Risk Management Committee Meeting

YOUR BEST PROTECTION

ACWA JPIA Executive Conference Room
2100 Professional Drive
Roseville, CA 95661

Thursday
January 22, 2026
8:00 a.m.

Chair: David Wheaton, Citrus Heights Water District

Vice Chair: Szu Pei Lu-Yang, Rowland Water District

Alex Anderson, Rincon del Diablo Municipal Water District

Robin Bravo, Fresno Metropolitan Flood Control District

Bob Kuhn, San Gabriel Basin Water Quality Authority

Cris Perez, Santa Clarita Valley Water Agency

Dylan Schneider, Desert Water Agency

John Weed, Alameda County Water District

Dan York, Sacramento Suburban Water District

RISK MANAGEMENT COMMITTEE MEETING

AGENDA

JPIA Executive Conference Room
2100 Professional Drive
Roseville, CA 95661

Thursday, January 22, 2026 – 8:00 a.m.

Zoom Link Meeting ID: 230 407 0027; Password: 5742; Telephone No.: 1 (669) 900-6833

This meeting shall consist of a simultaneous Zoom teleconference call at the ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661, and the following remote sites:

- Kuhn – 337 West Foothill Boulevard, Glendora

WELCOME, CALL TO ORDER, ANNOUNCEMENT OF QUORUM, AND INTRODUCTIONS

PLEDGE OF ALLEGIANCE

ANNOUNCE RECORDING OF MEETING This meeting may be recorded to assist in preparation of minutes. Recordings will only be kept 30 days following the meeting, as mandated by the Ralph M. Brown Act.

PUBLIC COMMENT Members of the public will be allowed to address the Risk Management Committee on any agenda item prior to the Committee's decision on the item. They will also be allowed to comment on any issues that they wish which may or may not be on the agenda. If anyone present wishes to be heard, please let the Chair know.

HYBRID PARTICIPATION GUIDELINES (See back page of the packet)

ADDITIONS TO OR DELETIONS FROM THE AGENDA

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		B. Approve an Excused Absence for Any Committee Member	
	II.	**ADMINISTRATION**	
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	III.	**LOSS REPORTS**	
Shiu/Villa	*	A. Review Claims Analysis for Liability, Property, and Workers' Compensation Programs	**10**

Presenter			Page#
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Wheaton	*	A. There are no additional meetings scheduled for the remainder of the year.	**53**

ADJOURN

*Related items enclosed.

Americans with Disabilities Act – *The JPIA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of the JPIA, shall be made to: Jillian Sciancalepore, Administrative Assistant III, ACWA JPIA, PO Box 619082, Roseville, CA 95661-9082; telephone (916) 786-JPIA. The JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m. (Government Code Section 54954.2, subdivision. (a)(1).)*

Written materials relating to an item on this Agenda that are distributed to the JPIA's Risk Management Committee within 72 hours before it is to consider the item at its regularly scheduled meeting will be made available for public inspection at ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661-3700; telephone (916) 786-JPIA. The JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m.

Unapproved Minutes

RISK MANAGEMENT COMMITTEE MEETING
ACWA JPIA
2100 Professional Drive
Roseville, CA 95661

January 29, 2025

MEMBERS PRESENT

Chair: Randall Reed, Cucamonga Valley Water District
Vice-Chair: David Wheaton, Citrus Heights Water District
Alex Anderson, Rincon del Diablo Municipal Water District
Bob Kuhn, San Gabriel Basin Water Quality Authority *(via Zoom; arrived at 8:31 a.m.)*
Cris Perez, Santa Clarita Valley Water Agency
John Weed, Alameda County Water District *(arrived at 8:34 a.m.)*
Dan York, Sacramento Suburban Water District

MEMBERS ABSENT

None.

STAFF PRESENT

Chief Executive Officer: Adrienne Beatty
Erin Bowles, Workers' Compensation Claims Manager
Matt Bunde, Lead Risk Control Advisor
Chimene Camacho, Senior Executive Assistant to the CEO
Andrew Corral, Senior Risk Control Advisor
Sarah Crawford, Member Education Manager
Laura Davis, Event Planner
David deBernardi, Director of Finance
Robin Flint, Risk Control Manager
Robert Greenfield, General Counsel
Jennifer Jobe, Director of Pooled Programs
Erik Kowalewski, Information Technology Manager
Terry Lofing, Administrative Assistant III
Paul Myers, Risk Control Advisor II
Fernando Ochoa, Information Technology Support Specialist
Elisa Sabatini, Director of Member Outreach
Jeremy Sadler, Risk Control Advisor
Jillian Sciancalepore, Administrative Assistant III *(Recording Secretary)*
Dan Steele, Finance Manager
Kayla Villa, Litigation Manager
Tony Waterford, Human Resources Manager
Nidia Watkins, Member Services Representative II
Mike Whitright, Network/System Administrator

OTHERS IN ATTENDANCE

Ernie Avila, Contra Costa Water District *(via Zoom)*
Chris Kapheim, Kings River Conservation District
Szu Pei Lu-Yang, Rowland Water District
Melody McDonald, San Bernardino Valley Water Conservation District
Scott Ratterman, Calaveras County Water District
J. Bruce Rupp, Humboldt Bay Municipal Water District
Brent Hastey, Reclamation District 784

WELCOME, CALL TO ORDER, ANNOUNCEMENT OF QUORUM, AND INTRODUCTIONS

Chair Reed welcomed everyone in attendance and called the meeting to order at 8:00 a.m. He announced there was a quorum. He requested the Risk Management Committee, Executive Committee, staff, and others in attendance to introduce themselves.

PLEDGE OF ALLEGIANCE

Chair Reed led the Pledge of Allegiance.

ANNOUNCEMENT OF RECORDING OF MEETING

Chair Reed announced that the meeting would be recorded to assist in preparation of minutes. Recordings are kept 30 days following the meeting, as mandated by the Ralph M. Brown Act.

PUBLIC COMMENT

Chair Reed noted that, as the agenda stated, members of the public would be allowed to address the Risk Management Committee on any agenda item prior to the Committee's decision on that item. Comments on any issues on the agenda, or not on the agenda, were also welcome. None were noted.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

Chair Reed asked for any additions to, or deletions from, the agenda. None were noted.

I. CONSENT AGENDA

Chair Reed called for approval of the Consent Agenda:

> M/S/C (Wheaton/York) (Anderson-Yes; Perez-Yes; York-Yes; Wheaton-Yes; Reed-Yes): That the Risk Management Committee approve the minutes of the January 17, 2024, meeting, as presented.

II. ADMINISTRATION

Report on Meetings Attended on Behalf of the JPIA
None.

III. LOSS REPORTS

Review Claims Analysis for Liability, Property, and Workers' Compensation Programs
Kayla Villa, Litigation Manager, referred to graphs showing that in the Property Program, the top three loss categories received includes: 1.) Vehicle Operations, 2.) Security, and 3.) Natural/Environmental/Chemical.

Ms. Villa also noted that in the Liability Program, the top three loss categories received includes: 1.) Water Line Failure/Break, 2.) System/Equipment Failure, and 3.) Vehicle Operations. The increase in claims during the 2022-23 program year was mainly due to an increase in flood claims from the incredibly wet year that occurred. Ms. Villa also presented that when comparing the top three loss categories for claims filed under Liability to those claims that ultimately end up in litigation, Infrastructure claims/failures make up over 50% of the claims that are referred out to defense counsel, with 63% of those claims relating to trip and falls over meter lids (20%), flooding events (21%), and pipe breaks (22%).

Erin Bowles, Workers' Compensation Manager, referred to graphs showing that in the Workers' Compensation Program, the top three loss categories received includes: 1.) Strain (overexertion, repetitive motion), 2.) Slip, Trip, or Fall (same-level falls, elevated falls), and 3.) Miscellaneous Causes (absorption, ingestions, pandemic, foreign matter in eyes, stress, cumulative). Though most losses are caused by strain, the long-term effects have significantly reduced over the years. It is a goal of the Program to measure the longevity of the treatment and the impact of the permanency of ongoing impairment.

Ms. Bowles noted that the Workers' Compensation Program also categorizes claims by nature of injury, including: Strain (muscle/tendon injuries), Skin Abrasions/Abnormalities (cuts, rashes), and Not Otherwise Classified (includes Multiple Physical Injuries, Puncture, Foreign Object, Conjunctivitis, Concussion, Not Classified, Hearing Loss, Exhaustion Due to Exposure, Rupture, Carpal Tunnel, Tendonitis, Nausea, Fainting, Physical Contact with Another Person, Foreign Body, Respiratory Exposure, Death, and Multiple Injuries (Physical & Psychological).

Further discussion amongst the Committee included implementation of aggressive return-to-work programs showing positive results, how the Workers' Compensation Program's data aligns with national trends, and – with regard to liability claims - the future goal of tracking data regarding the age, type, and size of pipe, and how it relates to trends in infrastructure failures.

IV. RISK MANAGEMENT DEPARTMENT UPDATE

Report on the Risk Management Department 2023-24 Fiscal Year Summary
Robin Flint, Risk Control Manager, highlighted various activities the Risk Management Department has conducted over the past 12 months that supports our members to develop water industry "best practices." She referenced the list of H.R. LaBounty Safety Award winners for Fall 2023 and Spring 2024, along with the list of Risk Control Grant Program recipients for the 2023-24 fiscal year.

Ms. Flint also reviewed the 2023-24 risk assessment focus areas which included Heavy Equipment, Pipe Replacement Programs, and Telematics.

Report on 2024-25 Risk Assessment Focus Areas

Matt Bunde, Lead Risk Control Advisor; Jeremy Sadler, Risk Control Advisor; Andrew Corral, Senior Risk Control Advisor; and Paul Myers, Risk Control Advisor II, all presented on the 2024-25 risk assessment focus areas which include Underground Service Alert (811), Cross Connections, and Serious Injury/Illness Reporting. They shared best practices and JPIA resources designed to encourage members to update their loss prevention practices.

Review and Make Recommendation Regarding the Commitment to Excellence Program: Sprains/Strains Reduction for Field Employees

Ms. Flint and Mr. Bunde reviewed that to assist with reducing strains and sprains in the field and meet the JPIA's Commitment to Excellence Program (C2E) Ergonomics/Fall Prevention objectives, Risk Advisors analyzed existing strains and sprains risk control efforts for field workers and proposed a strain reduction program for field employees. Risk Advisors conducted two C2E Sprains/Strains Reduction pilot programs in 2022-23 and 2023-24 with key metrics and outcomes well received by members.

Mr. Bunde discussed the final results of the pilot programs and provided staff recommendations for the Commitment to Excellence Program Ergonomics: Sprains/Strains Reduction Program for Field Employees. Final program recommendations include availability to all Workers' Compensation Program Members (every three years), a self-directed program by Member with assistance from the Risk Department when requested, and that training scheduling is on a first-come, first-serve basis which may be subject to annual funding limits. In addition, the JPIA has partnered with Future Industrial Technologies (FIT) to bring our members the best available hands-on field ergonomic training for water utility workers.

> M/S/C (York/Perez) (Anderson-Yes; Kuhn-Yes; Perez-Yes; Weed-Yes; York-Yes; Wheaton-Yes; Reed-Yes): That the Risk Management Committee recommends the Executive Committee approve the Commitment to Excellence Program Ergonomics: Sprains/Strains Reduction Program for Field Employees.

Member Loss Review

Each Risk Advisor conducts a loss review on a Workers' Compensation, Property, or Liability claim from among their members and presents it to the Risk Management Committee each year.

