area 2



Sample Station Area	% of Time
Emerald Vista (SSA 2)	
Range of PSI	
> 75	0.00%
65-75	8.71%
55-65	89.62%
45-55	1.68%
< 45	0.00%

**Sample Station #2**

Note: Sample Station takes a reading every 5 minutes.

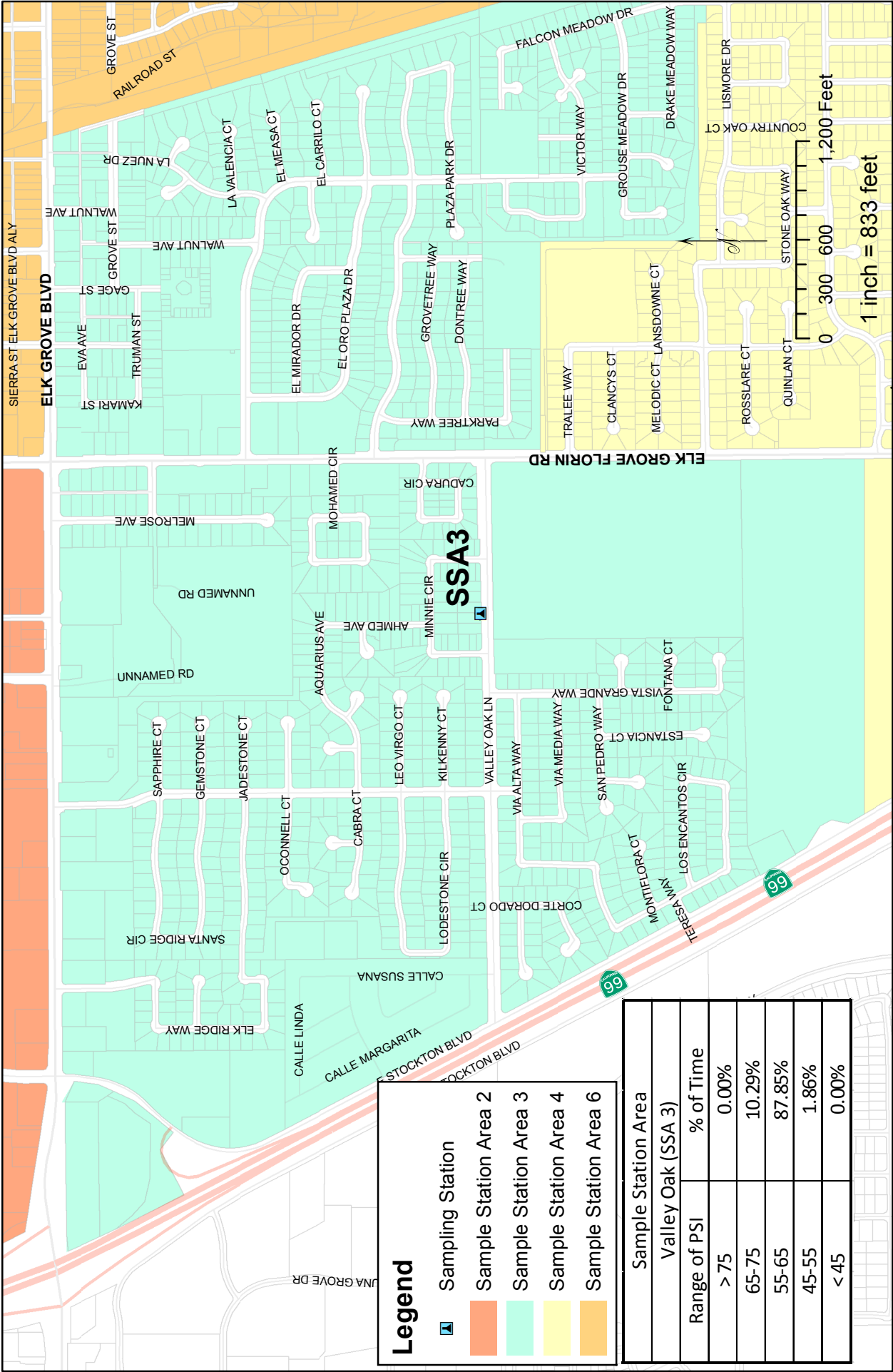
January 2016



**Elk Grove Water District  
System Pressure Monitoring**

Projected Coordinate System:  
NAD 83 State Plane CA II FIPS 0402  
Source: EGWD GIS database  
Created by: Travis Franklin  
February 8, 2016





**Legend**

- Sampling Station
- Sample Station Area 2
- Sample Station Area 3
- Sample Station Area 4
- Sample Station Area 6

Sample Station Area	% of Time
Valley Oak (SSA 3)	
Range of PSI	
> 75	0.00%
65-75	10.29%
55-65	87.85%
45-55	1.86%
< 45	0.00%

