



Safety Committee Meeting

January 22, 2025

**NOTICE OF A REGULAR MEETING
OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT'S
SAFETY COMMITTEE
1966 Olivenhain Road, Encinitas, CA 92024
Tel: (760) 753-6466 • Fax: (760) 753-1578
VIA TELECONFERENCE ONLY AND IN PERSON**

Pursuant to AB 3035, effective January 1, 2003, any person who requires a disability related modification or accommodation in order to participate in a public meeting shall make such a request in writing to the District for immediate consideration.

DATE: January 22, 2025

TIME: **2:30 p.m.**

PLACE: HYBRID REGULAR MEETING VIA TELECONFERENCE AND IN PERSON

The meeting is being held virtually as a convenience to the public. The meeting will not stop or suspend its in-person meeting should a technological interruption occur with respect to the Zoom or call-on options listed on the agenda.

For Zoom Participation:

www.zoom.us/join

Meeting ID: 854 5466 8537

Password: 337780

For Zoom Call-in Only:

Call: (669) 900-9128

Meeting ID: 854 5466 8537

Password: 337780

Public Participation/Comment: Members of the public can participate in the meeting by emailing your comments on an agenda item to the Safety/Risk Compliance Administrator at tschette@olivenhain.com or address the committee directly in real-time under the public comments section. If you do not receive a confirmation email that your comment has been received, please call (760) 632-4217 or address the committee under the public comments section to ensure that your comments are heard in real-time. The subject line of your email should clearly state the item number you are commenting on and should include your name and phone number. All comments will be emailed to the safety committee.

Note: Items On The Agenda May Be Taken Out Of Sequential Order As Their Priority Is Determined By The Committee

1. Call to Order

2. Roll Call (Board Members)
3. Adoption of Agenda
4. Public Comments
5. Consider Approval of the Minutes of the September 25, 2024 Regular Safety Committee Meeting
6. Consent Calendar

NOTE: ANY ITEM MAY BE REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

C-a. Consider Approval of the February/March 2025 Training Calendar

7. Consider an Informational Report on the “Safety Has No Quitting Time” (SHNQTT) Program.
8. Consider Review of Employee Injuries, Vehicle Accidents, and Safety Reports (If Necessary)
9. Consider a Report on October, November, December, and January Safety/Risk Compliance Activities
10. Consider Informational Report on the Renewal Process for Fiscal Year 2027 General Liability, Property, Automobile, Equipment, Terrorism, Excess, and Cybersecurity Insurance Policies
11. Consider Informational Report on OMWD’s Wildfire Preparedness
12. Consider the Safety Action-Items Assigned/Completed
13. Consider Future Agenda Items
14. Adjournment



Memo

To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE SEPTEMBER 25, 2024
REGULAR SAFETY COMMITTEE MEETING**

The Safety Committee will receive a draft copy of the meeting minutes. Following committee approval, the minutes will be posted on the District's website.



Memo

Date: January 22, 2025
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE FEBRUARY/MARCH 2025 TRAINING CALENDAR**

Attached is the February/March training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
February/March 2025**

February:

Tailgate Topics:

- Bloodborne Pathogens Awareness (SDRMA)
- Vehicle Backing (OMWD)

Events:

- Respiratory Fit Testing
- Respiratory Protection Program Training
- Forklift Training
- Backhoe Operator Training

March:

Tailgate Topics:

- Portable Ladder Safety
- Power Tool Safety (OMWD)

Events:

- Fires Extinguisher Annual Inspections

Memo

Date: January 22, 2025
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER AN INFORMATIONAL REPORT ON THE “SAFETY HAS NO QUITTING TIME” (SHNQT) PROGRAM**

Attached is the current report for the number of injuries for years 2021-2025; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2021-2025.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in 2024 was 3.2 recordable injuries based on OSHA's IIR Formula:

(Number of injuries and illnesses X 200,000)/Employee hours worked including overtime = Injury Incidence rate)

OMWD Injury Rates (Based on the 3-year avg of 88 employees)
2022 - 2.1, 2023 - 3.2 2024 - 3.2 3-year avg = 2.8 injuries
NAICS OSHA Recordable Injury Rates (Based on Code 22131)
2021 - 2.6, 2022 - 2.1, 2023 - 2.2 3-year avg = 2.3 injuries

The Survey of Occupational Injuries and Illnesses data for 2024 are scheduled to be released in November 2025.

