

July 12, 2024
Sacramento, California

The Board of Trustees of the American River Flood Control District met in regular session at 11:00 a.m. on Friday, July 12, 2024. In attendance were Trustee L'Ecluse, Trustee Holloway, and Trustee Shah. Trustee Johns was in attendance remotely. Trustee Vander Werf was absent. Trustee L'Ecluse presided. Also present from the District were General Manager (GM) Tim Kerr, Interim-Superintendent David Diaz, Legal Counsel Austin Cho, and Office Manager Malane Chapman. One member of the public was present.

Legal Counsel Cho advised the Board that AB2449 - Remote Participation Request is needed to allow Trustee Johns to participate remotely. Trustee Holloway, Trustee Shah and Trustee L'Ecluse voted unanimously to allow Trustee Johns to participate remotely.

Item No. 1 Public Comments on Non-Agenda Items: There were no comments on non-agenda items from members of the public.

Item No. 2 Approval of Consent Agenda: On a motion by Trustee Holloway seconded by

Trustee Shah, the Board unanimously approved items 2a) Minutes of Regular Meeting on June 14, 2024, with one correction to the adjournment time from a.m. to p.m., 2b) Approval of Report of Investment Transactions May 2024 (City Pool, LAIF, River City) and Treasurer's Certification, 2c) District Financial Reports: Statement of Operations (June 2024) and Cash Flow Report, 2d) Correspondence: None.

Roll Call Vote:

Trustee Holloway:	AYE	Trustee Johns:	AYE
Trustee Shah:	AYE	Trustee L'Ecluse:	AYE
Trustee Vander Werf:	ABSENT		

Item No. 3 Accounts Payable and General Fund Expenses (June 2024): Trustee Holloway inquired on payments made to Pioneer Machinery. Following explanation by staff and on a motion by Trustee Shah seconded by Trustee Holloway, the Board unanimously approved payments on the Schedule of Accounts Payable (June 2024) of \$87,147.70 and General Fund Expenses of \$106,250.23 (total aggregate sum \$193,397.93).

Roll Call Vote:

Trustee Holloway:	AYE	Trustee Johns:	AYE
Trustee Shah:	AYE	Trustee L'Ecluse:	AYE
Trustee Vander Werf:	ABSENT		

At 11:09 a.m. the Trustees met in closed session with District Counsel Cho, and GM Kerr.

Item No. 4 Conference with Legal Counsel – Personnel: Government Code 549547 – General Manager’s Annual Performance Evaluation: This item was moved to the August 9, 2024 Board Meeting.

Item No. 5 Conference with Legal Counsel – Real Property Negotiations: Government Code 54956.8 – 0 Lathrop Way, Sacramento:

The Trustees returned to open session at 11:26 a.m. Trustee L’Ecluse reported that the Board took no action and direction was given to staff.

Item No. 6 Funding Agreement for the Flood Maintenance Assistance Program (FMAP): Attachment B Local Maintaining Agency Authorizing Resolution: On a motion by Trustee Holloway seconded by Trustee Johns, the Board unanimously approved the Fiscal Year 2024-2025 FMAP funding agreement.

Roll Call Vote:

Trustee Holloway:	AYE	Trustee Johns:	AYE
Trustee Shah:	AYE	Trustee L’Ecluse:	AYE
Trustee Vander Werf:	ABSENT		

Item No. 7 Sourcewell: Aebi TT211 72 HP Tier 4 Emissions

Item No. 8 Sourcewell: 88 Inch SHD Front Mount Aebi Flail

Item No. 9 Sourcewell: Caterpillar Model 259D3 HF Compact Track Loader

Item No. 10 Sourcewell: Caterpillar Brush Cutter, BR318, HF XPS

The Board took action on Items 7-10 together. On a motion by Trustee Holloway seconded by Trustee Shah, the Board unanimously approved the purchase of the Aebi, the front mount flail, the Caterpillar and the brush cutter.