Mr. Myers provided an overview of a heavy equipment (2023-24 risk assessment focus area) loss at one of our larger irrigation districts. The loss involved the member rear loading a long-reach excavator onto a lowbed trailer for transport during wet/muddy conditions; the excavator slipped off and tipped over on its side, straddling a canal. Mr. Myers explained that the correct method would have been to front load the long-reach

excavator and provided video examples of both proper rear loading and front loading techniques. It was recommended that a Standard Operating Procedure (SOP) be developed and implemented to ensure consistent and safe practices. Additionally, equipment operators should complete and carry an Authorized Equipment Operator Form (sample can be found on JPIA's website) to verify their qualifications and training. These measures will help promote safety, accountability, and compliance during the loading of heavy equipment.

V. CYBER PROGRAM UPDATE

Report on 2024-25 Cyber Liability Program

Jennifer Jobe, Director of Pooled Programs, reviewed that the Cyber Liability Program is a fully insured group plan for 279 ACWA JPIA members, helping them prioritize cybersecurity threats to boost security and insurability. Proactive risk management can lead to better coverage and lower premiums. JPIA partners with both KYND (scans for vulnerabilities, promotes monitoring) and KnowBe4 (provides training/phishing simulations) to offer tools to members, though many have not yet fully launched the platform with their agencies.

Additional discussion occurred amongst the Committee regarding the importance of educating users on cybersecurity, consideration of incorporating cybersecurity into annual performance reviews, and potential creation of a mutual aid team for cyber incident response.

Discuss Future of Cyber Program Design

Adrienne Beatty, CEO, outlined the Cyber Liability group-purchase Program's strategic evolution and future roadmap. The update included key initiatives such as hiring a Cyber Security Risk Specialist to strengthen risk mitigation efforts, exploring a transition to a self-funded model with a pooled coverage layer for greater financial autonomy and to enhance collective protection against cyber threats. Additionally, potential rate adjustments were discussed to support expanded coverage options and ensure long-term sustainability. These steps aim to align the program with emerging cyber risk trends and participant needs, while maintaining robust safeguards against evolving threats.

VI. STAFF UPDATES

Member Education Update

Sarah Crawford, Member Education Manager, discussed that this past year brought significant transformation and advancement for the JPIA Training department. In July 2024, the Communications, Events, and Training teams combined to form the new Member Education department, overseen by Member Education Manager Sarah Crawford. Kristen Bennett joined as the new Training Specialist in October 2024, followed by Elisa Sabatini starting as Director of Member Outreach in November 2024. These organizational changes are designed to enhance and unify the member experience.

Ms. Crawford also presented that looking ahead, JPIA will update curriculum and onboard new instructors in 2025, encourage regional in-person training hosted by member agencies, and launch a refreshed PDP format in FY 2025-26.

Director of Member Outreach Update

Elisa Sabatini, Director of Member Outreach, informed the Committee of its two vacancies due to Eddie Gonzalez's retirement and Ron Duncan's end of term with his agency. Leadership has been working in accordance with the bylaws to fill these vacancies.

VII. UPCOMING MEETINGS

There are no additional meetings scheduled for the remainder of the year.

The Risk Management Committee meeting adjourned at 10:03 a.m.

ACWA JPIA
Claims Analysis for Liability, Property, and Workers' Compensation Programs
January 22, 2026

BACKGROUND
The JPIA continues to review, monitor, and analyze the loss claims trends within the Liability, Property, and Workers' Compensation Programs.

CURRENT SITUATION
Liability and Property claims are reviewed by type and cause to identify trends and exposure patterns across program years.

Liability claims experienced a significant anomaly in 2022-23, with total claimants surging to 1,664, primarily due to flooding events and infrastructure failures following significant rain events. In the program years prior to and after the 2022-23 program year, claims trends remain stable, averaging 472 per program year. Vehicle operations claims have remained steady throughout the period, mirroring the property program's trend. The data highlights the importance of ongoing infrastructure maintenance and monitoring, as well as sustained focus on vehicle-related exposures.

Litigated claims rose significantly during the 2022-23 and 2023-24 program years. Between program years 2015-16 through 2021-22, annual litigated claims ranged from 33-42. During the 2022-23 program year, litigated claims increased to 56 and increased again to 60 litigated claims in the 2023-24 program year. The 2024-25 program year is still developing, but the current trend appears to be decreasing, with only 17 matters currently in litigation for the recent 2024-25 program year. There are currently 103 matters assigned to defense counsel, noting that litigated claims relating to infrastructure, vehicle operations, and employment practices have increased over the last year, while construction and other claims have decreased.

Property claims experienced fluctuations over the past five years, starting at 167 in 2020-21, rising to 211 in 2021-22 and 210 in 2022-23, before declining to 178 in 2023-24 and 158 in 2024-25. Vehicle operations consistently account for the largest share of claims, though their numbers have slightly decreased, indicating some progress in risk management. Security-related claims peaked in 2021-22 but have since fallen sharply, reflecting successful interventions. Claims related to natural, environmental, or chemical incidents remain low and stable, except for a notable spike in 2022-23. Overall, these trends suggest that targeted risk controls are effective, but continued attention to vehicle operations is warranted.

Workers' Compensation claims are reviewed by cause and nature of injury to identify trends and exposure patterns across program years.

Workers' Compensation claim frequency remained generally stable from the 2020-21

through 2024-25 program years before increasing in the most recent program year. This represents a change from prior patterns and will continue to be closely monitored. The increase is driven primarily by a higher volume of strain-related claims relative to prior years, rather than broad increases across all injury categories.

Strain-related injuries remain the most frequent cause and nature of injury and are the primary driver of the recent increase in claim volume. This trend reflects continued exposure associated with physical job demands and reinforces strain as the most significant ongoing risk within the Workers' Compensation Program.

Slip, Trip, or Fall claims continue to contribute consistently to overall claim volume, with no material change in frequency during the review period.

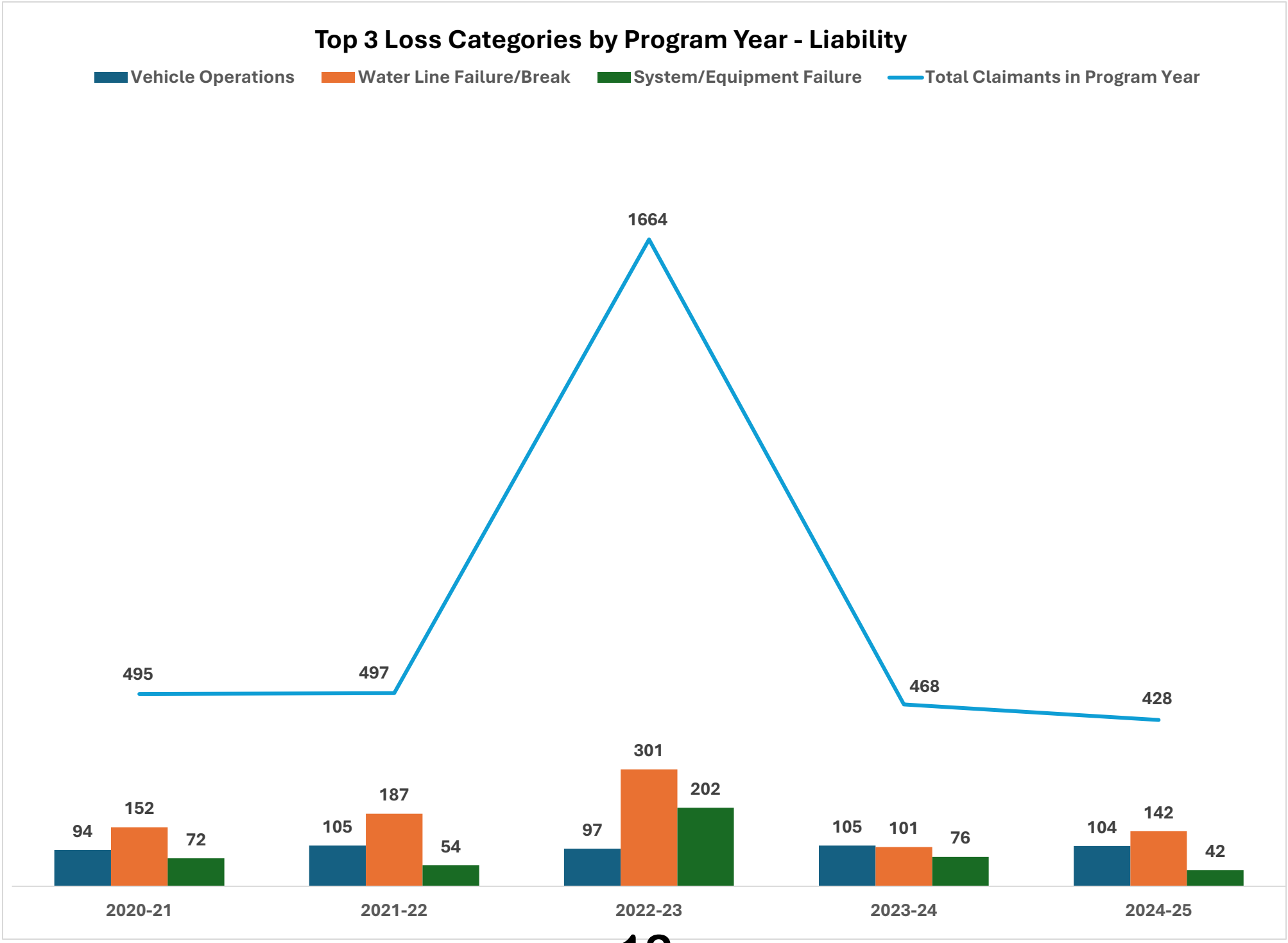
Miscellaneous Causes and Struck or Injured By appear among the higher-frequency categories in certain program years. Variations reflect changes in relative ranking rather than the absence of claims.

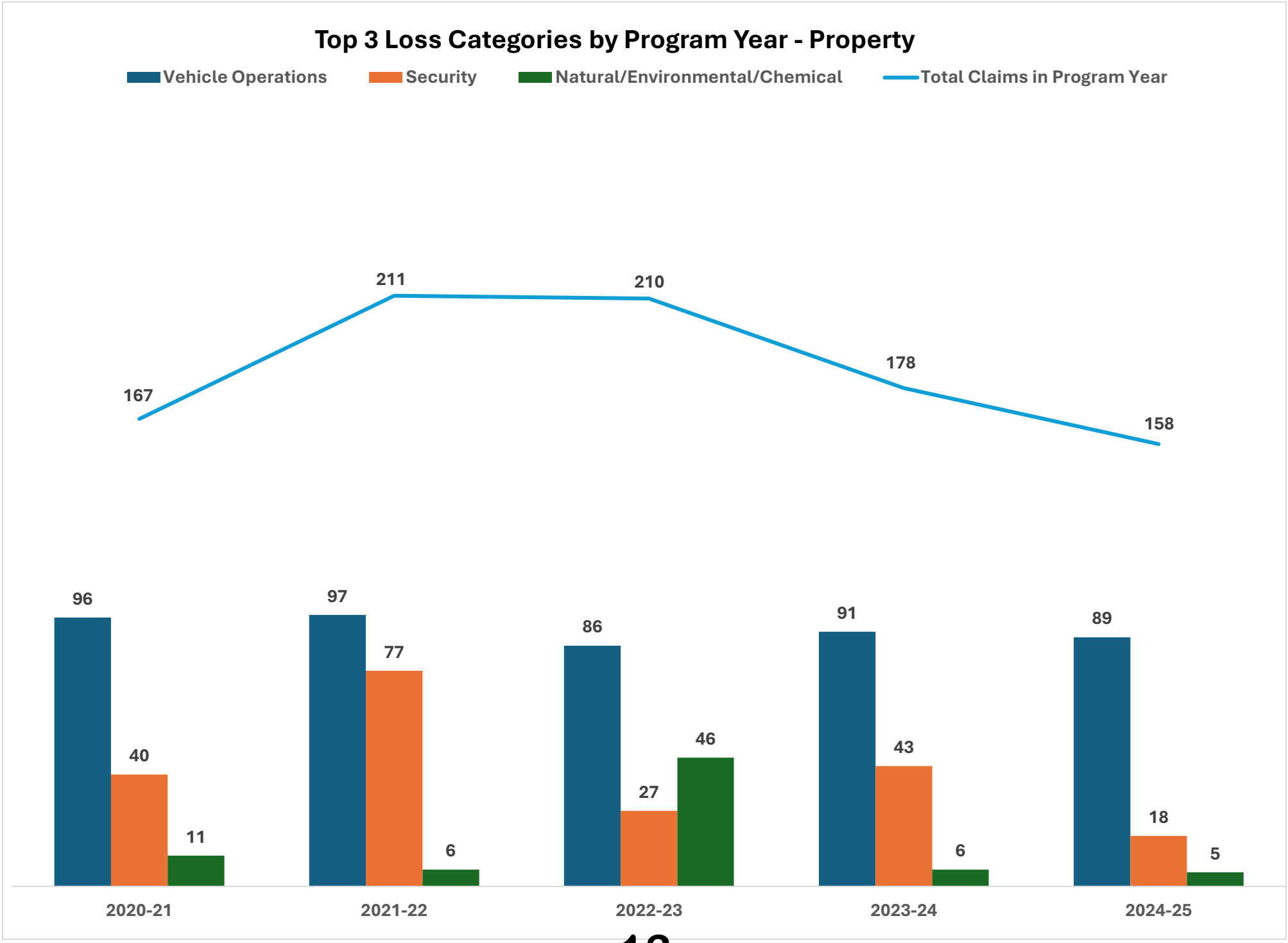
Nature of injury trends align with the increase in strain-related claims, reflecting greater physical exposure rather than a shift in injury types. Based on claim frequency, the most common causes of injury are Strain; Slip, Trip, or Fall; Miscellaneous Causes; and Struck or Injured By. The most common nature of injury categories are Strain or Sprain; Skin Abrasion or Abnormalities; and Not Otherwise Classified.