**Elk Grove Water District**  
 System Pressure Monitoring

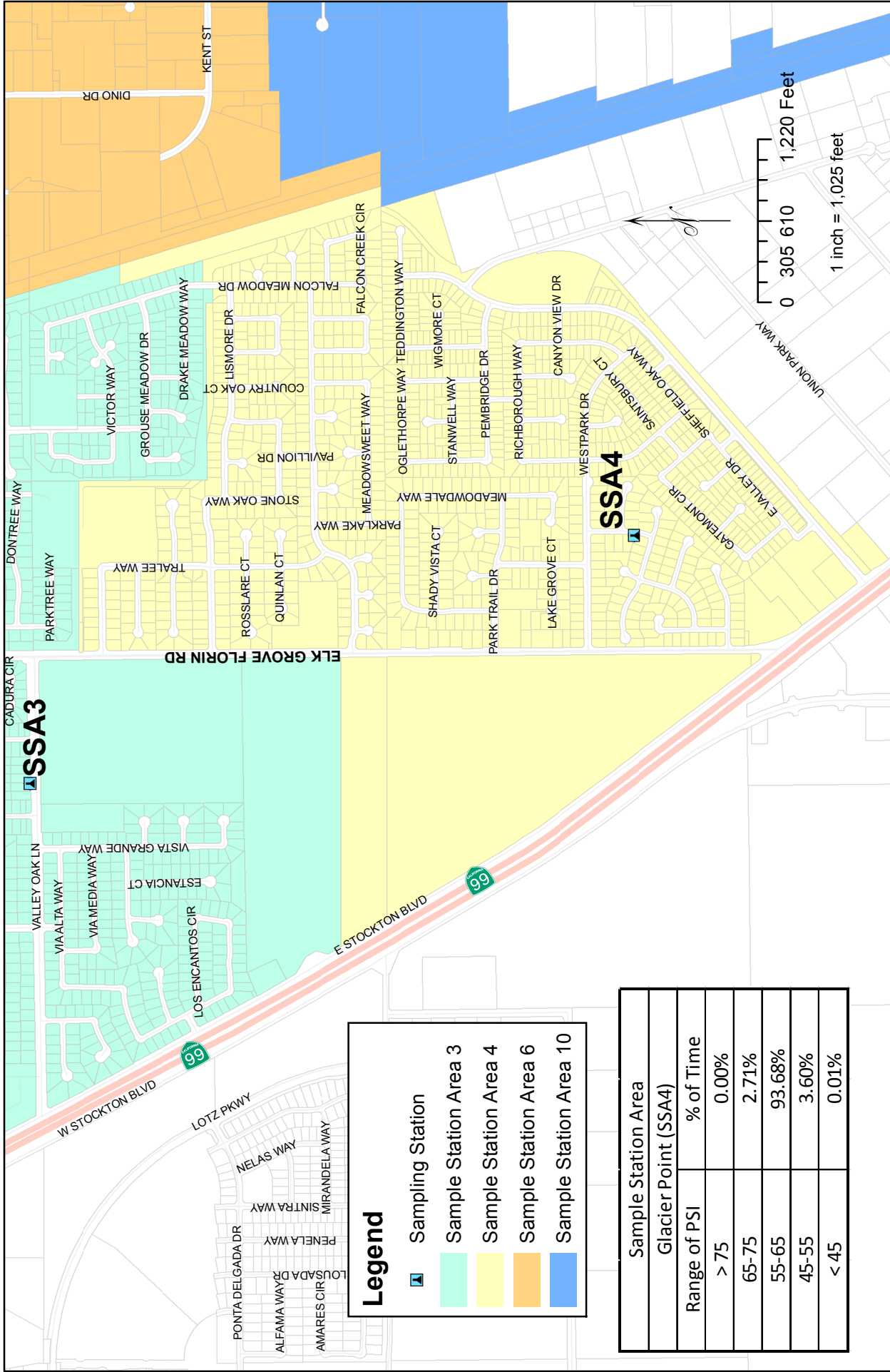


Projected Coordinate System:  
 NAD 83 State Plane CA II FIPS 0402  
 Source: EGWD GIS database  
 Created by: Travis Franklin  
 February 8, 2016

**Sample Station #3**

Note: Sample Station takes a reading every 5 minutes.

January 2016



**Legend**

- Sampling Station
- Sample Station Area 3
- Sample Station Area 4
- Sample Station Area 6
- Sample Station Area 10

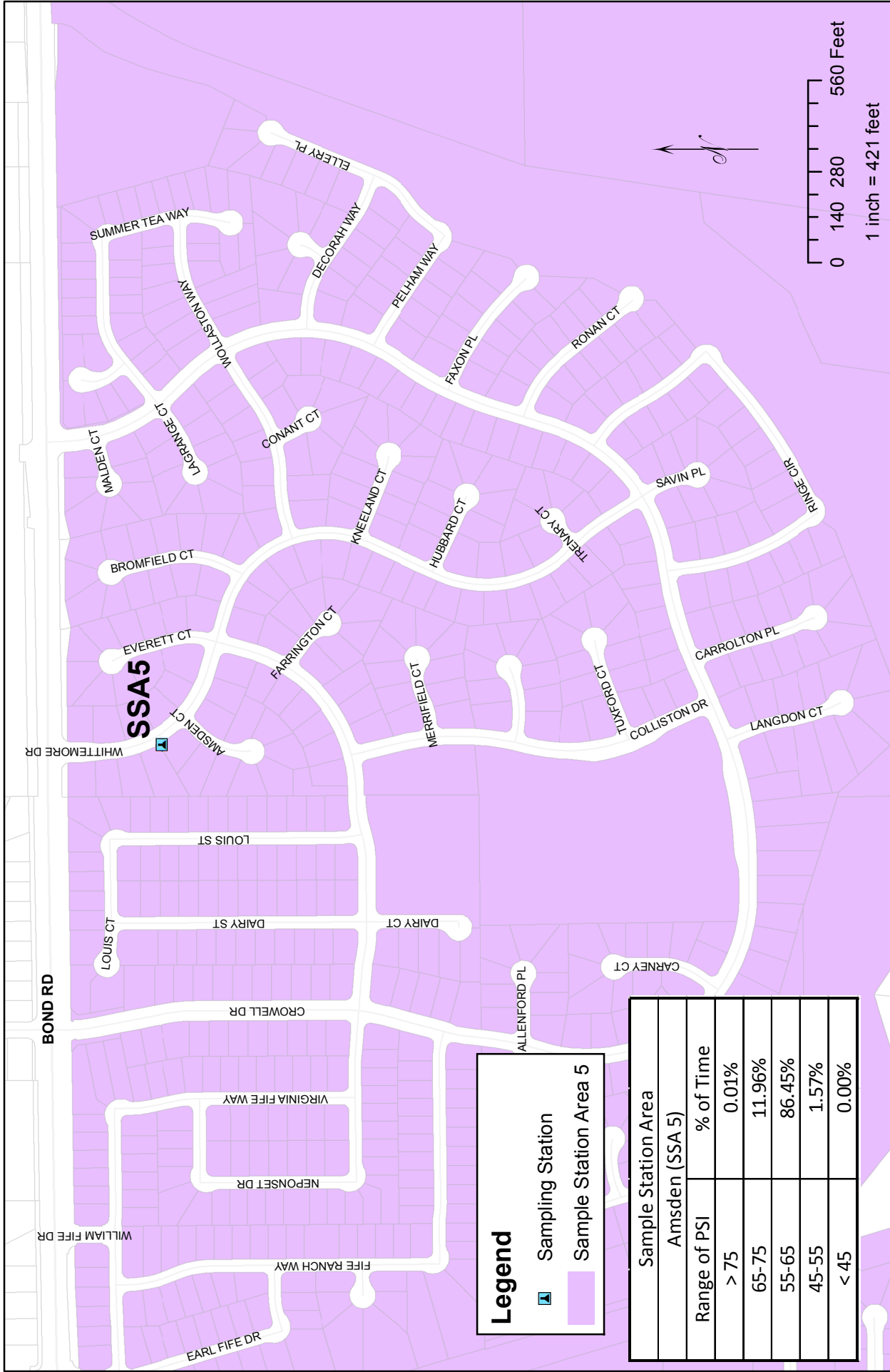
Sample Station Area	Glacier Point (SSA4)
Range of PSI	% of Time
> 75	0.00%
65-75	2.71%
55-65	93.68%
45-55	3.60%
< 45	0.01%