Roll Call Vote:

Trustee Holloway:	AYE	Trustee Johns:	AYE
Trustee Shah:	AYE	Trustee L’Ecluse:	AYE
Trustee Vander Werf:	ABSENT		

Item No. 11 Administrative Staff Reports:

a) *General Manager Tim Kerr reported on the following:*

- General Manager’s June Meeting Summary;
- City Pumpstation Reconstruction – River Park;
- Surplus Equipment Sale;
- Hydrologic Conditions: Folsom Lake is 80% of total capacity with an outflow of 5,464 cfs. The gauge at I Street Bridge shows a water surface elevation of 9-feet above sea level;
- Next Board Meeting is scheduled for August 9, 2024

- b) *Legal Counsel Austin Cho:* Legal Counsel Cho had nothing further to report.
- c) *Office Manager Malane Chapman:* Office Manager Chapman provided the Board with the 2024 election timeline.

*Item No. 12 Operations and Maintenance Staff Reports:
Interim-Superintendent David Diaz:*

- Crew activities including mowing, equipment training, downed trees, and inspection repairs.

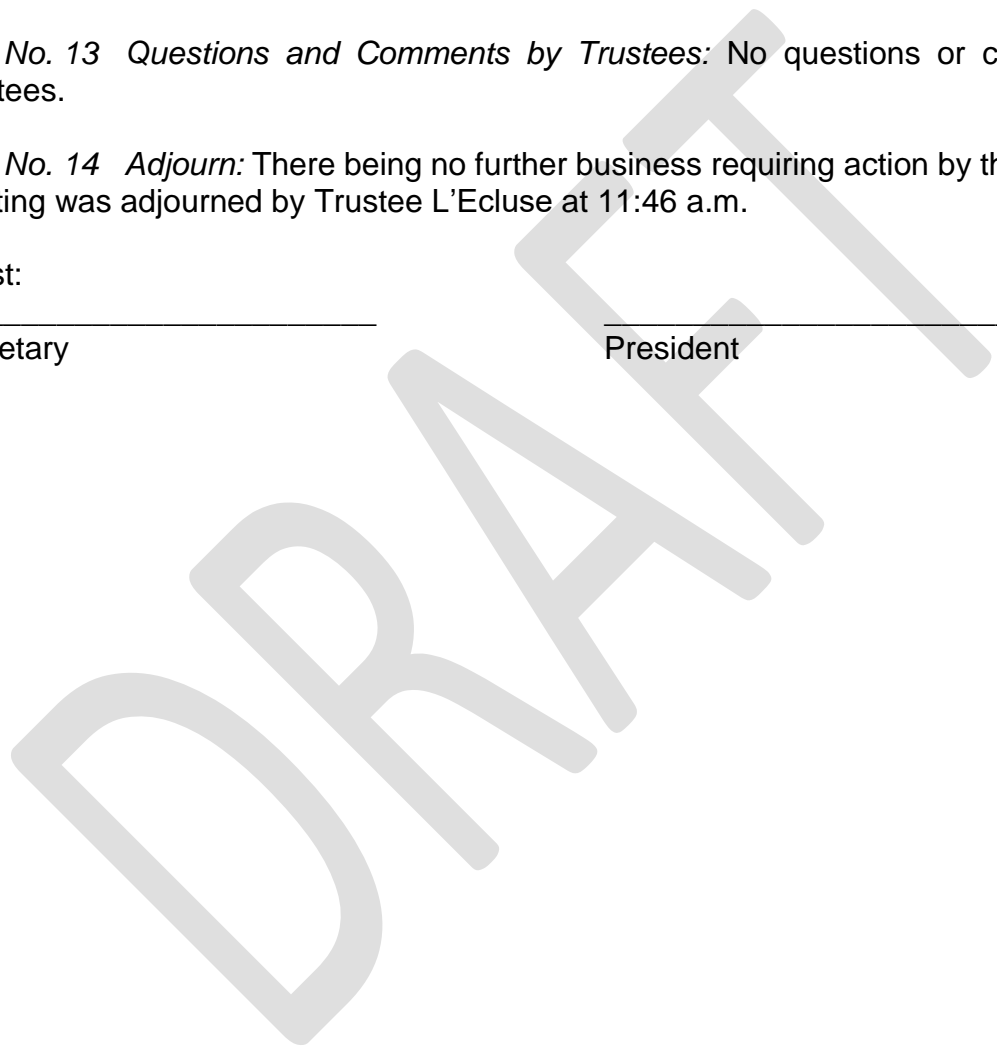
Item No. 13 Questions and Comments by Trustees: No questions or comments by Trustees.