RECOMMENDATION

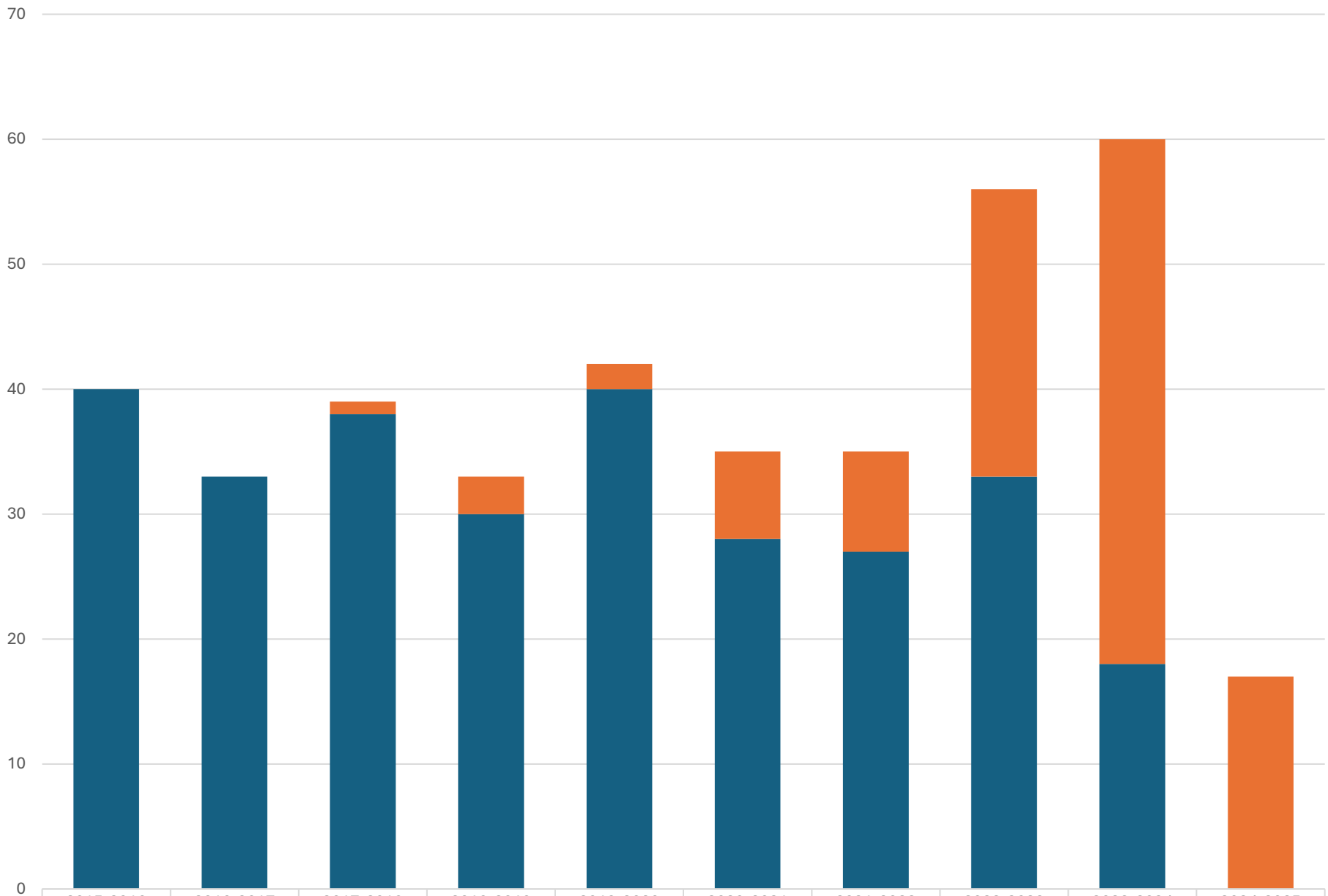
None, information only.

Prepared by: Judy Shiu, Liability & Property Claims Manager; Kayla Villa, Litigation Manager & Erin Bowles, Workers' Compensation Claims Manager
Date prepared: January 8, 2026

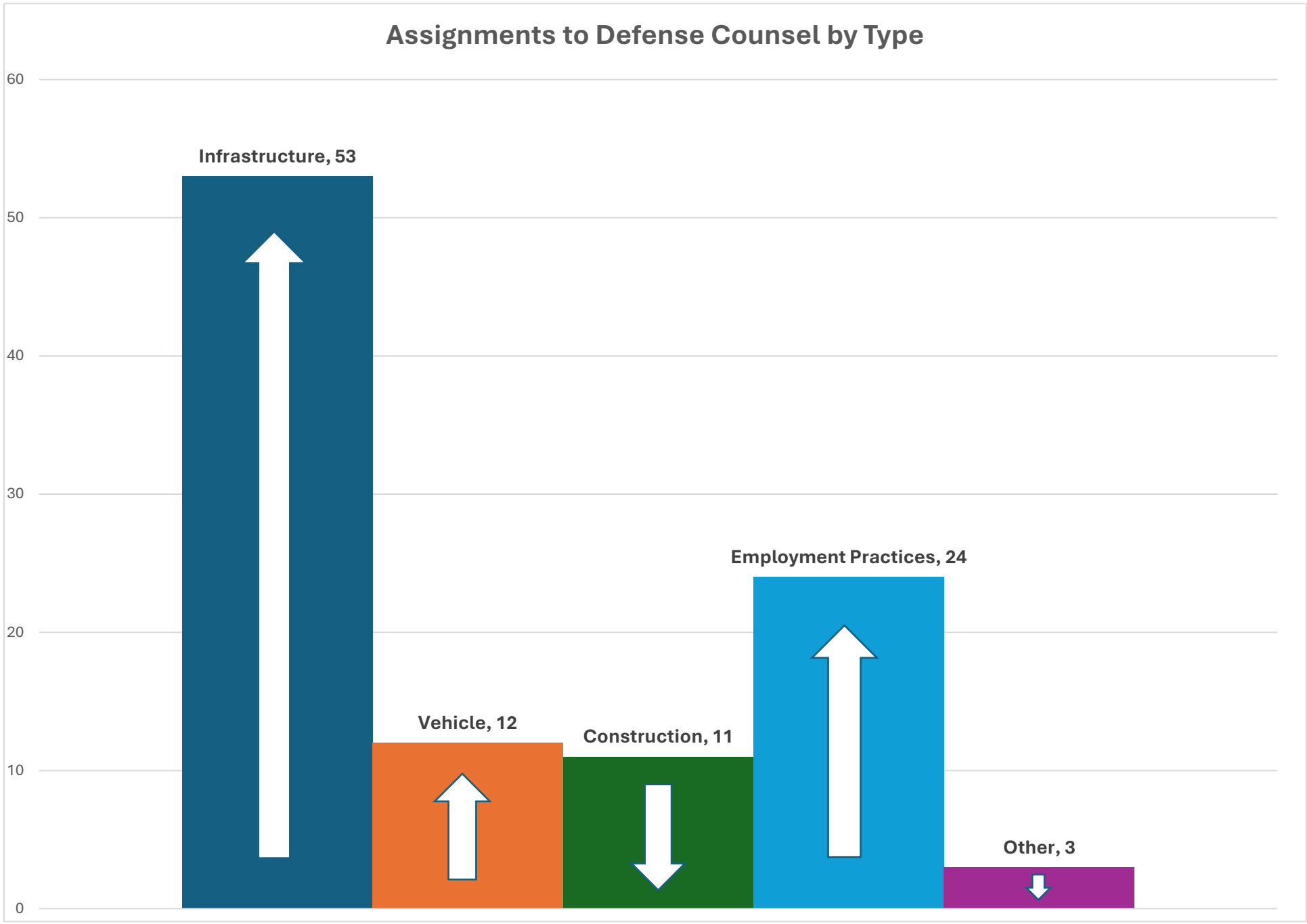

Top 3 Loss Categories by Program Year - Liability
Vehicle Operations
Water Line Failure/Break
System/Equipment Failure
Total Claimants in Program Year
495
497
1664
468
428
94
152
72
105
187
54
97
301
202
105
101
76
104
142
42
2020-21
2021-22
2022-23
2023-24
2024-25

