



April 10, 2024

Ms. Jennifer Blackman, General Manager
Bolin Community Public Utility District
P.O. Box 390
Bolin, California 94924-0390

RE: LIABILITY, PROPERTY, WORKERS' COMPENSATION RISK ASSESSMENT AND DEFENSIVE DRIVER TRAINING

Dear Ms. Blackman:

This letter is a follow-up to my visit to Bolin Community Public Utility District (BCPUD) on March 21, 2024. The purpose was to provide Defensive Driver training, obtain an update on District operations, review loss history, and evaluate for risk exposures. Please thank Georgia Woods, Incoming General Manager, and Stewart Oakander, Chief Operator, for their time and consideration. Below are highlights of our discussions and related ACWA JPIA resources.

Training

Defensive Driver training was presented in the morning on March 21, 2024. During the training, we discussed distracted driving, prohibition of electronic equipment and cell phones, aggressive drivers and de-escalation techniques, backing avoidance, rear-end avoidance best practices, and accident investigation and reporting. It was good to hear that the District also utilizes Vector Solutions for its training needs. Other available JPIA [training resources](#) include a [safety training matrix](#), online classes, the JPIA's [Video Lending Library](#), and webinars. Another training option is attending open training classes hosted by other nearby JPIA members. The JPIA Training Department sends announcements to members when these opportunities are available.

Loss History

The JPIA reviews losses that occurred over the last five years of coverage. These claims have the most impact on pooled programs; and can assist in identifying trends, training, and risk reduction efforts. In the last five years, the District had two workers' compensation claims, three liability claims, and zero property claims. The District's current Experience Modification Rates (E-Mod) are 0.81 in the Workers' Compensation Program and 0.89 in the Liability Program. E-Mod rates are not calculated for the Property Program. Rates below 1.0 result in discounts on your District's contributions.

Risk Control Manual (RCM)

The [RCM](#) is a resource that members can use when developing or updating policies for their Safety and Loss Control Programs. During our meeting, I provided an overview of the following sections:

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- **Section 16 – Ergonomics** – This section has information on both [Office Stretches](#) and [Industrial Stretches](#) that can help reduce muscle strains and sprains.
- **Section 28 – Plants, Insects, and Animals** – This new section has resources for field staff who may come in contact with [Poison Oak](#) or hazardous insects such as wasps, [bees](#), or [poisonous spiders](#).

Commitment to Excellence (C2E) Program

We discussed the [C2E Program](#) as a “best practices” approach to high frequency and high severity loss drivers for the pool. I gave a brief overview of the resources available in the “Wildfire Prevention” Loss Reduction Focus Area due to the amount of trees in the District, and the “Infrastructure” Loss Reduction Focus Area. The JPIA asks members to partner with us by signing the “Commitment to Excellence” certificate, showing knowledge of our resources to reduce claims in these areas. Enclosed with this letter is a C2E Agreement for you and your board’s approval. Having a signed C2E certificate on file creates eligibility for the [JPIA's Risk Control Grant Program](#).

Risk Control Grant Program

I highlighted the JPIA’s Risk Control Grant Program which is designed to promote the implementation of best practices that will prevent or mitigate losses for members who participate in at least two JPIA pooled programs: Workers’ Compensation, Liability, and/or Property Programs. The Grant Program incentivizes members to renew their Commitment to Excellence and review the best practices applicable to their operations. This is accomplished by funding up to \$10,000 for specific one-time, non-routine risk management, loss control programs, or activities that are intended to address those risks. We discussed the acquisition of a hitch-mounted tow-behind lawn mower as a potential grant submission. This year’s Grant Program will begin accepting applications in October 2024. Please visit the [Grant information page](#) for further information, past winners, and eligibility requirements.

Safety Awards

We discussed the [H.R. LaBounty Safety Awards Program](#) which is designed to promote safe workplace behavior and operations practices while rewarding employees who participate in risk-reducing actions. We discussed the mechanical system of removing plants and vegetation to reduce ergonomic sprain and strain injuries as a potential Safety Award submission. Please visit the H.R. LaBounty Safety Awards Program page for more information.