Item No. 14 Adjourn: There being no further business requiring action by the Board, the meeting was adjourned by Trustee L'Ecluse at 11:46 a.m.

Attest:

Secretary

President



**American River Flood Control District
Staff Report**

Investment Transactions Summary; June 2024

LAIF:

- There were no transactions in this account for the month of June.

City Pool A

- Accrued Interest Receivable for the month of June was \$23,674.96.
- As of June 30, 2024, the balance of Interest Receivable in this account was \$257,526.57.

Interest Receivable is accrued and transferred to the Cash Balance at the discretion of the City.

River City Bank Money Market:

- On June 30, 2024, a monthly interest payment was received in the amount of \$2,747.82.

River City Bank Checking:

- On June 5, 2024, a miscellaneous deposit was deposited in the amount of \$142.76.
- On June 28, 2024, a deposit was received from SAFCA in the amount of \$980,000.00.
- On June 30, 2024, a monthly interest payment was deposited in the amount of \$73.88.
- Total amount of Accounts Payable cleared during the month of May was \$171,349.01.

**American River Flood Control District
Investment Transaction Report
June 2024**

Item 2b

Balance and Transactions

Account		LAIF	City Pool A	River City Bank Money Market	River City Bank Checking
Beginning Balance	6/1/24	\$70,755.81	\$9,202,420.22	\$1,488,603.39	\$1,188,995.85
Transactions					
River City Checking Miscellaneous Deposits	6/5/24				\$142.76
River City Checking Miscellaneous Deposits	6/28/24				\$980,000.00
City Pool A Interest	6/30/24		\$23,674.96		
River City Bank Interest	6/30/24			\$2,747.82	\$73.88
Accounts Payable (cleared)					(\$171,349.01)
Ending Balance:	6/30/24	\$70,755.81	\$9,202,420.22	\$1,491,351.21	\$1,997,863.48

**City Pool A Interest is accrued and deposited in the account at the discretion of the City.

Interest

Date:	July 2023	Aug 2023	Sep 2023	Oct 2023
LAIF	3.31	3.43	3.53	3.67
City Pool A	2.67	2.57	2.64	2.69
River City Bank Money Market	1.26	0.35	2.11	2.28
River City Bank Checking	0.08	0.08	0.08	0.08
Date:	Nov 2023	Dec 2023	Jan 2024	Feb 2024
LAIF	3.84	3.93	4.01	4.12
City Pool A	2.61	2.60	2.79	2.90
River City Bank Money Market	2.28	2.28	2.28	2.28
River City Bank Checking	0.08	0.08	0.08	0.08
Date:	Mar 2024	Apr 2024	May 2024	June 2024
LAIF	4.23	4.23	4.33	4.48
City Pool A	2.76	2.87	2.93	3.05
River City Bank Money Market	2.28	2.28	2.28	2.28
River City Bank Checking	0.08	0.08	0.08	0.08