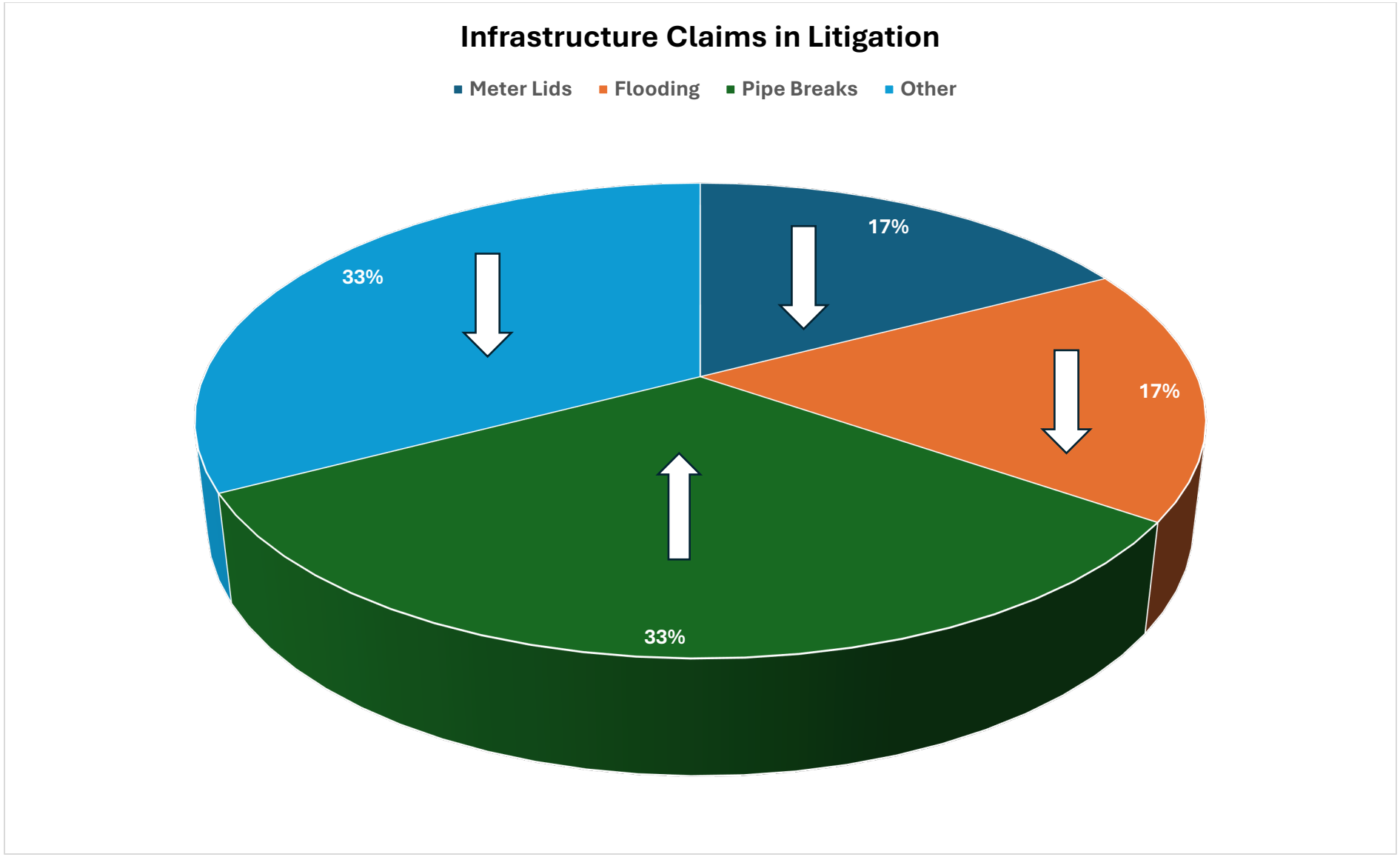

Top 3 Loss Categories by Program Year - Property
Vehicle Operations
Security
Natural/Environmental/Chemical
Total Claims in Program Year
167
211
210
178
158
96
40
11
97
77
6
86
27
46
91
43
6
89
18
5
2020-21
2021-22
2022-23
2023-24
2024-25

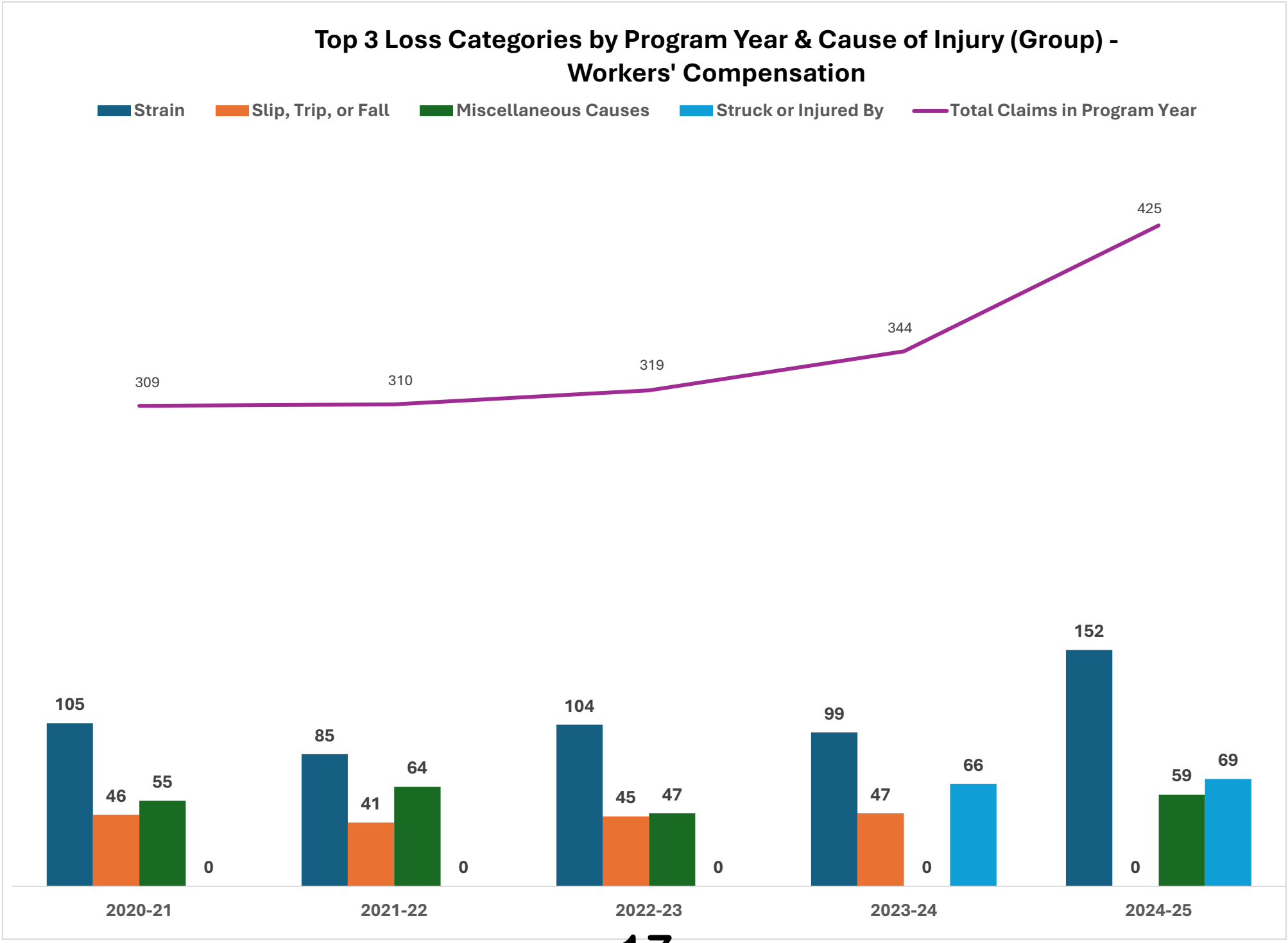
Litigated Claims - 10 Year History



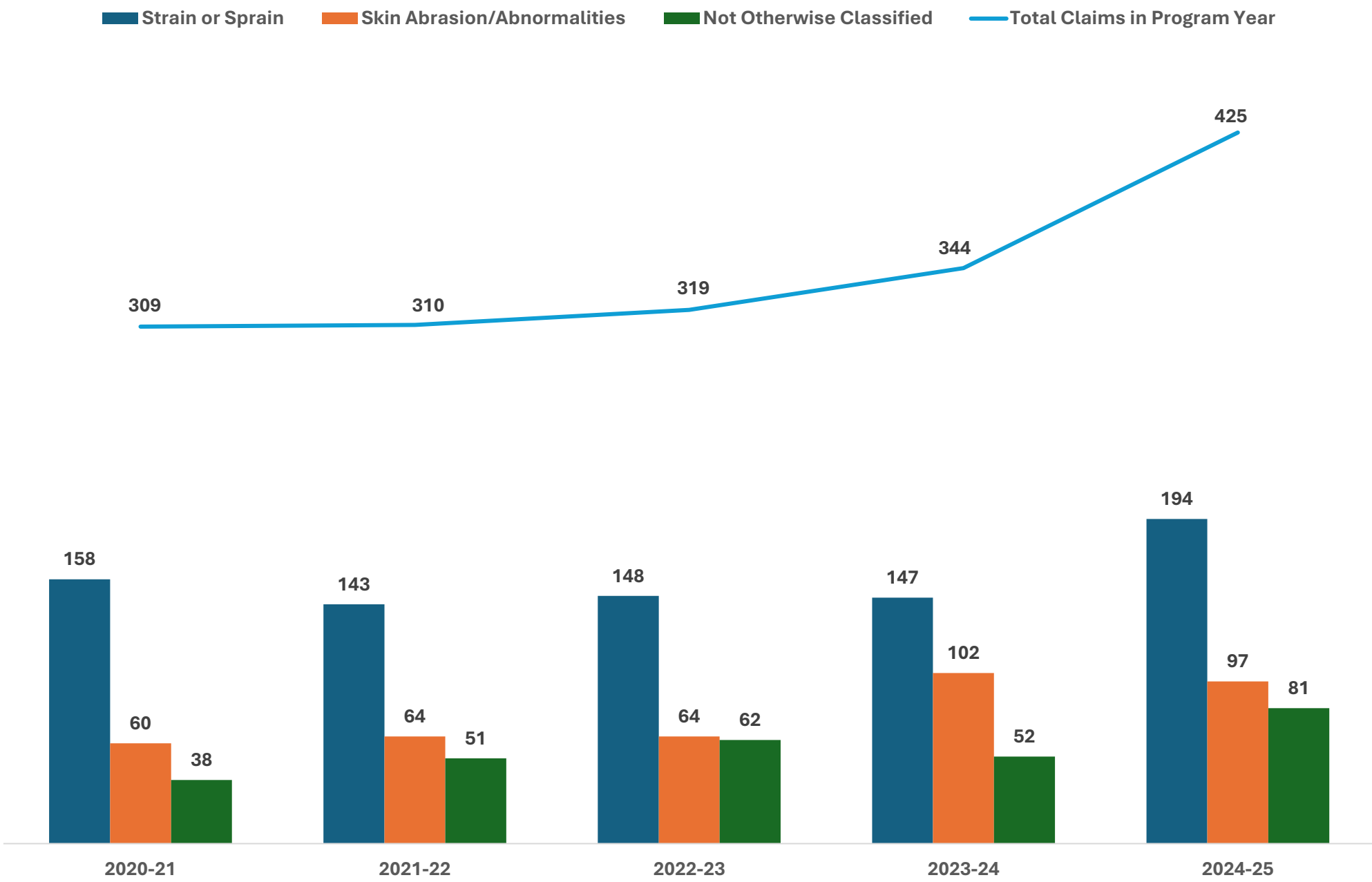
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Open			1	3	2	7	8	23	42	17
Closed	40	33	38	30	40	28	27	33	18	0


Assignments to Defense Counsel by Type
60
50
40
30
20
10
0
Infrastructure, 53
Vehicle, 12
Construction, 11
Employment Practices, 24
Other, 3


Infrastructure Claims in Litigation
Meter Lids
Flooding
Pipe Breaks
Other
17%
17%
33%
33%


Top 3 Loss Categories by Program Year & Cause of Injury (Group) - Workers' Compensation
Strain
Slip, Trip, or Fall
Miscellaneous Causes
Struck or Injured By
Total Claims in Program Year
309
310
319
344
425
105
46
55
0
85
41
64
0
104
45
47
0
99
47
0
66
152
0
59
69
2020-21
2021-22
2022-23
2023-24
2024-25

Top 3 Loss Categories by Program Year & Nature of Injury (Group) - Workers' Compensation



ACWA JPIA
Risk Management Department 2024-25 Fiscal Year Summary
January 22, 2026

BACKGROUND
The Risk Management Department provides onsite or virtual risk assessments, consultative services, loss reviews, and training services to JPIA members participating in our Workers' Compensation, Liability, and Property Programs. The JPIA Risk Management Department offers the following value-added services:

- Ready access to regionally located Certified Safety Professionals.
- Develop water industry "best practices" through our Commitment to Excellence Program.
- Assist member agencies with the implementation of safety and risk control programs.
- Annual focus areas to concentrate on specific hazards, promote JPIA resources, and measure the effectiveness of risk reduction efforts.
- Provide ergonomic evaluations.
- Act as a resource for model safety and risk control programs, checklists, and best practices through our "best practices" and Risk Control Manual resources.
- Recognize employees for safety and loss reduction efforts through the H.R. LaBounty Safety Awards Program.
- Promote the Risk Control Grant Program, which is designed to facilitate a strategic investment by a member's management team in their risk control and safety program projects or equipment, and incentivize members to renew their Commitment to Excellence efforts to prevent or mitigate loss.
- Recognize two members who exemplify Commitment to Excellence Program (C2E) efforts through the Walter "Andy" Sells Commitment to Excellence in Water Safety award.