**Elk Grove Water District**  
System Pressure Monitoring

Projected Coordinate System:  
NAD 83 State Plane CA II FIPS 0402  
Source: EGWD GIS database  
Created by: Travis Franklin  
February 8, 2016

**Sample Station #4**  
Note: Sample Station takes a reading every 5 minutes.  
January 2016



**Legend**

-  Sampling Station
-  Sample Station Area 5

Sample Station Area	
Amsden (SSA 5)	
Range of PSI	% of Time
> 75	0.01%
65-75	11.96%
55-65	86.45%
45-55	1.57%
< 45	0.00%

**Sample Station #5**

Notes: Sample Station takes a reading every 5 minutes.

January 2016



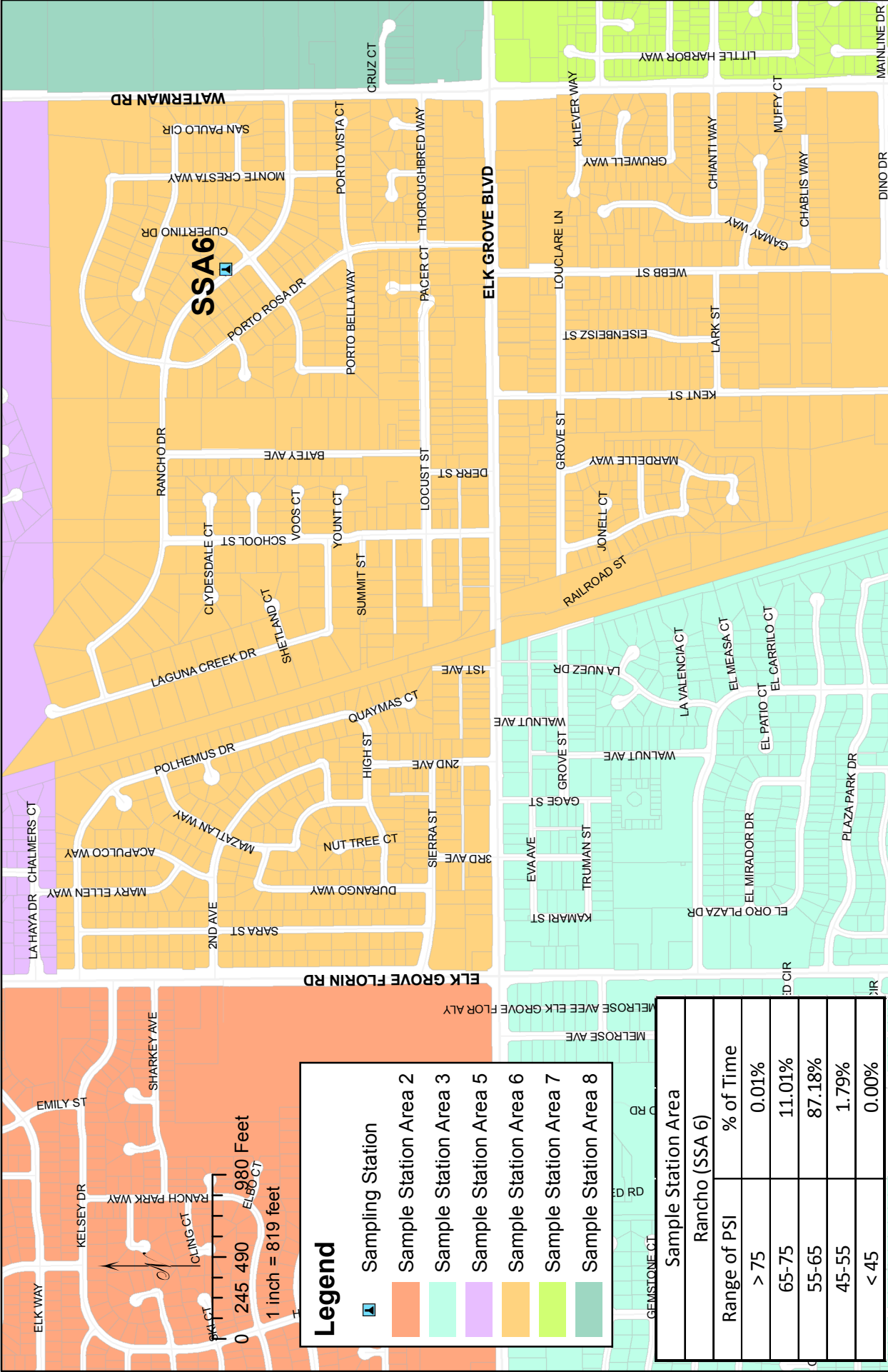
**Elk Grove Water District**

**System Pressure Monitoring**

Projected Coordinate System:  
 NAD 83 State Plane CA II FIPS 0402

Source: EGWD GIS database

Created by: Travis Franklin  
 February 8, 2016



Projected Coordinate System:  
 NAD 83 State Plane CA II FIPS 0402  
 Source: EGWD GIS database  
 Created by: Travis Franklin  
 February 8, 2016

## Elk Grove Water District System Pressure Monitoring



Sample Station Area	
Rancho (SSA 6)	
Range of PSI	% of Time
> 75	0.01%
65-75	11.01%
55-65	87.18%
45-55	1.79%
< 45	0.00%

### Sample Station #6

Note: Sample Station takes a reading every 5 minutes.