The "Safety Has No Quitting Time" award is based on the last recorded 3-year average national incident rate for Water Supply and Irrigation Systems
The National Injury / Illness Rate can be found at the Bureau of Labor Statistics (www.BLS.gov). The North American Industry Classification System (NAICS) code as agreed by the Safety Committee for OMWD is 22131 - Water Supply & Irrigation Systems

Last Reportable / Preventable Lost-Time Injury was
September 13, 2022

INJURY AND LOST TIME COUNT AS OF
January 22, 2025

CONSECUTIVE NUMBER OF WORK DAYS WITHOUT
A PREVENTABLE LOST TIME (Days Away from Work) INJURY
862 Days

OMWD SAFETY RECOGNITION PROGRAM 2024

NUMBER OF PREVENTABLE INJURIES IN 2024 = 1
NUMBER OF PREVENTABLE LOST DAYS IN 2024 = 0
Recordable OSHA Injuries "OSHA 300 Log" in 2024 = 3
Recordable OSHA Lost Days "OSHA 300 Log" in 2024 = 0

OMWD SAFETY RECOGNITION PROGRAM 2025

NUMBER OF PREVENTABLE INJURIES IN 2025 = 0
NUMBER OF PREVENTABLE LOST DAYS IN 2025 = 0
Recordable OSHA Injuries "OSHA 300 Log" in 2025 = 0
Recordable OSHA Lost Days "OSHA 300 Log" in 2025 = 0
CURRENT Injury Illness Rate (IIR) = 0

2024 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2024 = \$1,150.61 See Attached

- Estimated damages will also count in this total if decided not to repair the vehicle.
This \$10,000 was determined by the number of miles and total number of vehicles driven by the District each year.

Year-to-Date 2025 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2025 = **\$0.00** See Attached

- Estimated damages will also count in this total if decided not to repair the vehicle.
- This \$10,000 was determined by the number of miles and total number of vehicles driven by the District each year.

TOTAL PREVENTABLE DAMAGES

2021		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
FEB - #26	\$515.50	\$0.00
MAR - #95 (DENTED TAILGATE)	\$2,377.24	\$0.00
DEC - #63	\$0.00	\$1,645.72
Total	\$2,892.74	\$1,645.72

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2021

\$4,538.46

2022		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
DEC - #46 (LICENSE PLATE MOUNT - PRIUS)		\$68.00
Total	\$0.00	\$68.00

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2022

\$68.00

2023		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
JUN - #112 (PASSENGER SIDE FENDER)	\$2,307.70	
NOV - BACKHOE HIT SUBSURFACE INSTALLATION		\$3,631.30
Total	\$2,307.70	\$3,631.30

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2023

\$5,939.00

2024		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
APR - #115 BACKED INTO CONTRACTOR VEHICLE	\$0.00	\$1,150.61
Total	\$0.00	\$1,150.61

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2024

\$1,150.61

2025		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
	\$0.00	
Total	\$0.00	

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE YEAR TO DATE

\$0.00

Memo

Date: January 22, 2025
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER REVIEW OF EMPLOYEE INJURIES, VEHICLE ACCIDENTS AND SAFETY REPORTS (IF NECESSARY)**

If necessary, the Safety Committee will review and discuss employee injuries, vehicle accidents and safety reports since the last committee meeting occurred.

The Safety Committee will determine if the situation was “preventable” or “non-preventable.” The committee may also develop recommendations regarding the incident.

PREVENTABLE: Could a reasonable prudent employee, or the District, in a like or similar situation, have been able to avoid or prevent the accident from occurring? If the answer is yes, the accident shall be defined as preventable.

Injuries:

- None at this time

Vehicle related property damage:

- 1 item to discuss.

Staff will be available to answer any questions.

Memo

Date: January 22, 2025
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON OCTOBER, NOVEMBER, DECEMBER, AND
JANUARY SAFETY/RISK COMPLIANCE ACTIVITIES**

Attached is a list of safety/risk compliance activities for the months of October, November, December, and January. Staff will be available to answer questions.