CURRENT SITUATION
The following is a summary update demonstrating the JPIA's core values and the Risk Management Department's efforts to provide service, support, and resources to members from October 1, 2024 – September 30, 2025.

RECOMMENDATION
None, information only.

Prepared by: Robin Flint, Risk Control Manager Date prepared: January 6, 2026

2024-25 Fiscal Year Summary



Risk Assesment Visits (RAS) 223



Consultative Visits 136



Training Classes 134
Training Attendees 2,560



H.R. LaBounty Safety Awards 30



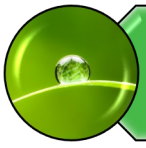
Risk Control Grant Program 15



Andy "Walter" Sells C2E in Water Safety Award 2



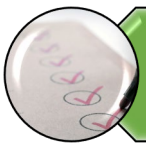
JPIA Source 4



Splash Alert 2



Prospect Member/Recreation & Special Events RAS 188 Hours



JPIA Sample Use of Facility Policy & Application

H.R. LaBounty Safety Award Winners
Fall 2024

Calaveras County Water District
Mechanical Dept. and Ebbets Pass Distribution

Clearlake Oaks County Water District
Francisco Castro
Garrett Swanz
Josie Thurston
Steve Bonge

Desert Water Agency
Facilities and Safety Officer

Diablo Water District
Sophia Gonzales

El Dorado Irrigation District
Pre Deitchman

Elk Grove Water District
Sean Hinton

Laguna Beach County Water District
Boyd Schultz

Moulton Niguel Water District
Isaac Murillo
Steve Vit

Ramona Municipal Water District
Ryan Ruger

Rowland Water District
Casey Hayes

San Dieguito Water District
Frank Guerrero

Santa Fe Irrigation District
Chris Bozir
Nicholas Isabell
Luis Martinez

Stockton East Water District
Kyle Brothers
Andrea Cahoon
Angelo Imbrunetti
Mike Sutton

Sweetwater Authority
Manuel Garcia
Chipper Cap Fabrication, Watershed Caretakers
Vegetation Abatement System, Engineering

West Stanislaus Irrigation District
John Verissimo

H.R. LABOUNTY SAFETY AWARD WINNERS
SPRING 2025

Humboldt Bay Municipal Water District
Essex Staff and Supervisors

Moulton Niguel Water District
Micaiah Wiewandt

Paradise Irrigation District
Marc Beckham

Ramona Municipal Water District
Randy Robertson
Mackenzie Martinez

Sacramento Suburban Water District
Vicki Sprague

San Bernardino Valley Water Conservation District
Zachary Blum and the Land Resources Team

Stockton East Water District
Heather Wood
Christopher Donis
Aaron Riojas

Sweetwater Authority
Watershed Caretaker Group and Engineering
Plan Maintenance Department

Walnut Valley Water District
Jodi Johnson

ACWA JPIA 2024-2025
Risk Control Grant Program Recipients

Members agree to update the ACWA JPIA to review project progress and results, and share lessons learned and observations about the implementation and outcomes. Upon completion of the project, members will provide a report to the Risk Management Committee and Executive Committee, summarizing the project goals and results achieved.

Cachuma Operation and Maintenance Board (COMB) - Enhanced Structure Safety System

This project aligns with JPIA's *Commitment to Excellence Program (C2E)* by proactively addressing workplace safety hazards and improving operational efficiency. By implementing the Five-Piece Hoist System and Lower Mast Extension, COMB is investing in risk management solutions to enhance employee safety, reduce injury risk, and improve confined-space entry procedures. By applying ***substitution and engineering controls,*** this initiative reinforces the *C2E's Falls Prevention* best management practices.

Citrus Heights Water District – Six Types of Working Genius Workshop

Citrus Heights Water District plans to implement a "*Six Types of Working Genius*" workshop hosted by a Working Genius Master Facilitator that will assist with structured training to proactively address workplace communication challenges, role alignment, and organizational cohesion. This initiative will apply ***administrative controls*** to strengthen employee engagement, leadership effectiveness, and team collaboration. These best practices help mitigate risks related to employee dissatisfaction, turnover, and workplace conflict, fostering a positive, inclusive work culture that enhances productivity and service reliability. This initiative directly supports the JPIA's *C2E Employment Practices: Staff Development* loss reduction focus area.

Clear Creek Community Services District - Walk Behind Concrete Saw

Clear Creek Community Services District is replacing their current concrete saw with a walk-behind concrete saw to mitigate ergonomic challenges when cutting roadway asphalt during leak repairs. The new walk-behind saw would improve the operator's control over the equipment and their posture during operation, minimizing ergonomic risks, and improving operational efficiency. By implementing this ***substitution control***, the District demonstrates a proactive commitment to loss prevention, in line with JPIA's risk reduction initiatives. This project aligns with JPIA's *C2E Ergonomics* best management practices and enhances worker safety.

Fall River Valley Community Services District – Pipe Locating Equipment

Fall River Valley Community Services District plans to upgrade advanced portable electronic pipe locating equipment with integrated GPS. This initiative aims to replace older mapping methods and manual potholing, thus reducing underground line strikes by enhancing the accuracy and speed of pipeline detection. By integrating modern technology, the improved

pipe locating equipment are ***substitution and engineering controls***, through the elimination of traditional potholing. This project aligns with JPIA's *C2E Infrastructure: Inspection Maintenance* best management practices.

Humboldt Bay Municipal Water District – Emergency Vehicle Upgrades and Response Planning

Humboldt Bay Municipal Water District is enhancing fleet safety lighting to improve worker visibility and reduce the risk of roadside incidents. By integrating ***engineering and administrative controls***, the District will upgrade vehicle safety features and implement Standard Operating Procedures (SOPs). This initiative strengthens employee safety, reduces exposure risks, and enhances overall operational resilience. This project directly supports the *C2E Construction: Temporary Traffic Control* best management practices.

Rancho California Water District – Security Camera Installation for Critical Infrastructure Project

By integrating high-definition security cameras and real-time monitoring, the District proactively enhances security and resilience within its critical infrastructure. This initiative will help safeguard its water facilities from theft, vandalism, and unauthorized access while mitigating operational risks. This supports the *C2E Infrastructure* loss reduction focus area. The District plans to enhance the effectiveness, long-term reliability, and sustainability of its water delivery system by implementing **engineering controls**. This directly supports the *C2E's Infrastructure Program's Theft/Vandalism* best management practices.

San Juan Water District – Bacon Pump Station Fence Project

San Juan Water District is installing anti-climb security fencing around the Bacon Pump Station and backup generators to mitigate risks associated with theft and vandalism. By securing these assets, the District proactively reduces the likelihood of costly repairs, service disruptions, and third-party liability and property losses. Applying ***engineering and administrative controls***, this project aligns with *C2E Infrastructure* loss reduction focus area.

Stockton East Water District – Portable Weld Fume Extractor for Hot Work

Stockton East Water District is implementing a Portable Weld Fume Extractor to enhance worker safety by controlling airborne contaminants and reducing the risk of toxic exposure, heat stress, and fire hazards during hot work. This proactive approach integrates *C2E's* best practices by utilizing ***engineering controls*** to mitigate workplace risks and improve and promote a safer work environment. By investing in innovative ventilation solutions, the District demonstrates its commitment to reducing claims, enhancing operational efficiency, and fostering a culture of safety excellence in alignment with JPIA's *Infrastructure* focus area.

ACWA JPIA 2024-2025
Risk Control Grant Program Recipients

Truckee Donner PUD – Unified Preparedness Project

Truckee Donner PUD is implementing Incident Command System (ICS) principles to enhance its Emergency Operations Center (EOC) capabilities. This initiative enhances the District's capacity to mitigate risks associated with natural disasters and service disruptions. The project will apply ***administrative controls*** to improve situational awareness, interdepartmental coordination, and response efficiency. Through continuous training, updated emergency response plans, and standardized communication protocols, this project demonstrates a measurable commitment to risk reduction, loss prevention, and long-term sustainability. The District is in alignment with *C2E's Emergency Preparedness* best management practices in safeguarding the District and its community.

Utica Water and Power Authority – Murphy's Forebay Trash Rack Replacement

Utica Water and Power Authority identified potential operational hazards and is applying ***engineering controls*** by replacing manual debris removal with an automated trash rake system. Supporting the *C2E's Ergonomics: Ergonomic Operations Equipment* focus area, the project will enhance operational efficiencies, mitigate hazardous exposures, and minimize the risk of injuries and fatigue.

Vista Irrigation District – Large Vehicle Cameras

Vista Irrigation District is retrofitting their larger vehicles with rear and side-mounted cameras to enhance visibility, reducing the likelihood of backing accidents and blind spot collisions. By integrating these camera systems into the District's fleet, this ***engineering control*** directly aligns with JPIA's *C2E Vehicle Operations* loss reduction focus area.

Yuima Municipal Water District – Operation Vehicle Safety

Yuima Municipal Water District is upgrading six of its service trucks by installing emergency strobes and high-power work lighting to enhance visibility and reduce the risk of vehicle-related accidents and injuries. These improvements align with the C2E's emphasis on proactive loss prevention strategies, which involve mitigating roadway hazards, enhancing nighttime work safety, and ensuring compliance through the implementation of ***engineering*** and ***administrative controls***. This project aligns *C2E's Vehicle Operations* best management practices.

This Sample Facility Use Application must be customized to meet your Agency's Liability Program needs.

Member Name Facility Use Application

PART 1. CONTACT INFORMATION

Applicant Name: Click or tap here to enter text.

Organization: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Alternate Contact Name: Click or tap here to enter text.

Alternate Phone: Click or tap here to enter text.

PART 2. FACILITY, DATES & TIMES REQUESTED

Event Date(s): Click or tap here to enter text.

Start Time: Click or tap here to enter text. End Time: Click or tap here to enter text.

Type of Event: Click or tap here to enter text.

Estimated number of attendees (per day): Click or tap here to enter text.

Ages of Attendees: Click or tap here to enter text.

Waiver Signed? ☐ Yes ☐ No

Description of Event/Activities: Click or tap here to enter text.

Facility Requested: ☐ Facility #1 ☐ Facility #2 ☐ Facility #3 ☐ Facility #4

PART 3. EVENT INFORMATION

1. Is this event open to the public? ☐ Yes ☐ No
2. Is this a catered event? ☐ Yes ☐ No
3. Will you be using the kitchen? ☐ Yes ☐ No
4. Will alcohol be present? ☐ Yes ☐ No

a. If yes, explain securities in place to avoid overindulging and underage drinking. Click or tap here to enter text.

b. Is identification checked and wristbands issued? ☐ Yes ☐ No

c. Is the liquor confined to a set area? ☐ Yes ☐ No

d. Will there be any outside vendors? ☐ Yes ☐ No

- If yes, provide a list of the vendors and activity: Click or tap here to enter text.

e. Will there be a DJ or band? ☐ Yes ☐ No

- If yes, type of music: Click or tap here to enter text.

f. Are fireworks included? ☐ Yes ☐ No

g. Carnival rides? ☐ Yes ☐ No

5. Will the vendor(s) mentioned above provide insurance? ☐ Yes ☐ No
6. If you answered yes to any of the above questions, please explain: Click or tap here to enter text.

Acknowledgment: I hereby state that the information above is correct to the best of my knowledge.