**American River
Flood Control
District**

AMERICAN RIVER FLOOD CONTROL DISTRICT

MONTHLY REVIEW – JUNE 2024

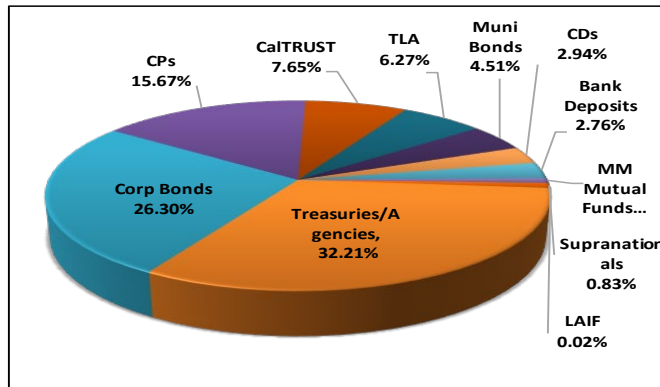
STRATEGY

The ARFCD funds are invested in the City of Sacramento’s Pool A investment fund. The Fund is invested pursuant to the objectives and requirements set forth in the City’s investment policy. The three objectives of the investment policy, in order of priority, are (1) the preservation of capital by the investment in safe instruments, (2) the liquidity needs of the City and pool participants so such parties will have access to cash when they need it, and (3) the maximizing of current income while remaining consistent with the other more important objectives. The City’s investment policy incorporates applicable provisions of state law including, among other things, the prudent person standard and California Code Section 53601 pertaining to eligible investments.

PORTFOLIO STATISTICS

Beginning Balance	9,436,272
Contributions	0
Withdrawals	0
Interest Earned	23,675
Ending Balance	9,459,947

CITY POOL A PORTFOLIO COMPOSITION



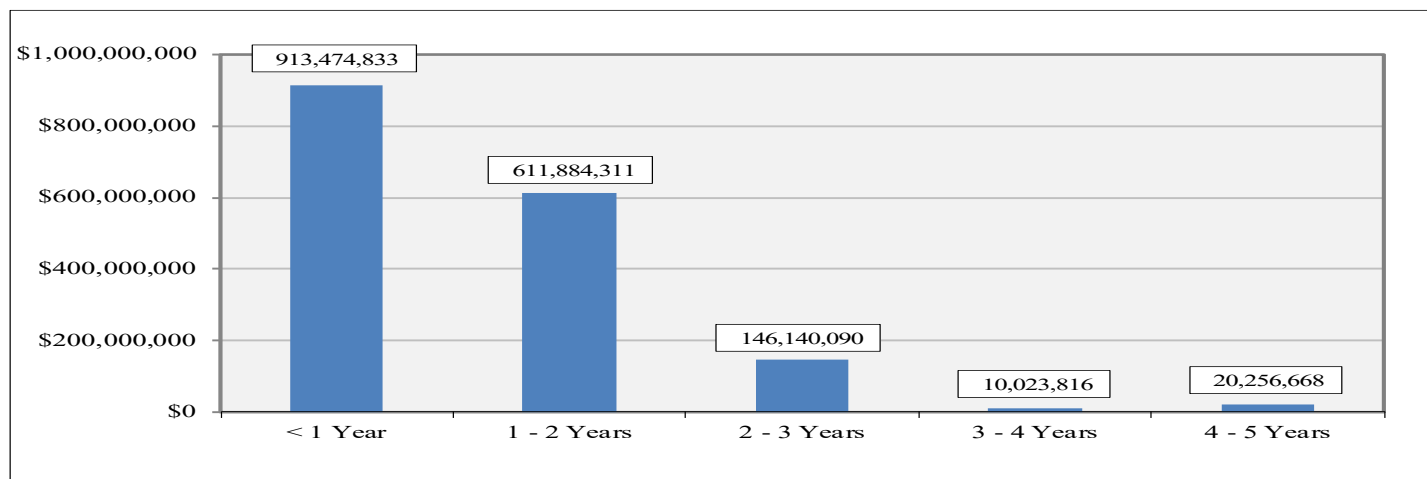
PERFORMANCE COMPARISON

City Pool A	3.05%
LAIF	4.48%
90 Day T-Bill	5.38%
Federal Funds	5.50%

Asset Type	Pct. Assets	YTM
Treasuries/Agencies	32.21%	2.04%
Corp Bonds	26.30%	2.26%
CPs	15.67%	5.46%
CalTRUST	7.65%	4.74%
TLA	6.27%	5.09%
Muni Bonds	4.51%	2.57%
CDs	2.94%	2.32%
Bank Deposits	2.76%	4.57%
MM Mutual Funds	0.84%	4.94%
Supranationals	0.83%	0.55%
LAIF	0.02%	4.48%