Attachment: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities

October/November/December 2024 and January 2025

October:

- Attended the 4th quarter Water Utility Safety Management Association meeting.
- Completed the Air Pollution Control District emissions inventory for the Mid Point pump station.
- Conducted safety orientations for two San Diego County Water Authority interns and one new employee.

General Duties

- Project Heartbeat – Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test
- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections

November:

- Conducted a safety inspection of the Water Treatment Plant.
- Worked on various property damage claims.

General Duties

- Project Heartbeat – Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test
- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections

December:

- Completed the annual recertification of the Hazardous Material Business Plan for 4S Water Reclamation facility.

General Duties

- Project Heartbeat – Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test
- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections

January:

- Researched methods to enhance security measures at remote locations including reservoirs and pump stations.
- Generated the annual safety training calendar for 2025.

General Duties

- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test
- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections

Memo

Date: January 22, 2025
To: Olivenhain Municipal Water District Safety Committee
From: Brian Sodeman, Customer Service/Public Affairs Supervisor
John Carnegie, Customer Services Manager
Via: Kimberly A. Thorner, General Manager
Subject: **CONSIDER INFORMATIONAL REPORT ON THE RENEWAL PROCESS FOR FISCAL YEAR 2027 GENERAL LIABILITY, PROPERTY, AUTOMOBILE, EQUIPMENT, TERRORISM, EXCESS, AND CYBERSECURITY INSURANCE POLICIES**

Purpose

The purpose of this item is to provide the Safety Committee with an update on the renewal process for OMWD's FY 2027 general liability, property, automobile, equipment, terrorism, excess, and cybersecurity insurance policies.

Recommendation

Not applicable; this is an informational item only.

Alternative(s)

None.

Background

From 2013 through 2023, OMWD's insurance coverage had been provided through the WaterPlus program. Year-over-year increases in premiums had been flat or modest until 2021, with FY 2022 coverage increasing by over 13 percent. This increase was primarily due to the rise in coverage costs being experienced nationwide, attributed to factors such as COVID-19, extreme weather, and wildfires.

At the May 2022 board meeting, the board instructed staff to obtain quotes from both independent carriers and risk-sharing pools for FY 2024 insurance coverage, and to begin the eligibility assessment process with ACWA JPIA.

In November 2022, staff began compiling application documentation for six insurance programs – California Joint Powers Insurance Authority, Golden State Risk Management Authority, Special District Risk Management Authority, American Family's CalMutuals Joint Powers Risk and Insurance Management Authority, Association of California Water Agencies Joint Powers Insurance Authority, and American Family's WaterPlus.

Of the six insurance providers, only three submitted quotes. California Joint Powers Insurance Authority advised that it prefers to focus on cities and special districts organized similarly to cities, rather than water districts, and did not submit a quote. Golden State Risk Management Authority advised that it was not a good fit for OMWD and did not provide a quote. Special District Risk Management Authority advised that it would be unable to provide a quote at the time due to OMWD's loss history, but that OMWD could be eligible to reapply in future years.

At the April 2023 board meeting, the board considered quotes from three providers:

- CalMutuals JPRIMA provided a quote from its risk-sharing pool in the amount of \$483,707 for the commercial package. Adding cybersecurity and additional excess liability coverage brought the total cost to approximately \$612,461.
- ACWA JPIA submitted a quote from its risk-sharing pool for \$447,758 for general liability, property, automobile, equipment, terrorism, excess, and cybersecurity insurance policies.
- American Family's WaterPlus submitted a renewal quote in the amount of \$537,452 for general liability, property, automobile, equipment, terrorism, and excess insurance policies. Adding cybersecurity and additional excess liability coverage brought the total cost to approximately \$667,916.

The staff recommendation at the April 2023 meeting was to renew insurance with WaterPlus, stating that staff was satisfied with the method by which WaterPlus had historically handled claims, and that staff had determined that the WaterPlus insurance product would continue to satisfy OMWD's insurance needs. Further, staff expressed concerns with both risk-pool options due to ongoing litigation at the time, and that JPRIMA was not obligated to allow for OMWD's General Counsel's representation and ACWA JPIA would not allow it.