January 2016





**Legend**

- Sampling Station
- Sample Station Area 6
- Sample Station Area 7
- Sample Station Area 8
- Sample Station Area 10

Sample Station Area	% of Time
Mainline (SSA 7)	
Range of PSI	
> 75	0.00%
65-75	10.46%
55-65	89.51%
45-55	0.03%
< 45	0.00%

**Sample Station #7**

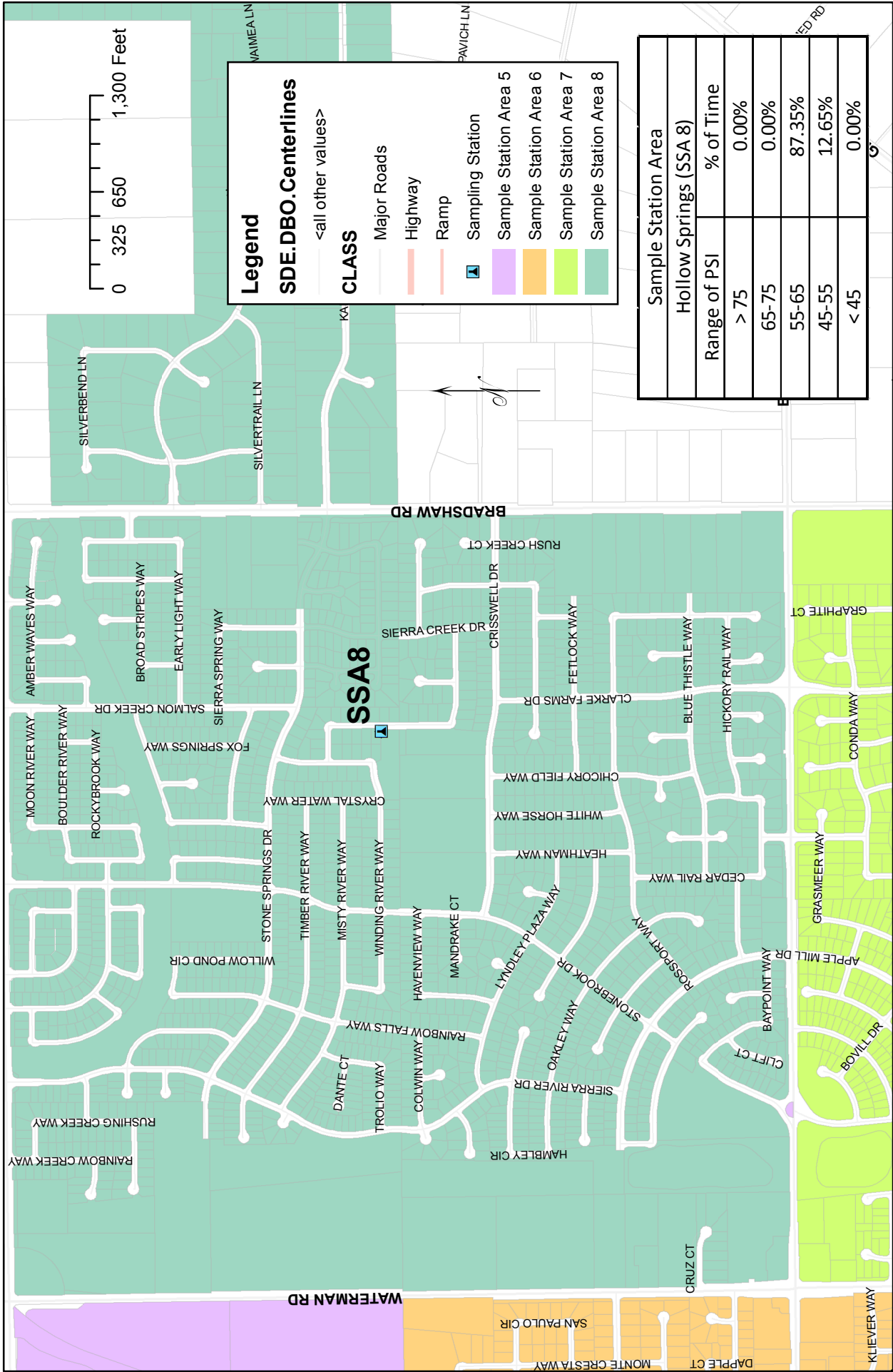
Note: Sample Station takes a reading every 5 minutes.

January 2016



**Elk Grove Water District**  
System Pressure Monitoring

Projected Coordinate System:  
NAD 83 State Plane CA II FIPS 0402  
Source: EGWD GIS database  
Created by: Travis Franklin  
February 8, 2016



**Legend**

SDE.DBO.Centerlines  
<all other values>

**CLASS**

- Major Roads
- Highway
- Ramp
- Sampling Station
- Sample Station Area 5
- Sample Station Area 6
- Sample Station Area 7
- Sample Station Area 8

Sample Station Area	
Hollow Springs (SSA 8)	
Range of PSI	% of Time
> 75	0.00%
65-75	0.00%
55-65	87.35%
45-55	12.65%
< 45	0.00%

Projected Coordinate System:  
NAD 83 State Plane CA II FIPS 0402  
Source: EGWD GIS database  
Created by: Travis Franklin  
February 8, 2016