CITY POOL A MATURITY SCHEDULE

Maturity	Market Value	Pct. Holdings
< 1 Year	913,474,833	53.67%
1 - 2 Years	611,884,311	35.96%
2 - 3 Years	146,140,090	8.59%
3 - 4 Years	10,023,816	0.59%
4 - 5 Years	20,256,668	1.19%
Total	1,701,779,718	100.00%



City of Sacramento
 CASH LEDGER
American River Flood Control District
 From 06-01-24 To 06-30-24

All Cash Accounts

Trade Date	Settle Date	Tran Code	Quantity	Security	Amount	Cash Balance
Pool A Interest Receivable						
06-01-24				Beginning Balance		233,851.61
06-30-24	06-30-24	in		Pool A Cash	23,674.96	257,526.57
				Jun 2024 estimated Pool A interest		
					23,674.96	
06-30-24				Ending Balance		257,526.57
Pool A Cash						
06-01-24				Beginning Balance		9,202,420.22
06-30-24				Ending Balance		9,202,420.22

California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

July 01, 2024

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

AMERICAN RIVER FLOOD CONTROL DISTRICT

DISTRICT ENGINEER/MANAGER
165 COMMERCE CIRCLE, SUITE D
SACRAMENTO, CA 95815

[Tran Type Definitions](#)

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Account Number: 90-34-002

June 2024 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	70,755.81
Total Withdrawal:	0.00	Ending Balance:	70,755.81



River City Bank

WWW.RIVERCITYBANK.COM
PO Box 15247, Sacramento, CA 95851-0247
Return Service Requested

Item 2b



Last statement: May 31, 2024
This statement: June 30, 2024
Total days in statement period: 30

AMERICAN RIVER FLOOD CONTROL DISTRICT
C/O ROBERT MERRITT, CPA
4000 MAGNOLIA HILLS DR
EL DORADO HILLS CA 95762-6561

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Direct inquiries to:
916-567-2836

THE RIVER CITY BANK MISCELLANEOUS FEE DISCLOSURE WILL BE UPDATED ON 8/1/24. THE OVERDRAFT FEE SECTION IS AMENDED TO IMPROVE THE DESCRIPTION OF WHEN FEES WILL BE CHARGED. TO VIEW THE UPDATED DISCLOSURE, VISIT RIVERCITYBANK.COM/CHANGEINTERMS. IF YOU WOULD LIKE AN UPDATED DISCLOSURE MAILED TO YOU, PLEASE CONTACT US AT 800-564-7144.

Public Fund Money Market

Account number	0811100952	Beginning balance	\$1,488,603.39
Low balance	\$1,488,603.39	Total additions	2,747.82
Average balance	\$1,488,603.39	Total subtractions	0.00
Avg collected balance	\$1,488,603	Ending balance	\$1,491,351.21
Interest paid year to date	\$16,592.51		

CREDITS

Date	Description	Additions
06-30	Interest Credit	2,747.82

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
05-31	1,488,603.39	06-30	1,491,351.21		

INTEREST INFORMATION

Annual percentage yield earned	2.28%
Interest-bearing days	30
Average balance for APY	\$1,488,603.39
Interest earned	\$2,747.82

AMERICAN RIVER FLOOD CONTROL DISTRICT
June 30, 2024

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0811100952

OVERDRAFT/RETURN ITEM FEES

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



River City Bank

WWW.RIVERCITYBANK.COM
PO Box 15247, Sacramento, CA 95851-0247
Return Service Requested

Item 2b



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4000 MAGNOLIA HILLS DR
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916-567-2836

THE RIVER CITY BANK MISCELLANEOUS FEE DISCLOSURE WILL BE UPDATED ON 8/1/24. THE OVERDRAFT FEE SECTION IS AMENDED TO IMPROVE THE DESCRIPTION OF WHEN FEES WILL BE CHARGED. TO VIEW THE UPDATED DISCLOSURE, VISIT RIVERCITYBANK.COM/CHANGEINTERMS. IF YOU WOULD LIKE AN UPDATED DISCLOSURE MAILED TO YOU, PLEASE CONTACT US AT 800-564-7144.