ACWA JPIA's lower premium (\$447,758 versus \$667,916 with WaterPlus) and higher liability coverage (\$55 million versus \$16 million with WaterPlus) was discussed at the April 2023 meeting. Director Meyers moved to execute an insurance agreement with the ACWA JPIA for OMWD's general liability, property, automobile, equipment, terrorism, excess, and cybersecurity insurance policies, seconded by Director San Antonio, and approved with Director Hahn voting yes and Directors Guerin and Watt voting no.

At the September 2024 Safety Committee meeting, consisting of Director Hahn and Director Meyers, staff presented an information report on the FY 2025 insurance renewal, discussing the higher than budgeted increase in property coverage premiums (a 66% increase versus FY 2024). Staff was asked to track and report back if there were any other insurance costs that impacted the budget.

Fiscal Impact

There are no costs directly associated with this informational report.

Discussion

OMWD submitted three claims in FY 2024, however, only one claim was approved. ACWA JPIA does not cover loss or damage caused by or resulting from moths, vermin, termites, or other insects, inherent vice, latent defect, faulty materials, error in design, faulty workmanship, wear, tear or gradual deterioration, rust, corrosion, wet or dry rot, unless physical loss or damage not otherwise excluded herein ensues and then only for such ensuing loss or damage. It was only after OMWD submitted these claims to ACWA JPIA that these exclusions were made known to OMWD.

The cost to OMWD of the two denied claims was \$157,413, as detailed below. These costs were historically covered by WaterPlus and included paving.

1. Rancho Santa Fe Road - CIP Project #D120194 – Total Project Costs: \$92,039.50

2. Olivenhain Road Repair at RSF (Left Turn Pocket) - CIP Project #D120171 - \$65,373.47

Additionally, damages not submitted to ACWA JPIA due to the exclusions are estimated at \$145,000, as detailed below.

1. Olivenhain Storage emergency declared on 12/26/2024 - \$70,000
2. El Camino Real and Mountain Vista 12" recycled water line leak - \$75,000

As discussed at the September 2024 Safety Committee meeting, for the FY 2025 renewal, ACWA JPIA worked with OMWD staff on an updated property schedule for FY 2025, which included the addition of seven operational reservoir tanks per ACWA JPIA's recommendation. After these revisions, OMWD's FY 2025 total insured property value increased to \$140,202,417, which did contribute to the premium increase.

Exceeding the \$100 million threshold for total insured property value automatically increased OMWD's deductible from \$10,000 to \$25,000.

At the time of the September 2024 Safety Committee meeting, the only remaining unknown for FY 2025 insurance costs was the cost of general liability coverage, which begins on October 1 each year. On October 30, ACWA JPIA provided OMWD with the invoice for liability coverage that began on October 1, which was considerably higher than the 10% increase that staff had anticipated.

Staff budgeted for an overall increase in total premiums from FY 2024 to FY 2025 of 13% based on preliminary estimates provided by ACWA JPIA. The actual cost for all FY 2025 insurance coverages with ACWA JPIA is \$625,257, as broken down below.

- Property: \$234,769
- Cyber Liability: \$10,624
- Excess Crime: \$781
- Liability: \$379,083*

*Charges appropriated to the fiscal year period. The liability coverage period is from 10/01/2024 - 10/01/2025 and the premium is \$399,943.

This is an increase of approximately 40% versus FY 2024 and is over the budgeted amount for FY 2025 by \$102,631. The significant increase in premium is a product of multiple factors, including ACWA JPIA rate increases, as well as increases to OMWD's property value, payroll, and experience modifier. The overage of the budgeted amount will be addressed during the mid-term budget process in spring of 2025.

ACWA JPIA required a three-year commitment to join their risk pool and, if OMWD were to pursue alternative insurers, the JPIA requires a one-year advanced notice of intention to exit the program. OMWD is committed to property, cybersecurity, crime, and excess crime coverage through July 1, 2026, and liability, excess liability and dam coverage through October 1, 2026. To explore alternative insurers in FY 2027, OMWD would need to notify ACWA JPIA by July 1, 2025 of intent to exit.

However, obtaining cost estimates for FY 2027 coverage prior to July 1, 2025 presents challenges. By way of example, ACWA JPIA did not provide OMWD with the FY 2025 premium figures until after the coverage period had begun. Insurance providers do not typically offer quotes valid for more than 60 days. Obtaining cost estimates well over a year in advance would likely be subject to change, if providers were willing to provide an estimate at all.