## Elk Grove Water District

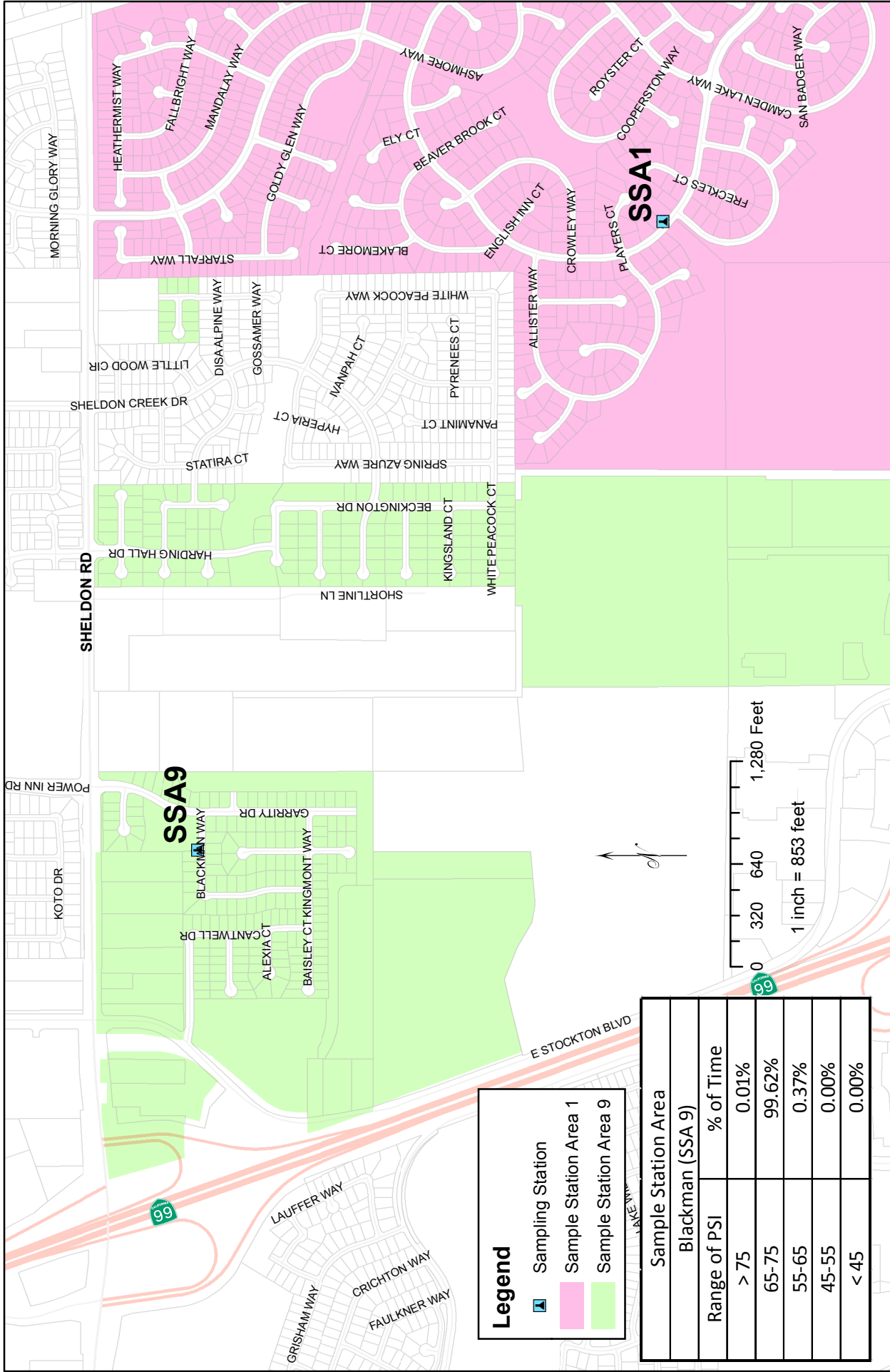
### System Pressure Monitoring



**Sample Station #8**

**Note:** Sample Station takes a reading every 5 minutes.

January 2016



**Legend**

- Sampling Station
- Sample Station Area 1
- Sample Station Area 9

Sample Station Area	Blackman (SSA 9)	Range of PSI	% of Time
> 75	0.01%	65-75	99.62%
55-65	0.37%	45-55	0.00%
< 45	0.00%		

**Sample Station #9**

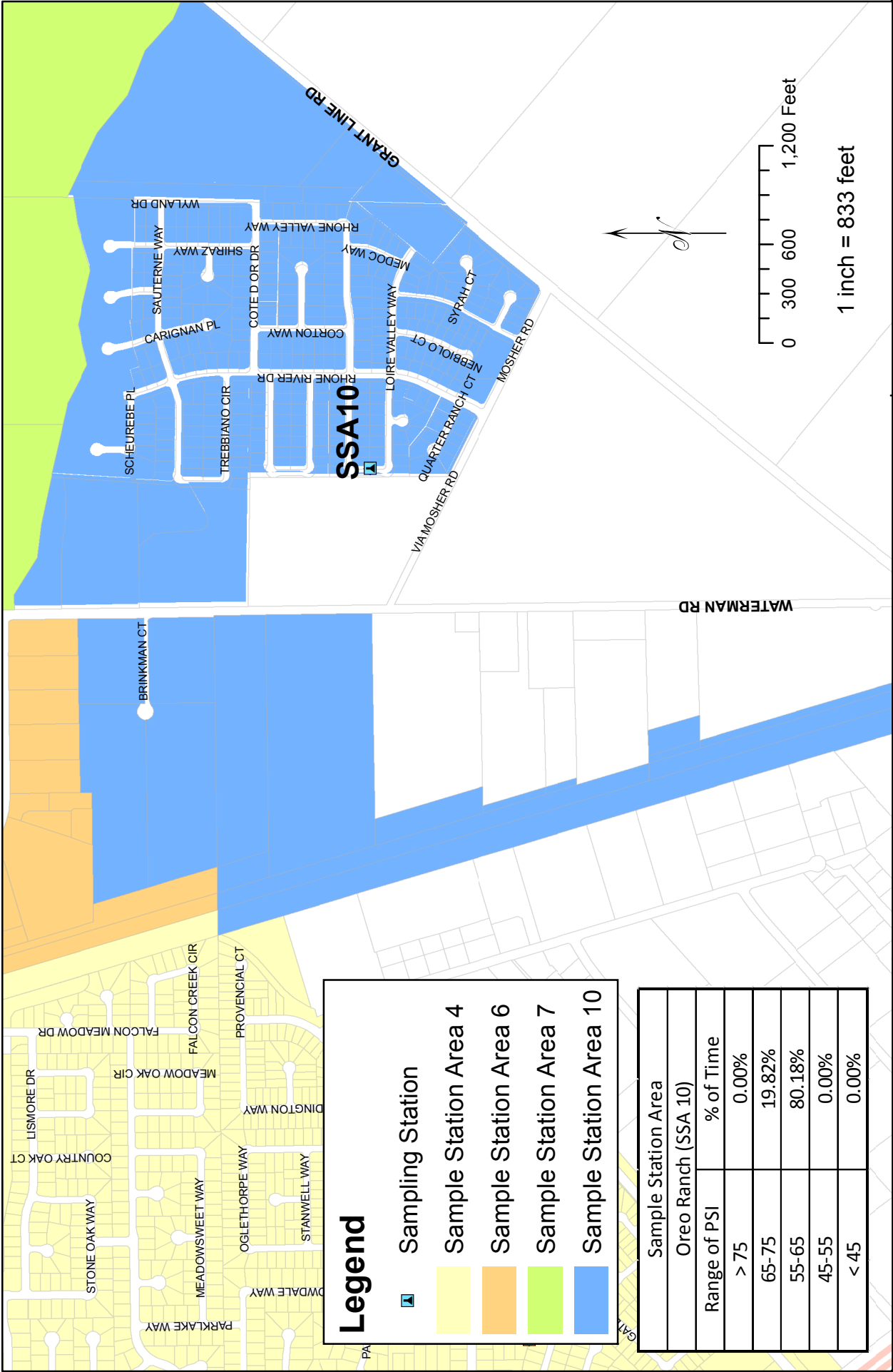
Note: Sample Station takes a reading every 5 minutes.