Applicant Signature: _____

Date: _____

This Sample Administrative Policy must be customized to meet your Agency's Liability Program needs.

This policy provides guidelines for using *Member Name* (Agency) facilities by employees and outside organizations. It is intended to ensure that the use of the facilities is granted fairly and equitably for meetings, activities, and events that are recreational, social, and/or civic in nature, offering services of interest and need to the community. Fees charged for the use of the facilities are intended to reflect the operational costs of each event.

Policy

The Agency's Headquarters has a *XXXX* square-foot space owned and operated by the Agency at *Address*. The space primarily used for the Agency's board meetings could serve as a meeting space, reception hall, etc. The area includes outdoor meeting space, parking lot, and kitchen amenities.

Facility capacity:
Indoor/Outdoor capacity:

Add additional locations that can be rented. Add as necessary.

Policy Approvals

Original policy adoption: *Date*
Revised policy adoption: *Date*

This policy shall be reviewed by the Board of Directors at least every *XX* years and may be revisited sooner should the need arise.

Activity Identification and Advance Notice[1]

The *Member Name* (Agency) risk pool, ACWA JPIA, has identified some recreational activities or special events as having more risk than others. To ensure coverage to *Member Name* (Agency), these events or activities (Class III) require advance notice, and for specific events or activities, concurrence by ACWA JPIA.

Application Procedures (Update by Member Agency)

A. An individual or representative of a group (Applicant) may inquire about the availability of a specific facility, date and time, and rental rates by telephone or in person at the facility during regular business hours. An available date cannot be held for possible use when inquiring.
B. An individual or representative of a group can reserve a date for possible use by making an appointment with staff to submit a written application, sign the contract, and pay the required deposit for a specific facility, date and time.
C. All applicants must complete the Facility Use Application (Application) and pay all applicable fees when applying.
D. The applicant shall be classified and assigned a Group following the definition

[1] Applies to JPIA Liability Program Members

and priority rankings outlined in the Group Priority Rating section.

E. Hours of operation are limited to staffing and scheduling availability at the Agency's discretion. A one (1) hour clean-up may be requested at the end of each event for no additional charge. The time needed to set up the event should be reflected in the rental hours.
F. Observed Holidays - Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, Labor Day, Veteran's Day, Juneteenth, and Independence Day. No use shall be scheduled on observed holidays without written Agency approval.
G. Upon approval of an application, the applicant may not transfer, assign, or sublet the Facility or apply for use on behalf of another person or organization.
H. Applications shall be accompanied by proof of liability insurance consistent with the provisions of this Policy, a refundable cleaning deposit, and fees per the attached fee schedule.
I. The Agency reserves the right to suspend the use of a facility to groups or individuals not complying with established rules and regulations. If an event is found to be out of compliance, the applicant forfeits the deposit(s).
J. The Agency reserves the right to cancel a reservation for any event or activity. In the event of such a cancellation, notice shall be given as far in advance as possible, and a full refund will be made. Please note that this facility has been designated as an emergency facility, which could result in event cancellation should an emergency occur.
K. The applicant must check in with the Agency's on-site staff at the beginning of the reservation and be present for the event. Applicant must also check out with on-site staff at the conclusion of the reservation and clean-up. Applicant must serve as or designate a point of contact for Agency staff during the event.
L. Neither the Agency nor its agents, officials, employees, and/or volunteers will be held responsible for the loss, damage or theft of equipment or articles owned by the applicant and/or guests.

Group Priority Rating (Update by Member Agency)

A. An individual or group seeking permission to utilize the facilities will be classified in one of the following priority groups. These classifications are used to establish 1) priority of use, 2) applicability of a fee, and 3) amount of the fee, if any. The priority groups are as follows:

    a. Group A - Agency Events: Activities conducted and/or sponsored by the Agency.
    b. Group B - Agency Partners: Activities where the Agency has partnered with the organization.
    c. Group C - Community Activities: Where the applicant has planned

recurrent scheduled events.

d. Group D - Community-Based Organizations: Activities where public agencies conduct official business, non-profit service organizations, or organizations sponsoring a public forum or candidate's night, and Agency employees.
e. Group E - Facility Rentals: Activities conducted by Agency residents for private use.

B. Priority for using the facility will be in alphabetical sequence, with Group A applicants receiving the highest priority and Group E applicants receiving the lowest priority. Agency customers who fall under Group E must provide proof of residency.
C. The General Manager/CEO, or designee, may develop and authorize an annual agreement with Group C qualifying agencies, including Scope of Services, Fees, and other applicable terms.

Liability and Insurance

A. All users of the facility shall procure and maintain, at their own expense and for the duration of the event covered, comprehensive general liability insurance against all claims for injuries against persons or damages to property that may arise from or in connection with the use of the facility by the user, its agents, representatives or employees in the amount of two million dollars ($2,000,000) combined single limit and hold *Member Name* harmless for any damage or injury.
B. *Member Name* must be named as "additional insured."
C. If alcohol is to be served, insurance coverage shall include coverage for serving alcoholic beverages.
D. Evidence of Liability Insurance and its Additional Insured Endorsement is due to Agency staff 30 days before the event rental date.

General Operating Guidelines (Update by Member Agency)

A. Tobacco use of any kind or smoking, including vape, is not permitted inside the facilities. Smoking is permitted in designated areas only.
B. Incense, fog, haze, or smoke are not permitted in the facilities at any time. Fire and open flame are strictly prohibited. Sterno heaters for food warming are allowed without a permit as long as they are placed under a chafing dish on a table with no guests seated at the table.
C. Animals are not permitted inside the facilities except those designated as service animals.
D. Any user group desiring to charge an admission fee and/or donation or sell any

items must submit a written request with the Facility Use Application and receive written authorization from the Agency. Additional insurance may be required.

E. Illegal activities shall not be permitted. All groups and individuals using a facility shall comply with City, County, State, and Federal laws. Fighting, gambling, and lewd conduct are prohibited.
F. Amplified music and/or sound systems, including public address systems, DJs, karaoke, and bands, will not be permitted without prior written approval.
G. Advertising materials may be left with the Agency for approval and displayed when deemed appropriate and as space permits. Any items posted that have not been approved will be removed and discarded.
H. No signs or decorations are to be taped, nailed, or otherwise attached to walls, windows, ceilings, or window coverings. No rice, birdseed, confetti, or similar items shall be thrown in or around the facility. Balloons must be secured and not released. No hay bales are permitted on site.
I. Clean-up is the user's responsibility. This includes wiping table tops and chairs, picking up trash from the areas used during the event, disposing of it in proper receptacles, and removing all user-owned or leased (non-Agency-owned) items.
J. Storage is not provided at the facilities.
K. Food and beverages must remain in designated areas.
L. Kitchen facilities, if applicable, are available for use. Ovens, refrigerators, etc., may be used only with specific advance approval and the appropriate fee and deposits. Renters must provide all kitchen utensils.
M. The Agency shall have the right to control and operate the facilities, including heating and air conditioning systems and common use areas, in a manner deemed best by the Agency.
N. The Agency shall not rent, lease, or allow use of its public facilities by any person or organization that illegally discriminates on the basis of race, religion, sex (including gender, gender identity, gender expression and pregnancy), national origin, ancestry, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), or any other protected classification as protected by law.
O. Special events or requests not covered in this Policy must be submitted in writing and shall be reviewed by the NAME Department to determine appropriate use, fees, and services.
P. In the event of damage, destruction or defacement, the applicant shall be liable for all expenses required to repair, restore, or replace the facility's furnishings or equipment to its original condition. Any costs associated with this will be deducted from the deposit(s). If the cost of damage is greater than the deposit, the Agency will defer to the insurance policy for coverage.
Q. The use of firearms and fireworks are strictly prohibited at all times.

This Sample Administrative Policy must be customized to meet your Agency's Liability Program needs.

Alcoholic Beverage Use and Service (CONTACT MEMBER SERVICES REGARDING ADDITIONAL EVENT INSURANCE)

A. Alcohol use in the facilities is exclusively by written permission in advance and must comply with applicable law and the provisions of this Policy. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event. Additional regulations and specifications may be required in the facility's use permit for any event.

   a. "Alcohol use" refers to any beverage containing any alcohol.
   b. Security must be present at all events at which alcohol is served. The cost of security is the user's responsibility. The user must also get approval from the security company being used for the event by *Member's Name.* For events with over 150 guests, two unarmed guards may be required. Events may require additional security, as determined by the Agency.
   c. Alcohol shall not be served to minors. The user's failure to comply with, monitor and enforce this provision is grounds for terminating the activity immediately and forfeiting the refundable deposits and all of the room fees.
   d. Permission to serve alcohol shall not be granted for any event where a majority (50% plus one) of guests will be under 21.
   e. Alcohol may not be served or consumed in the parking lot.

B. The service of alcohol at any event is limited to a maximum of five (5) consecutive hours. Serving of any alcoholic beverage must end one (1) hour before the close of the event.
   a. All alcoholic beverages will be stored away from the event after this time until the end of the event.

C. A server must distribute all alcohol from behind a table or bar, which must be monitored at all times. The server(s) must be an adult over 21 and responsible for ensuring that no minors are served and no guests are over-served. The server may not consume alcohol while on duty.
   a. Additional requirements may be needed for no-host bar events.

D. License requirements (when alcohol will be sold)
   a. No sales or requests for donations of alcohol are permitted without a license from the State Alcoholic Beverage Control Board (ABC).

Alcoholic Beverage Control
3927Lennane Drive, Suite 100
Sacramento, CA 95834
Email us at headquarters@abc.ca.gov.
Call (916) 419-2500

b. A copy of your contract must be furnished to ABC when applying for this license.
c. A copy of the ABC license must be furnished to the Agency at least seven (7) working days before the event and posted in plain view near the bar or where alcohol is being served.
d. A one-day alcoholic beverage permit can only be issued to a non-profit organization if the proceeds go back to the non-profit organization.
e. Private parties shall not sell alcohol independently but must arrange this through a licensed caterer. The caterer must have an appropriate License, which enables the caterer to sell beer, wine and distilled spirits (hard liquor). If the caterer does not have this license, the private party cannot sell alcohol. There are NO EXCEPTIONS. It is illegal for a private party to sell alcohol on their own.

E. Injuries or damage caused to any person or property as a result of alcoholic beverages being served and/or consumed on Agency properties shall be the sole responsibility of the organization, its sponsor or the adult representative, who, as a condition of signing the use permit for the facility agree to indemnify the Agency for any such injury or damage.

Equipment Use (Update by Member Agency)

A. The Agency has a variety of equipment that can be requested for use at the facilities on a first-come, first-served basis.
B. Tables and chairs will be included in the paid facility rental with the exception of the outside and lobby areas. Other amenities and equipment potentially available include a podium, overhead projector, projector screen, microphone, and coffee pot.
C. Kitchen amenities include oven, refrigerator, dishwasher, counter space, microwave, and sink.

Fees and Deposits (Update per Agency Requirements)

A. To hold a date, a minimum deposit of 50 percent of the total fee must be made at the time of the reservation. The remaining balance due must be paid 30 days before the reservation date. All fees are payable to *Member Name*. All events

require a $100 security deposit that must be paid at the time of reservation.

B. Security guard (s) are required for events that serve alcohol.
C. If the request for facilities is not approved, all initial deposit(s) will be returned within three (3) weeks of the denial.
D. The applicant must cancel all facility use at least ten (10) working days before the scheduled event. Failure to do so may result in a 10 percent loss of the fees paid to reserve the facility or $100, whichever is greater.
E. The user shall be required to pay the total cost of breakage or damage (over and above the deposited funds), regardless of the amount. If damage occurs and is less than the deposit, the difference shall be refunded.
F. Deposit refunds will be processed within three (3) to six (6) weeks after the event and sent to the applicant as a check.