Additionally, ACWA JPIA's liability coverage period is from 10/01/2024 - 10/01/2025 and does not align with the fiscal year nor the property coverage period. This misalignment presents a challenge in switching providers, as a prorated covered period is not guaranteed.

Further, many providers are no longer providing coverage due to fire risk. OMWD does not have reinsurance status with WaterPlus and would be considered new risk. The application process to confirm the viability of possible alternatives, such as WaterPlus, CalMutuals/JPRIMA, and/or other pools like SDRMA, would require a significant coordination by staff to complete.

Staff is requesting that the Safety Committee discuss this item and provide direction to staff as to whether we should bring to the board an agenda item seeking board direction on the process for the FY 2027 insurance renewal. If the board desires to seek insurance coverage for FY 2027 from a provider other than ACWA JPIA, OMWD will need to notify ACWA JPIA of its intent to leave by July 1, 2025.

Staff is available to answer questions at the Safety Committee meeting.

Memo

Date: January 22, 2025
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER INFORMATIONAL REPORT ON OMWD'S WILDFIRE
PREPAREDNESS**

Staff will provide an overview of the District improvements that have been made in order to become better prepared in the event of a local wildfire emergency situation. A PowerPoint presentation will be reviewed with the Safety Committee at the January meeting.



Memo

Date: January 22, 2025
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED / COMPLETED**

Attached is the list of action items assigned and their current status.

Attachment: Safety Meeting Action Items

SAFETY MEETING ACTION ITEMS

Safety Meeting Date	Discussion/Agenda Item	Assigned To	Deadline/Timeline	Completed	Additional Comments
9/25/2024	(SHNQT) Revisit the dollar \$ amount for preventable damage to District vehicles/property; and the language for preventable accidents and/or vehicle incident damage annually in October or November.	Tim Schuette	11/26/2025	Annually	September 25, 2024, the Safety Committee agreed to keep the \$10,000 cap.
Standing Item	Caught Being Safe (CBS) Program.	Tim Schuette	Report at Meeting	As needed	Two CBS Awards, see below
10/29/2020	Conduct review for vegetation brush clearing requirements for fire mitigation around the DCMWTP with local fire department.	Tim Schuette	Ongoing	Annually	Ongoing, waiting on Fire Department and requesting environmental impact study info.
Ongoing	Safety Suggestions	Tim Schuette	Ongoing	As needed	No new suggestions.
5/22/2024	Review the draft Workplace Violence Prevention Plan (WVPP).	Tim Schuette	5/28/2025	Annually	Plan to be reviewed on an annual basis.

Mike Salazar



In recognition of exceptional quick thinking, Mike Salazar demonstrated remarkable composure during an emergency on September 23, 2024 when a fellow employee, after being stung by multiple bees, was in need of immediate attention. Realizing the severity of the situation, Mike made a quick decision to take the employee to a nearby fire station for rapid treatment. This smart decision likely prevented the situation from becoming life threatening, demonstration Mike's commitment to the well-being of his team members and his ability to act under pressure. Thank you for keeping your team members and Olivenhain safe!!

Marlo Reed



On 11/26/2024 at 11:30 am a 12-inch recycled water main failed, creating a small sink hole on El Camino Real & Mountain Vista Rd. Thanks to Marlo Reed's experience and expertise, OMWD staff and contractor were able to significantly shorten the repair timeline. Marlo's creative solution to utilize restrained Alpha Couplings and additional bends allowed for a quicker repair and mitigate the complex angles of the existing pipeline. By reducing the repair time, staff and contractor personnel were able to get off the busy roadway sooner, thereby greatly reducing the amount of time crews were exposed to the high-risk situation. Marlo also assisted in negotiating with the City of Encinitas to reduce the scope of work needed to make the final road repairs and was able to argue for performing the work during the day instead of night work, which make the road repairs much safer for everyone involved, including the public.

Memo

Date: January 22, 2025
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER FUTURE AGENDA ITEMS**

This is an opportunity for anyone who may have an item for consideration at a future Safety Committee meeting.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING
WILL BE HELD ON **MARCH 26, 2025**