January 2016

**Elk Grove Water District**  
System Pressure Monitoring



Projected coordinate system:  
NAD 83 State Plane CA II FIPS 0402  
Source: EGWD GIS database  
Created by: Travis Franklin  
February 8, 2016



**Legend**

- Sampling Station
- Sample Station Area 4
- Sample Station Area 6
- Sample Station Area 7
- Sample Station Area 10

Sample Station Area	Oreo Ranch (SSA 10)
Range of PSI	% of Time
> 75	0.00%
65-75	19.82%
55-65	80.18%
45-55	0.00%
< 45	0.00%

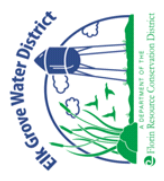
**Elk Grove Water District**  
 System Pressure Monitoring

Projected Coordinate System:  
 NAD 83 State Plane CA II FIPS 0402  
 Source: EGWD GIS database  
 Created by: Travis Franklin  
 February 8, 2016

**Sample Station #10**

Note: Sample Station takes a reading every 5 minutes.

January 2016





February 24, 2016

TO: Chairman and Directors of the Florin Resource Conservation District  
FROM: Ellen Carlson, Management Analyst  
SUBJECT: **LEGISLATIVE UPDATE**

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### **RECOMMENDATION**

This item is presented for information only. No action by the Board is proposed at this time.

### **Summary**

President Obama requested full funding of the Land and Water Conservation Fund (LWCF) as part of the 2017 budget proposal. Also significant is his proposal to make LWCF funding mandatory and permanently authorized.

### **DISCUSSION**

#### **Background**

The Board requests monthly updates of legislation items related to the District.

#### **Present Situation**

The LWCF funds national parks, national wildlife refuges, national forests, lakes and rivers. It is a critical component of the funding for Stone Lakes National Wildlife Refuge. The LWCF, created by Congress in 1965, receives money through offshore oil and gas drilling revenues. \$900 million is paid into it each year, but Congress has frequently diverted those funds to other purposes. In October last year, Congress allowed the program to lapse, so the President's proposal to make the funding both mandatory and permanent would have a major impact on the conservation world.

On February 16<sup>th</sup>, the State Water Resource Control Board will consider a resolution "adopting the human right to water as a core value and directing its implementation in water board programs and activities". The directors of the Florin Resource Conservation

**LEGISLATIVE UPDATE**

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Page 2

District may remember discussions back in 2012 about this action's possible impacts to water billing and shut-offs for nonpayment.

Staff will be tracking AB 1587 closely. This bill will allocate \$50,000,000 from Proposition 1 funds for grants that would create groundwater recharge basins in fallow farmland areas. Currently, Proposition 1 draft groundwater grant guidelines are available for public review. An estimated \$744 million will be available for projects such as groundwater recharge.

**STRATEGIC PLAN CONFORMITY**

Tracking active legislation complies with the District's Regulatory Compliance goals of the 2012-2017 Strategic Plan.

**FINANCIAL SUMMARY**

There is no direct financial impact associated with the legislative items at this time.

Respectfully submitted,



ELLEN R. CARLSON  
MANAGEMENT ANALYST

Attachments

## Current Legislation

### Federal Bills

Bill	HR 1814
Author (s)	Grijalva (200 cosponsors)
Title	Permanently Reauthorize the Land and Water Conservation Fund
Introduced	4/15/2015
Summary	Amends the 1965 Land and Water Conservation Act permanently authorizing the Land and Water Conservation Fund, which expired at the end of September.
Status	4/30/2015 referred to House subcommittee on Water, Power and Oceans
Support	National Wildlife Refuge Association, Hispanic Federation, Sierra Club, National Military Family Association, Outdoor Industry Association and the Conservation Alliance
Opponents	American Land Rights Association

Bill	HR 2898
Author (s)	Valadao
Title	Western Water and American Food Security Act of 2015
Introduced	6/25/2015
Summary	Promotes water delivery to Central Valley farmers and supports financing of new dams, redirects water currently allocated for fish
Status	10/8/2015 hearing held in Energy and Natural Resources committee
Support	MoveOn.org, California Water Alliance, California Farm Bureau Federation
Opponents	US Department of the Interior, Congress members: Jerry McNerney, Mike Thompson, Doris Matsui and others, Sierra Club California, Friends of the River, Restore the Delta

Bill	HR 2983
Author (s)	Huffman
Title	Drought Relief and Resilience Act
Introduced	7/8/2015
Summary	Funds water recycling, storm water capture and cleanup of polluted groundwater, provides a tax credit to homeowners who install water saving devices
Status	8/18/2015 referred to House subcommittee on the Environment
Support	Clean Water Action, National Audubon Society, Natural Resources Defense Council, EBMUD
Opponents	

Bill	HR 2993
Author (s)	Matsui
Title	Water Recycling Acceleration Act of 2015
Introduced	7/9/2015
Summary	Authorizes funding for water recycling projects in areas experiencing extreme drought
Status	7/24/2015 Referred to House subcommittee on Water, Power and Oceans
Support	
Opponents	



Bill	HR 2997
Author (s)	Ross
Title	Private Investment in Housing Act of 2015
Introduced	7/9/2015
Summary	Directs Housing and Urban Development to establish a program for 12 years that establishes agreements for water and energy conservation projects in elderly, disabled multifamily housing units
Status	7/15/2015 Referred to Senate committee on Banking, Housing and Urban Affairs
Support	
Opponents	

Bill	HR 3045
Author (s)	McNerney
Title	California Water Recycling and Drought Relief Act
Introduced	7/13/2015
Summary	Authorizes 27 water recycling projects in California, mostly in the Bay Area or Fresno
Status	8/31/2015 Referred to House subcommittee on Water, Power and Oceans
Support	
Opponents	

Bill	HR 3143
Author (s)	McNerney
Title	Smart Energy and Water Efficiency Act of 2015
Introduced	7/21/2015
Summary	Creates a small number of grants to pilot energy efficient water, wastewater and water reuse system projects
Status	8/18/2015 Referred to House subcommittee on Energy
Support	
Opponents	

Bill	HR 4175
Author (s)	Crawford
Title	Groundwater Conservation Incentive Act of 2015
Introduced	12/3/2015
Summary	Amends Internal Revenue Code to allow a deduction for conservation expenditures to reduce groundwater consumption.
Status	12/3/2015 Referred to House committee on Ways and Means
Support	
Opponents	

Bill	HR 4414
Author (s)	Kildee
Title	Improving Notification for Clean and Safe Drinking Water Act of 2016
Introduced	2/1/2016
Summary	Amends the Safe Drinking Water Act to authorize the EPA to notify the public if a state agency and public water system fail to take action on a public health risk associated with drinking water requirements.
Status	2/1/2016 Referred to House committee on Energy and Commerce
Support	
Opponents	