Sample Cost Sheet (Update by Member Agency)

Fee Schedule - Headquarters					
	Group A	Group B	Group C	Group D*	Group E*
Facility Use (Flat fee)	No Charge (NC)	$350/event	N/A	$415	$415
Facility Use Rental (Hourly fee)	NC	NC	N/A	$75/hour	$135/hour
Security Deposit	NC	$100	N/A	$100	$100
Alcohol Deposit**	NC	$500	N/A	$500	$500
*Groups D and E pay an hourly facility use fee in addition to the facility use flat fee. **A security guard(s) is required for events where alcohol is served. The hourly charge only applies to after-hours events. †Pass through fee based on vendor contract.					
Additional Amenities					
Security Guard †	NC	$27.85/hour	N/A	$27.85/hour	$27.85/hour
Microphone/Projector Deposit	NC	NC	N/A	$50	$50
Flags	NC	NC	N/A	NC	NC
Podium	NC	NC	N/A	NC	NC
Tables and Chairs Set-up	NC	NC	N/A	$110	$110

Linens, cutlery, and decorations are not included in the room rental fee.

This Sample Administrative Policy must be customized to meet your Agency's Liability Program needs.

Variance (Update by Member Agency)

A. An applicant may request a variance from one or more of the rules outlined in this policy in writing at the time of the Facility Use Application. The request must set forth the unusual circumstances that justify a deviation from the ordinary rules.
B. If a variance is granted, the applicant will pay any supplemental fee necessary to compensate the Agency for additional costs associated with the variance. Denial of a variance may be appealed to the General Manager/CEO within ten days. The General Manager/CEO's decision will be final.

RESOURCES

The section is a collection of JPIA resources and is intended for reference purposes only. These resources should not be included into your Agency's Facility Use Administrative Policy.

JPIA Resources

1. Detailed information on recreational activities classifications and potential activities that are not covered can be found on the JPIA RECREATION AND SPECIAL EVENT Policy located on the Liability Program page of the JPIA website.

2. JPIA Model 12 Use of Facilities Insurance
3. JPIA Sample Waiver

ACWA JPIA
2025-26 Risk Assessment Focus Areas
January 22, 2026

BACKGROUND
Risk Management staff conduct annual risk assessment visits with members to obtain updates on member operations, review losses, identify areas for consultation, share best practices, and outline training deliverables in the next year. Staff also conduct on-site surveys of select facilities to assist members in identifying new or previously unrecognized hazards arising from new operations, equipment, or facilities.

In 2019, Risk Management staff recognized the need for a more uniform focus for our annual risk assessment visits with members. We aim to assess current or emerging water industry trends related to JPIA's ***Commitment to Excellence Program's*** six loss reduction focus areas. The JPIA Risk Management staff's goal is to assist members in continuously improving their safety programs and ensuring regulatory compliance.

CURRENT SITUATION
The 2025-26 risk assessment focus areas are Cybersecurity, OSHA Fixed Ladder Standards, and Ergonomics. The Advisors will share best practices and JPIA resources to encourage members to update their loss prevention practices. Highlights of risk assessment focus areas are attached and shared by staff.

RECOMMENDATION
None, information only.

Prepared by: Robin Flint, Risk Control Manager Date prepared: January 6, 2026



OSHA REVISES ITS FIXED LADDER STANDARD



Overview of the Rule

Applicability - Federal OSHA revised the fixed ladder standards under 29 CFR 1910.28(b)(9)(i), specifying updated fall protection for fixed ladders. OSHA specifies fixed ladders are permanently attached to a structure, building, or equipment. Manhole steps are not included in this definition. In accordnce with the state plan agreement with federal OSHA, Cal/OSHA must adopt this standard or one more stringent. As of the publication date, Cal/OSHA has not adopted this standard.

Primary Change - According to OSHA's revised fixed ladder standard, safety cages and wells will no longer be accepted as compliant fall protection, requiring a shift to active systems such as personal fall arrest systems (PFAS), ladder safety systems, or stairways.

Concerns - Cal/OSHA will not adopt the standard until the last minute, leaving agencies with a very short timeframe to meet compliance requirements and limiting options.

Federal OSHA Implementation Timeline

Date	Requirement
January 2017	The general rule went into effect.
November 2018	New or replaced ladders exceeding 24 feet (*Cal/OSHA is 20 feet) must include a PFAS or ladder safety system; cages/wells may only be retained if installed prior to this date.
November 2036	Final deadline: All permanently attached ladders exceeding 24 feet (*Cal/OSHA is 20 feet) must be retrofitted with a PFAS, ladder safety systems, or stairs; cages/wells are no longer acceptable.

**Cal/OSHA standard currently requires fall protection on fixed adders above 20 feet.*

Transition Details



- **Pre-2018 Ladders:** Cages are premissible until replacement is needed, or until 2036--whichever comes first.
- **New/Replacement Ladders (post-2018):** Must include a PFAS, stairs, or ladder safety system; cages or wells are not acceptable.
- **Cal/OSHA** has yet to adopt this federal standard but will likely address this closer to 2036.



Why Cages Are Being Phased out

- **Studies** and OSHA analysis concluded that cages do not prevent falls and may even increase injury severity -- especially if a worker becomes unconscious or trapped mid-fall.
- **Research** showed cages offer no positive fall-arrest capability and may impede rescue efforts.

OSHA Letter of Interpretation

Fixed Ladders, Rest Platforms, Personal Fall Protection, Ladder Cages, and Wells

https://www.osha.gov/sites/default/files/publications/OSHA3903.pdf

Checklist for Compliance

- **Inventory for Fixed Ladders with Cages:** Note installation or replacement dates.
- **Install PFAS, Ladder Safety Systems, or Stairs:** On new/replacement ladders--the federal OSHA requirement is immediate post-November 2018. It is not recommended that agencies install new cages, as Cal/OSHA may require their removal in the future.
- **Plan Retrofits:** Before November 18, 2036, even if the existing cages remain in place.
- **Train Workers:** Hazard recognition, proper use of safety systems, and inspection protocols.
- **Document Inspections:** Conduct visual inspection before each use, and formal verification annually by a competent person.



ACWA JPIA
Member Loss Review
January 22, 2026

BACKGROUND
Risk Control Advisors review monthly loss reports and conduct loss reviews on individual members' claims that appear to be unusual losses. An Advisor will review the loss, identify areas for member consultation, and then share best practices and JPIA Risk Management resources to assist with mitigating recurrence. Risk Control Advisors often present a summary loss review to the team to support JPIA's core value that employee success equates to organizational success.

JPIA Risk Management staff focus on assisting members with the continuous improvement of their safety programs in addition to regulatory compliance.

CURRENT SITUATION
Mr. Jeremy Sadler, Risk Control Advisor II, will provide a loss review to the Committee. The information provided is an overview of the collaborative and supportive partnership the Risk Management staff have with our members throughout the year.

RECOMMENDATION
None, information only.

Prepared by: Robin Flint, Risk Control Manager Date prepared: January 6, 2026

ACWA JPIA
Direction on the Risk Management Report Distribution Procedures
January 22, 2026

BACKGROUND

JPIA historical practice has been to distribute all department letters and reports following the procedures below:

- All correspondence related to risk assessments and consultations are directed to the General Manager. Depending on the agency, the distribution may also include the Assistant General Manager, Human Resources Manager, Risk Manager, Safety Officer, Operations Manager, and other relevant managers.
- The JPIA Board Director for the member agency and the Risk Management Committee are included in the distribution list. Electronic copies are sent to the Risk Management Committee as email packets approximately 12 times a year.

During the Risk Management Committee meeting on May 8, 2017, staff proposed the following changes to the department procedures:

- Provide electronic copies (email) of correspondence for all risk assessment surveys to the General Manager and management contacts only. Electronic copies will be provided to the Board member upon request.
- Provide e-mail confirmations for on-site training delivery to the General Manager.
- Prepare quarterly summary reports to the Risk Management Committee highlighting the Risk Management services provided to members. No copies of individual member risk assessment surveys or letters will be provided to committee members.

After discussion and consideration by the Risk Management Committee, the Committee directed staff to:

- Continue with the practice of distributing all correspondence related to risk assessments and consultations to the member agency's JPIA Board Director and Risk Management Committee.
- Send electronic copies (email) of all correspondence related to risk assessment and consultative to the member agency's General Manager and management contacts, JPIA Board Director, and the Risk Management Committee.
- Send email confirmations for on-site training deliveries to the General Manager. These email confirmations are not required to be included in the monthly packets sent to the Risk Management Committee. A member agency's JPIA Board Director is not required to be included on the on-site training email confirmations.

CURRENT SITUATION

Recently, a small number of members have requested that their JPIA Board Director not receive copies of risk assessments and consultative correspondence. While Risk Advisors typically adhere to JPIA's traditional correspondence distribution, there is currently no written directive regarding this practice.

RECOMMENDATION

That the Risk Management Committee recommends the Executive Committee approve procedures on the distribution of risk assessment and consultative correspondence.

Prepared by: Robin Flint, Risk Control Manager Date prepared: January 6, 2026

ACWA JPIA
Enhanced Risk Management Tools and Grant Funding
January 22, 2026

BACKGROUND
In October 2013, ACWA JPIA initiated its ***Commitment to Excellence Program (C2E)***. The ***Commitment to Excellence Program*** includes JPIA services, programs, and industry resources to assist the membership in reducing the frequency and severity of liability, property, and workers' compensation losses. One emphasis area in our C2E Infrastructure Loss Reduction Focus is Theft/Vandalism Prevention. Prevention methods apply to the physical security and protection of critical infrastructure for water distribution, wastewater collection, treatment systems, and canals. To assist our membership, best management practices (BMPs) for theft/vandalism prevention include security cameras and alarms, equipment identification, and fencing/enclosures.

Existing risk-reduction methods implemented by JPIA members, including theft/vandalism BMPs, have improved security measures at specified locations. A number of these improvements received ACWA JPIA's H.R. LaBounty Safety Awards and Risk Control Grant funds.

CURRENT SITUATION
While the JPIA has provided multiple resources and funding awards to reduce these losses for our Property Program membership, staff continue to receive reports of continued theft- and vandalism-related losses, particularly in more rural areas of the state.

RECOMMENDATION
That the Risk Management Committee recommends the Executive Committee approve that staff identify, evaluate, and potentially implement additional risk-reduction services, tools, or deterrents to reduce theft/vandalism losses for Property Program members.

Prepared by: Robin Flint, Risk Control Manager Date prepared: January 6, 2026

Risk Control Grant Program
Security Enhancements
2019 - 2020 through 2024 - 2025 Program Cycles

Member	Enhancement(s)	Requested Grant Funds*
Tulare Irrigation District	Alarmed Admin Building, Yard, Shop, Pesticide Building, and Parking Lot	$7,652
Majestic Pines Community Services District	Security Upgrades at Remote Sites	$3,582
North Coast CWD	Security Cameras at Tanks	$5,000
Reclamation District No. 1004	Fencing at Well sites	$10,000
Alta ID	Corporation Yard Security	$10,000
Cottonwood WD	Corporate Yard Security	$2,164
Rancho California WD	Security Cameras	$10,000
San Juan WD	Anti-Climbing Security Fencing	$10,000

***Note:** Each Member contributed additional funds for their security enhancements.*

ACWA JPIA
2025-26 Cyber Liability Program
January 22, 2026

BACKGROUND
The Cyber Liability Program is a fully insured group-purchase initiative that currently serves 283 member agencies of ACWA JPIA. For the 2025-26 program year, the program benefits from the oversight of ACWA JPIA's newly established Cybersecurity Risk Specialist role. This addition enhances the governance of the program, strengthens technical oversight, and promotes deeper engagement with member agencies.