2023-24 Risk Assessment Focus Areas

The following risk reduction and loss control programs are being highlighted for this year. The goal is to promote the implementation of best practices that may limit exposures and reduce losses to the membership.

Heavy Equipment

It is important to follow manufacturers' recommendations for all District equipment. Having heavy equipment well maintained reduces the likelihood of a loss related to equipment failure. The JPIA recommends each piece of heavy equipment have written procedures that include inspections, maintenance, training, safe operation, and any other safety-related procedures outlined in the equipment’s owner’s manual. Although the District does not have any written policies or procedures in place, it was good to hear that operators have received training through their local distributor. Section 10 of our Risk Control Manual has sample training forms

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including an [Authorized Equipment Operator](#) form that can be used as documentation.

Age of Pipes

We discussed the importance of performing conditions assessments on all underground pipes and it was good to hear the District has performed a conditions assessment and has plans to replace 12,000 feet of pipe.

Telematics

Some JPIA members are beginning to utilize telematics as part of their vehicle operations plan. Telematics can be used to capture a variety of vehicle data such as upcoming vehicle maintenance, location, fuel consumption, driver performance, and more. The District's new backhoe came equipped with telematics should the District decide to use it.

Field Visit

Stewart took me to visit the sewer lift station which has a wet well and dry room. These spaces are considered permit-required confined spaces and are properly labeled as such. Stewart showed me the District's entry permit being used, which is an older JPIA sample permit. Although still acceptable, please see this updated JPIA [sample entry permit](#). This and other confined space resources can be found in Section 11 of the JPIA's [Risk Control Manual](#). Although the lift station is behind a fence and locked gate, I recommend the District put signage out to deter people from trying to enter such as "No Trespassing", or "Unauthorized Personnel Prohibited."



Stewart took me to the sewer ponds and irrigation pump station. Stewart mentioned the grass and vegetation are mowed by hand using a weed eater. The JPIA has annual [grant opportunities](#) where the District can apply for funding to possibly improve this process through newer safer equipment such as tow behind equipment or self-propelled equipment. This would increase efficiency and reduce the risk of an ergonomic injury from manually mowing and weed-eating. *Ergonomics* is one of JPIA's Commitment to Excellence Loss Reduction Focus Areas.

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Finally, Stewart took me to the storage tanks and water treatment plant. Both sites were clean and free from obvious hazards. However, I do recommend the ladder and stored materials in front of the eyewash station be relocated. [Cal/OSHA Section 5162](#) requires that emergency eyewash and shower equipment be maintained free of items that obstruct their use.



I want to thank Bolinas Community Public Utility District for being a JPIA member. If you have any questions or need assistance, please contact me at (916) 774-7050, ext. 3144, or via email at PMyers@acwajpia.com.

Sincerely,

Paul Myers
Risk Control Advisor II

410:11

Enc. Commitment to Excellence Certificate

c: JPIA Member Services
JPIA Risk Management Committee
Grace Godino, JPIA Board Member



Commitment to Excellence

Bolinas Community Public Utility District

and the ACWA JPIA in mutual support for ensuring the most consistent, cost effective, and broadest possible affordable insurance coverage and related services, and in partnership with all JPIA members, and in the interest of reducing ***Bolinas Community Public Utility District's*** insurance costs, commit to a program of excellence that through the implementation of "best practices" reduces the potential and frequency of:

- **Vehicle Losses**
- **Infrastructure Related Losses**
- **Construction Related Losses**
- **Employment Practices Claims**
- **Ergonomic (Musculoskeletal) and Fall Injuries**
- **Wildfire Prevention**

and fully support the goal of implementing effective preventative measures that work to achieve these loss reductions.

_____(CEO, ACWA JPIA)
Adrienne Beatty

_____(General Manager)
Signature

_____(Board Member)
Signature

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