Bill	S 1894
Author (s)	Feinstein and Boxer
Title	California Emergency Drought Relief Act of 2015
Introduced	7/29/2015
Summary	Allocates funding for fish protection and restoration projects, directs the Secretary of the Interior and the Secretary of Commerce to provide the maximum quantity of water available to Central Valley agriculture, provides assistance to drought-stricken communities, authorizes desalination projects, storage projects and water recycling and recharge projects. Also supports water project loans, WaterSMART funding and Bureau of Reclamation funding
Status	10/8/2015 hearing held in Energy and Natural Resources committee
Support	EBMUD, Metropolitan Water District of Southern California
Opponents	

Bill	S 2466
Author (s)	Peters
Title	Improving Notification for Clean and Safe Drinking Water Act of 2016
Introduced	1/27/2016
Summary	Amends the Safe Drinking Water Act to authorize the EPA to notify the public if a state agency and public water system fail to take action on a public health risk associated with drinking water requirements.
Status	1/27/2016 Referred to Senate committee on Environment and Public Works
Support	
Opponents	

Bill	S 2533
Author (s)	Feinstein
Title	California Long-Term Provisions for Water Supply and Short-Term Provisions for Emergency Drought Relief Act
Introduced	2/10/2016
Summary	Authorizes the Secretary of the Interior to enter into cost shared financial assistance and other agreements for water storage and other water management projects, provides assistance to disadvantaged communities that have lost safe drinking water access, creates revolving fund programs for areas with inadequate water supplies, creates financial support for WaterSMART and other water conservation programs.
Status	2/10/2016 Read twice and referred to committee on Energy and Natural Resources
Support	
Opponents	



## California Assembly

Bill	AB 309
Author (s)	Mathis
Title	Governor Edmund G. "Pat" Brown, Sr. Research Grant
Introduced	2/12/2015
Summary	Originally proposed as a greenhouse gas bill, the bill's subject has been amended to the establishment of a grant program to support research examining ways to expand California's water portfolio.
Status	1/31/2016 Died pursuant to Article IV, Sec. 10 (c) of the Constitution (Any bill introduced during the first year of the biennium of the legislative session that has not been passed by the house of origin by January 31 of the second calendar year of the biennium may no longer be acted on by the house. Will be removed from the report.
Support	
Opponents	

Bill	AB 453
Author (s)	Bigelow
Title	Groundwater Management
Introduced	2/23/2015
Summary	Authorizes the expenditure of moneys collected in the Water Rights Fund through fees imposed for the administration of the Sustainable Groundwater Management Act for the Sustainable Groundwater Management Act and certain groundwater reporting requirements.
Status	9/11/2015 failed deadline (2 year bill according to ACWA)
Support	ACWA, Valley Ag Water Coalition, Kings River Water Association, Regional Water Authority, Rural County Representative of California, California Citrus Mutual
Opponents	Center for Biological Diversity, Clean Water Action, Community Water Center

Bill	AB 581
Author (s)	Gomez
Title	Water Quality, Supply, and Infrastructure Improvement Act of 2014
Introduced	2/24/2015
Summary	Originally introduced as a bill on maintenance financing, the bill's subject was amended on January 4, 2016 to require certain recipients of bond funding to publicly post signage acknowledging the source of the funding.
Status	2/4/2016 Referred to committee on Natural Resources and Water
Support	
Opponents	

Bill	AB 647
Author (s)	Eggman
Title	Beneficial use: diversion of water underground
Introduced	2/24/2015
Summary	Finds that the diversion of water underground constitutes a beneficial use of water for which an appropriation may be made
Status	7/17/2015 failed deadline (2 year bill according to ACWA)
Support	San Joaquin County Board of Supervisors, Stockton East Water District
Opponents	Metropolitan Water District of Southern California, Sierra Club, Center for Biological Diversity, Clean Water Action, Community Water Center, Natural Resources Defense Council, Leadership Counsel for Justice and Accountability

Bill	AB 723
Author (s)	Rendon
Title	Rental property: plumbing fixtures replacement
Introduced	2/25/2015
Summary	Requires rental or lease agreements for either a single family home or a multifamily residential property or a commercial property entered into or amended after July 1, 2016 or January 1, 2014 to include a written disclosure of the property owners requirement to replace all noncompliant plumbing fixtures with water conserving fixtures
Status	8/17/2015 failed deadline (2 year bill according to ACWA)
Support	ACWA, San Diego County Water Authority, EBMUD
Opponents	California Association of Realtors, California Southern Cities

Bill	AB 935
Author (s)	Salas
Title	Water Projects
Introduced	2/26/2015
Summary	Would require the Department of Water Resources to fund a project on the Friant-Kern Canal restoration project and a project for the Delta-Mendota Canal
Status	9/10/2015 ordered to inactive file
Support	California Citrus Mutual, Desert Water Agency
Opponents	



Bill	AB 937
Author (s)	Salas
Title	Groundwater planning: technical assistance to disadvantaged communities
Introduced	2/26/2015
Summary	Requires the Department of Water Resources to provide technical assistance to disadvantaged communities so that they may participate in groundwater planning
Status	8/28/2015 Failed deadline (2 year bill according to ACWA, which has removed it from their watch list)
Support	ACWA
Opponents	Center for Biological Diversity, Clean Water Action, Community Water Center, Leadership Counsel for Justice and Accountability

Bill	AB 938
Author (s)	Salas
Title	Groundwater basin reprioritization
Introduced	2/26/2015
Summary	Requires the establishment of a groundwater sustainability agency or submission of an alternative after the reprioritization of agencies overlying a groundwater basin
Status	7/17/2015 failed deadline (2 year bill according to ACWA)
Support	ACWA, Rural County Representatives of California
Opponents	

Bill	AB 1173
Author (s)	Williams
Title	Backflow prevention devices testing: certification
Introduced	2/27/2015
Summary	In the event that the local health officer does not maintain a backflow certification program, testing and maintenance of backflow devices may be performed by a person with a California-specific backflow certification deemed acceptable
Status	7/17/2015 failed deadline (2 year bill according to ACWA)
Support	California State Association of Electrical Workers, International Association of Plumbing and Mechanical Officials, Western States Council of Sheet Metal Workers
Opponents	ACWA, California Municipal Utilities Association, California Water Association, Sacramento County Board of Supervisors