Public Fund Interest Checking

Account number	0811090736	Beginning balance	\$1,188,995.85
Enclosures	46	Total additions	980,216.64
Low balance	\$1,028,105.90	Total subtractions	171,349.01
Average balance	\$1,224,693.53	Ending balance	\$1,997,863.48
Avg collected balance	\$1,126,688		

CHECKS

Number	Date	Amount	Number	Date	Amount
9919	06-21	3,994.92	9968	06-28	114.00
9942 *	06-17	636.72	9971 *	06-26	1,059.71
9957 *	06-13	3,803.58	9972	06-26	106.17
9958	06-14	929.37	9973	06-27	6,083.35
9959	06-26	30,723.18	9974	06-27	268.26
9960	06-27	36.47	9975	06-25	5,504.53
9961	06-26	724.03	9976	06-24	1,306.25
9962	06-26	317.49	9977	06-27	757.50
9963	06-25	450.00	9978	06-25	260.50
9964	06-26	7,105.66	9979	06-28	636.72
9965	06-25	1,565.50	9981 *	06-26	47.60
9966	06-27	148.77	9982	06-25	5,722.85
9967	06-25	331.89	9983	06-25	1,484.63

AMERICAN RIVER FLOOD CONTROL DISTRICT
June 30, 2024

Number	Date	Amount	Number	Date	Amount
9984	06-28	6,443.21	9993	06-25	818.52
9985	06-25	717.04	9994	06-25	216.30
9986	06-24	765.00	9995	06-25	3,094.72
9987	06-28	30.00	9996	06-25	241.30
9988	06-28	1,617.28	9997	06-26	556.96
9989	06-28	684.39	9998	06-25	841.08
9990	06-26	1,646.09	9999	06-28	790.00
9991	06-26	249.00	10000	06-25	808.12
9992	06-24	239.12	* Skip in check sequence		

DEBITS

Date	Description	Subtractions
06-06	' ACH Withdrawal CALPERS 3100 100000017515264	3,216.53
06-06	' ACH Withdrawal CALPERS 3100 100000017515306	3,633.74
06-06	' ACH Withdrawal CALPERS 1900 100000017557626	8,607.33
06-07	' ACH Withdrawal HEALTH EQUITY INC HealthEqui 240607	250.00
06-07	' ACH Withdrawal CALPERS 1900 100000017560323	1,859.40
06-10	' Direct S/C STOP PAYMENT FEE	30.00
06-14	' ACH Withdrawal INTUIT PAYROLL S QUICKBOOKS 240614 946000047	37,290.41
06-18	' ACH Withdrawal INTUIT PAYROLL S QUICKBOOKS 240618 946000047	4,375.27
06-20	' ACH Withdrawal HEALTH EQUITY INC HealthEqui 240620	252.95
06-20	' ACH Withdrawal CALPERS 1900 100000017574524	1,677.00
06-20	' ACH Withdrawal CALPERS 3100 100000017544853	2,867.62
06-20	' ACH Withdrawal CALPERS 3100 100000017544820	2,948.94
06-21	' Outgoing Wire 202406210153663 FIDELITY NATIONAL ROSEVILLE, CA 9566 FSSE-5062400031/25	10,000.00
06-21	' ACH Withdrawal INTUIT PAYROLL S QUICKBOOKS 240621 946000047	426.34
06-21	Wire Fee Out Manual 202406210153663 FIDELITY NATIONAL ROSEVILLE, CA 9566 FSSE-5062400031/25	35.00