A core focus of the Cyber Liability Program is proactive cybersecurity risk management. The program assists members in identifying and prioritizing their most significant cyber threats through a disciplined, risk-based approach. This methodology supports targeted risk mitigation efforts, bolsters overall cyber resilience, and improves the long-term insurability of participating agencies. Within the broader cyber liability marketplace, programs that clearly demonstrate active risk management and ongoing improvement are increasingly recognized. Such recognition leads to expanded coverage options and greater pricing stability.

CURRENT SITUATION
In the 2025-26 program year, the Cyber Liability Program continues to leverage strategic partnerships with KYND and KnowBe4. These partnerships provide members with valuable tools to better understand their cyber risk profiles, manage threats related to social engineering, and deliver comprehensive security awareness training to employees. Oversight of these cyber programs is provided by ACWA JPIA's Cybersecurity Risk Specialist, Hunter Sargent, who works directly with members to strengthen their cyber resilience.

Hunter plays an active and hands-on role within the membership. His involvement includes participating in member tabletop exercises, consulting with members' cyber and IT teams, and serving as a liaison during cyber incidents. This support helps coordinate response efforts and ensures effective communication in the event of a loss. The presence of the Cybersecurity Risk Specialist contributes to improved risk management outcomes and enhances the overall member experience.

The 2025-26 program year marks the third year of five-year service agreements with KYND and KnowBe4. KYND conducts regular, non-intrusive scans of member domains to assess cyber risk factors associated with domain registration, email security, and related services. These scans identify exposed services and critical software vulnerabilities, providing members with actionable insights to address priority risks. KYND also continues targeted outreach to encourage broader enrollment in the KYND ON continuous monitoring platform.

KnowBe4 offers members security awareness training in conjunction with simulated phishing campaigns. This interactive, on-demand education equips employees to recognize and respond to phishing, social engineering, and other common cyber-attack vectors. Members who previously maintained KnowBe4 subscriptions through their own channels or managed service providers are now transitioning these services into the ACWA JPIA program. This centralization creates greater consistency, improves oversight, and generates cost efficiencies for participating agencies. While KnowBe4 remains actively engaged with members to implement and migrate these services, some agencies have not yet launched the platform. This represents an ongoing opportunity to boost participation and further reduce cyber risk within the membership.

RECOMMENDATION

None, information only.

Prepared by: Jennifer Jobe, Director of Pooled Programs Date prepared: January 7, 2026

ACWA JPIA
Future of Cyber Program Design
January 22, 2026

BACKGROUND
The Cyber Liability group-purchase Program has undergone significant transformation over the years. Initially, it was an add-on to the Liability Program, automatically included for members with embedded pricing. As cyber-related costs escalated, the coverage was separated out, becoming a stand-alone group-purchase program that JPIA members could elect to participate in or opt out of. With cost stabilization, the program further evolved to include risk management services – specifically KnowBe4 and KYND – which are now incorporated into the member contribution cost. Participation continues to grow across the program, with 283 member agencies currently participating.

CURRENT SITUATION
As part of the 2025-26 Cyber Liability Program renewal presented to the Executive Committee in June 2025, staff outlined a longer-term strategic vision to introduce a self-insured pooled layer within the Cyber Liability Program, targeted for implementation in the 2026-27 program year. This approach would allow the JPIA to retain a portion of cyber risk currently transferred to the commercial marketplace, providing greater control over coverage terms, enhanced program flexibility, and improved long-term cost stability.

In alignment with this strategy, the Executive Committee approved a 5% rate increase for the 2025-26 program year to begin building the equity necessary to support a future self-pooled layer. Establishing sufficient reserves is a critical prerequisite to assuming additional risk, strengthening the program's financial foundation, reducing reliance on commercial carriers, and enabling greater long-term control over pricing and coverage. The approved increase also addresses contractual cost escalators associated with the KYND and KnowBe4 services.

Following the Executive Committee's direction, staff are actively advancing a comprehensive evaluation of a self-insured pooled component, including detailed analysis of appropriate retention levels, excess coverage options, and associated administrative requirements. Staff continue to refine this concept and engage the Executive Committee and Program participants as the evaluation progresses.

Jennifer Jobe, Director of Pooled Programs, will present the Committee with additional recommendations and considerations regarding the 2026-27 program design at the meeting.

RECOMMENDATION
None, information only.

Prepared by: Jennifer Jobe, Director of Pooled Programs Date prepared: January 8, 2026

ACWA JPIA
Member Education Update
January 22, 2026

BACKGROUND
Training is a core risk mitigation strategy for ACWA JPIA member agencies. Consistent, high-quality education supports regulatory compliance, employee safety, leadership development, and operational resilience.

CURRENT SITUATION
The Member Education Department experienced notable staffing transitions in 2025, including retirements, hiring, and onboarding of new team members. Despite these changes, the team successfully maintained service levels across all training modalities – demonstrating operational continuity and member commitment.

A major highlight of the year was the 2025 ACWA JPIA Training Conference, held October 28-29 in Ontario, California. The two-day, in-person event served 77 attendees from 31 member agencies, with participants completing up to four courses each.

Throughout the fiscal year, training delivery included:

- **153 in-person instructor-led courses** for **2,752 participants**, a modest decrease from the prior fiscal year (176 courses, 2,834 participants). Despite fewer sessions, member satisfaction improved, with course evaluations reflecting a **Net Promoter Score of +88**, up from +79 the prior year.
- **43 live virtual instructor-led courses** for **1,578 participants**, exceeding the prior year's 38 sessions and 1,470 participants.
- **30,562 self-paced e-learning completions** through the Prosperity LMS and Vector Solutions platforms, continuing to expand flexible access to risk management education.

(Comparative five-year training completion data by modality is provided on the following page.)

The JPIA Professional Development Program (PDP) recorded **34 specialty completions by 25 employees from 15 member agencies** in the Operations, HR, and Supervisor Basics tracks during the fiscal year. These completions support agency succession planning, supervisory readiness, and consistent management practices. The 2025 PDP graduates are recognized on the following pages.

In 2026, the Member Education team will conduct member surveys and facilitate focus groups as part of a comprehensive training needs assessment. This effort will inform a planned curriculum refresh for the PDP, with initial emphasis on Supervisor Basics and Human Resources specialties. The goal is to modernize content, ensure relevance to

evolving workplace risks, and align optimal class formats for our member water agencies.

To enhance efficiency and member engagement, ACWA JPIA will continue encouraging agencies to host regional in-person trainings at member facilities statewide in 2026. This approach optimizes staff travel and resources while expanding opportunities for peer networking and regional collaboration.

RECOMMENDATION

None, information only.

Prepared by: Sarah Crawford, Member Education Manager Date prepared: January 6, 2026

JPIA Training
Attendees and Course Completions
FY 2020 to 2025

	In Person (Classroom)	WebEx/Zoom (Webinar/Virtual Instructor-Led)	VectorSolutions (eLearning)	JPIA Prosperity (eLearning)
				
Oct to Sept 2020 - 2021	**0** attendees*	**2,410** attendees	**33,798** course completions	**825** course completions
Oct to Sept 2021 - 2022	**1,179** attendees*	**1,878** attendees	**32,452** course completions	**768** course completions
Oct to Sept 2022 - 2023	**2,542** attendees	**1,908** attendees	**30,421** course completions	**1,002** course completions
Oct to Sept 2023 - 2024	**2,834** attendees	**1,470** attendees	**30,039** course completions	**1,018** course completions
Oct to Sept 2024 - 2025	**2,752** attendees	**1,578** attendees	**29,749** course completions	**813** course completions

*COVID-19 Pandemic Lockdown impact to in-person instruction

Congratulations
JPIA Professional Development Program (PDP) 2025 Graduates!

(January - December 2025)

The ACWA JPIA Professional Development Program (PDP) offers current, in-depth training and educational opportunities focused on giving JPIA member participants tools to perform their job safely, legally, and efficiently. Three specialty areas are offered: Human Resources (HR), Operations (OPS), and Supervisor Basics (SB). Each certification requires approximately 40 hours of education, including face-to-face training, online, and self-study options. Be sure to congratulate these members on their accomplishment and focus on professional development.

Name	District	Specialties
Erin Bowles	ACWA JPIA	SB
Kayla Villa	ACWA JPIA	SB
Apryl Des Voignes	Amador WA	HR
Patrick Augusta	Calleguas MWD	SB, HR, OP
Olivia Mann	Clearlake Oaks CWD	HR, SB
Soua Vang	Kings River CD	SB
Jason Nagel	Lower Tule River ID	SB
George Mendoza	Moulton Niguel WD	SB
Kandyce Delgado	Moulton Niguel WD	SB
Matthew Smith	Moulton Niguel WD	OP
Paige Gulck	Moulton Niguel WD	SB
Shireen Martinez	Moulton Niguel WD	SB, HR, OP

continued on next page

Rene Del Rio	Rainbow MWD	OP
Abel Ramirez	Sacramento Suburban WD	HR
Rodney Lee	Sacramento Suburban WD	HR, OP
Vicki Sprague	Sacramento Suburban WD	OP
Ijeoma Ajoku	Santa Clarita Valley WA	SB
Stephen Bonnesen	Stockton East WD	SB
Steve Klein	Vallecitos WD	SB, HR
Alexandra Cortez	Walnut Valley WD	HR, SB
Debby Chu	Walnut Valley WD	OP
Dillon Stayner	Walnut Valley WD	OP
Yesenia Escobar	Walnut Valley WD	HR, SB
Wendy Bellinger	Westborough WD	SB
Eric McDaris	Wheeler Ridge Maricopa WSD	HR

ACWA JPIA
Director of Pooled Programs Update
January 22, 2026

BACKGROUND
This is a standing item on the Committee agendas.

CURRENT SITUATION
The JPIA's Director of Pooled Programs will update the Risk Management Committee on relevant current issues.

RECOMMENDATION
None, information only.

Prepared by: Jennifer Jobe, Director of Pooled Programs Date prepared: January 8, 2026

ACWA JPIA MEETINGS CALENDAR – 2026

Meeting Dates	Board of Directors	Executive	Personnel	Finance & Audit	Programs				Risk Mgmt	CWIF
					Emp. Benefits	Liability	Property	Work Comp		
Jan 21			3:00 PM							
Jan 22		10:30 AM							8:00 AM	
February 19-20 Strategic Planning Session - San Diego										
March 1-4 AGRiP Governance Conference - Nashville										
March 8-10 CICA Conference - Palm Desert										
Mar 26				1:00 PM			3:00 PM			
Mar 27		8:00 AM								
April 30					9:00 AM *					
May 4-7 ACWA JPIA Spring Membership Summit and ACWA Conference - Sacramento										
May 4	2:00 PM					8:00 AM				
May 29										9:00 AM (Utah)
June 3			10:00 AM *							
June 25								3:00 PM		
June 26		8:00 AM								10:30 AM
July 29		3:00 PM			1:00 PM					
September 15-18 CAJPA Annual Conference - Monterey										
Sept 11			9:00 AM *							
Sept 24				1:00 PM		3:00 PM	10:00 AM			
Sept 25		8:00 AM								11:00 AM
Oct 22		10:00 AM *								
November 30-December 3 ACWA JPIA Fall membership Summit and ACWA Fall Conference - Anaheim										
Nov 30	2:00 PM									8:00 AM

*Virtual Meeting

Hybrid Meeting Participation Guidelines

For Remote Meeting Participants

Remember to mute yourself until you are ready to speak.

If you have a question or comment, raise your hand in Zoom.

To raise or lower your hand:

1. For PC users:
    a. Press ‘Alt-Y’ on your keyboard
    b. Or go to ‘Reactions’ on your Zoom screen
2. For IPAD users, go to ‘More’.
3. For telephone (audio only) users, press * then 9.

For In-House Meeting Participants

Remember to use your microphone when speaking.

- Remote participants will not hear you if you don’t.
- Before speaking, check that your mic is unmuted (green light).

For in-house participants that do not have a microphone, please wait for the mic runner before speaking.