Bill	AB 1242
Author (s)	Gray
Title	Groundwater impacts
Introduced	2/27/2015
Summary	Requires State Board to take into consideration in formulating state policy for water quality control the requirements of the California Environmental Quality Act, any applicable groundwater sustainability plan or alternative
Status	9/11/2015 failed deadline (2 year bill according to ACWA)
Support	ACWA, Coalition of California Utility Employees, Regional Water Authority, California Farm Bureau Federation, League of California Cities – Central Valley Division
Opponents	California League of Conservation Voters, Clean Water Action, Friends of the River, Center for Biological Diversity, The Nature Conservancy

Bill	AB 1463
Author (s)	Gatto
Title	Onsite recycled water
Introduced	2/27/2015
Summary	Requires the SWRCB, with the Department of Public Health and the California Building Standards Commission, to establish water quality standards and requirements for onsite water recycling systems prior to authorizing their use for commercial and residential buildings
Status	9/11/2015 failed deadline (2 year bill according to ACWA)
Support	California Building Industry Association, California Business Properties Association, Sierra Club
Opponents	ACWA, unless amended

Bill	AB 1555
Author (s)	Gomez
Title	Greenhouse Gas Reduction Fund
Introduced	1/4/2016
Summary	States the intent to appropriate \$1,700,000,000 from the Greenhouse Gas Reduction Fund to the 2015-16 fiscal year to allocate to different entities for purposes including low carbon transportation and infrastructure, clean energy communities, and wetland and watershed restoration.
Status	1/5/2016 From printer. May be heard in committee February 4 or 6. (Did not get placed on agenda.)
Support	
Opponents	

Bill	AB 1562
Author (s)	Kim
Title	Sales and use taxes: exemptions: disaster preparedness products
Introduced	1/4/2016
Summary	Exempts from sales and use taxes the purchase of qualified disaster preparedness products sold or purchased during a 2-day period beginning the second Saturday in October 2017.
Status	2/1/2016 Referred to committee on Revenue and Taxation
Support	
Opponents	

Bill	AB 1575
Author (s)	Bonta
Title	Medical marijuana
Introduced	1/4/2016
Summary	Provides the SWRCB with the authority to create regulations for medical marijuana farming that ensure water quality protection.
Status	1/4/2016 From the printer. May be heard in committee February 4. (Wasn't on the agenda.)
Support	
Opponents	

Bill	AB 1587
Author (s)	Mathis
Title	Water Quality, Supply, and Infrastructure Improvement Act of 2014: groundwater: recharge basins
Introduced	1/6/2016
Summary	Amends the Water Quality, Supply, and Infrastructure Improvement Act of 2014 to provide special consideration to projects that create groundwater recharge basins in areas of fallow farmland. Appropriates \$50,000,000 from the bond act proceeds for the grant program.
Status	2/1/2016 Referred to committee on Water, Parks and Wildlife
Support	
Opponents	



Bill	AB 1588
Author (s)	Mathis
Title	Water and Wastewater Loan and Grant Program
Introduced	1/6/2016
Summary	Requires the SWRCB to establish a program to provide low-interest loans and grants to eligible applicants for drinking water and wastewater treatment projects. The program would be funded by \$20,000,000 from the General Fund.
Status	2/1/2016 Referred to committee on Water, Parks and Wildlife
Support	
Opponents	

Bill	AB 1590
Author (s)	Mathis
Title	State Water Resources Control Board: appointments
Introduced	1/6/2016
Summary	Adds four additional members to the state board, appointed by the Legislature. The current 5 member board is appointed by the Governor. One of the new members would be appointed by the Speaker of the Assembly, one by the Assembly Minority Leader, one by the President pro Tempore of the Senate and one by the Senate Minority Leader.
Status	2/1/2016 Referred to committee on Water, Parks and Wildlife
Support	
Opponents	

Bill	AB 1713
Author (s)	Eggman
Title	Sacramento-San Joaquin Delta: peripheral canal
Introduced	1/26/2016
Summary	Prohibits the construction of a peripheral canal without voter approval and requires an economic feasibility analysis
Status	1/27/2016 From the printer. May be heard February 26
Support	
Opponents	

Bill	AB 1738
Author (s)	McCarty
Title	Building Standards: Dark Graywater
Introduced	2/1/2016
Summary	Defines dark graywater as water from kitchen sinks and dishwashers and requires the Department of Housing and Community Development to adopt building standards for dark water systems for indoor and outdoor use.
Status	2/1/2016 Read first time and sent to print. May be heard March 3.
Support	
Opponents	

**California Senate**

Bill	SB 7
Author (s)	Wolk
Title	Water meters: multi-units
Introduced	12/1/2014
Summary	Authorizes the Department of Housing and Community Development to develop standards for water submeter installation in multi-unit residential properties, amended to require the installation of the submeters to be completed by licensed plumbing contractors
Status	1/27/2016 in Assembly, with motion to reconsider
Support	Santa Clara Valley Water District, California Municipal Utilities Association, Sierra Club, California Association of Realtors, California Building Industry Association, EBMUD
Opponents	California State Pipe Trades Council, Coalition of California Utility Employees

Bill	SB 471
Author (s)	Pavley
Title	Reduction of greenhouse gas emissions
Introduced	2/26/2015
Summary	Requires that the Strategic Growth Council develop an emissions inventory of the greenhouse gas emissions from the State's water system. Requires a study on water-related energy use in California. Appropriates money from the Greenhouse Gas Reduction Fund for grants and loans for water projects that result in reduced greenhouse gas emissions
Status	8/28/2015 Failed deadline (2 year bill according to ACWA, which has removed from its watch list)
Support	ACWA, if amended; EBMUD, California Municipal Utilities Association, CSDA
Opponents	

Bill	SB 554
Author (s)	Wolk
Title	Delta levee maintenance
Introduced	2/26/2015
Summary	Originally introduced as a California Water Commission bill, the subject has been revised to address regarding the reimbursement to local agencies for levee maintenance or improvements.
Status	1/27/2016 Read third time and passed to the Assembly. Held at desk.
Support	ACWA
Opponents	

Bill	SB 814
Author (s)	Hill
Title	Drought: excessive water use
Introduced	1/4/2016
Summary	Defines excessive water use as a waste or unreasonable use of water. Prohibits excessive water use by residential customers and makes violations punishable by fines of at least \$500 per 100 cubic feet used above the defined excessive water use in a billing cycle. These provisions would apply only during a drought emergency as proclaimed by the Governor.
Status	1/28/2016 Referred to committees on Natural Resources and Water, and Judiciary
Support	
Opponents	ACWA