AMERICAN RIVER FLOOD CONTROL DISTRICT
June 30, 2024

Date	Description	Subtractions
06-30	Service Charge	0.70
	ADDITIONAL DEBITS	

CREDITS

Date	Description	Additions
06-05	Deposit	142.76
06-28	Deposit	980,000.00
06-30	Interest Credit	73.88

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
05-31	1,188,995.85	06-14	1,129,518.25	06-25	1,077,936.14
06-05	1,189,138.61	06-17	1,128,881.53	06-26	1,035,400.25
06-06	1,173,681.01	06-18	1,124,506.26	06-27	1,028,105.90
06-07	1,171,571.61	06-20	1,116,759.75	06-28	1,997,790.30
06-10	1,171,541.61	06-21	1,102,303.49	06-30	1,997,863.48
06-13	1,167,738.03	06-24	1,099,993.12		

INTEREST INFORMATION

Annual percentage yield earned	0.08%
Interest-bearing days	30
Average balance for APY	\$1,126,688.77
Interest earned	\$73.88

OVERDRAFT/RETURN ITEM FEES

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

CERTIFICATION

The American River Flood Control District's investment portfolio [] is [is not] in compliance with the District's Financial Management Investments Plan.

The District's investment portfolio is not in compliance in the following respects:

A cash flow analysis confirms that the District [is] [is not] expected to be able to meet its expenditure requirements for the next six months.

The District's cash is insufficient to meet obligations for the next six months as a result of the following:

Attached hereto are the most recent statements of accounts of the following District accounts:

- LAIF Account, State Treasurer's Office **Dated June 2024**
- Investment Pool A Account, City of Sacramento **Dated June 2024**
- District Checking Account, River City Bank **Dated June 2024**
- District Repurchase Account, River City Bank **Dated June 2024**

Certified by: _____ Date: _____
Cyril Shah, District Treasurer

American River Flood Control District
Statement of Operations
July 1, 2024 to July 31, 2024 (One Month Ending of Fiscal 2025)
For Internal Use Only

	Year to Date July 1, 2024 to July 31, 2024	Budget	Percent of Budget
Revenues			
Benefit assessment	\$ -	\$ 1,429,792	0.00%
Consolidated capital assessment	-	980,000	0.00%
Interest	2,966	77,267	3.84%
O & M agreements	-	312,057	0.00%
Miscellaneous	-	-	Not budgeted
Total Revenues	<u>2,966</u>	<u>2,799,116</u>	0.11%
M & O Expenses			
Salaries and wages	87,264	1,115,429	7.82%
Payroll tax expense	6,671	89,234	7.48%
Pension expense	21,076	232,802	9.05%
Compensation insurance	-	55,771	0.00%
Medical/dental/vision	38,250	290,977	13.15%
Fuel/oil reimbursement	-	55,000	0.00%
Equipment rental	-	20,000	0.00%
Equipment repairs/parts	934	65,000	1.44%
Equipment purchases (< \$5,000)	914	7,500	12.19%
Shop supplies	800	10,000	8.00%
Levee maint. (supp. & material)	-	20,000	0.00%
Levee maint. chemicals	-	25,000	0.00%
Levee maint. services	-	40,000	0.00%
Rodent abatement (supplies & materials)	-	15,000	0.00%
Employee uniforms	-	6,000	0.00%
Staff training	-	5,000	0.00%
Regulation Compliance (OSHA)	158	40,000	0.40%
Miscellaneous	-	1,500	0.00%
Small tools & equipment	-	10,000	0.00%
Emergency preparedness program	1,400	25,000	5.60%
Engineering services	-	10,000	0.00%
Encroachment remediation	-	5,000	0.00%
Urban camp cleanup	-	30,000	0.00%
Total M & O Expenses	<u>157,467</u>	<u>2,174,213</u>	7.24%
Administration Expenses			
Board of trustees compensation	419	7,600	5.51%
Trustee expenses	-	2,400	0.00%
Trustee training	-	5,000	0.00%
Accounting services	-	15,000	0.00%
Legal services (general)	-	50,000	0.00%
Utilities	1,827	55,000	3.32%
Telephone	241	25,000	0.96%
Retiree benefits	23,196	148,109	15.66%
Office/shop/yard lease	637	3,821	16.67%
Office equipment/furniture	-	2,500	0.00%
Auto allowance	592	6,600	8.97%
Parking reimbursement	-	500	0.00%
General office expense	450	15,000	3.00%
Technology and software	589	12,500	4.71%
Dues and associations	11,689	25,000	46.76%
Property and liability insurance	9,685	65,000	14.90%
Public relations/information	-	30,000	0.00%
Miscellaneous	484	5,000	9.68%
Conference/Workshop/Seminar	-	2,500	0.00%
Election expenses	-	75,000	0.00%
Employee morale/wellness	-	2,000	0.00%
Investment fees	-	20,000	0.00%
Community services	-	1,500	0.00%
Bookkeeping services	-	14,000	0.00%
Property taxes	-	3,000	0.00%
Building maintenance	-	20,000	0.00%
County Dtech fees for DLMS	2,418	35,000	6.91%
Interest expense	-	-	Not budgeted
Total Administration Expenses	<u>52,227</u>	<u>647,030</u>	8.07%
Special Projects Expenses			
Engineering studies/survey studies	-	20,000	0.00%
Levee standards compliance	-	25,000	0.00%
Small capital projects	-	-	Not budgeted
Total Special Project Expenses	<u>-</u>	<u>45,000</u>	0.00%
Capital Outlay			
Property acquisition	1,075	800,000	0.13%
Equipment purchases (over \$5,000)	-	449,864	0.00%
Total Capital Outlay	<u>1,075</u>	<u>1,249,864</u>	
Capital Outlay: District Facilities			
District headquarters facilities	-	90,000	0.00%
	-	90,000	

Note: Amounts above are not audited

The above information is current through the last day of the previous month's bank activity.

Data has been verified by the bookkeeper and physical copies of checks have not been reviewed or received and some checks may not have cleared the bank account.

AMERICAN RIVER FLOOD CONTROL DISTRICT
Cash Flow Report
July 2024 through June 2025

Cash Flow Report													TOTAL
Maintenance and Operations Expens	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	TOTAL
500 · Salary/Wages	85,958.69	39,598.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,556.71
501 · Payroll Taxes	6,640.42	3,041.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,682.29
502 · Pension	27,395.47	(1,565.83)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,829.64
503 · Compensation Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
504 · Medical/Dental/Vision	19,125.19	(331.61)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,793.58
508 · Fuel/Oil	6,185.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,185.72
509 · Equipment Rental	6,443.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,443.21
510 · Equipment Purchase(< \$5000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
511 · Equipment Repair/Parts	7,614.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,614.60
512 · Shop Supplies	1,401.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,401.14
514 · Levee Maint(Supplies&Materi	289.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	289.58
515 · Levee Maintenance Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516 · Employee Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
518 · Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
519 · Miscellaneous O&M	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
521 · Small Tools & Equip	2,492.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,492.59
523 · Levee Maint. (Chemicals)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
525 · Emergency Preparedness Pr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
530 · Encroachment Remediation I	763.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	763.22
532 · Rodent Abatement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
533 · Urban Camp Cleanup	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
605 · Engineering Services	105.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105.00
615 · Survey Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
616 · Environmental Services/Studi	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total M&O Expense	164,414.83	40,742.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	205,157.28

Administrative Expenses	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	TOTAL
505 · Telephone	1,697.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,697.80
506 · Utility Charges	4,090.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,090.48
507 · Office/Shop Lease	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
513 · Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
517 · Auto Allowance	550.00	275.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	825.00
520 · Retiree Benefits	11,597.99	331.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,929.60
522 · Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
526 · Mileage/Parking Reimburs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
527 · General Office Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
529 · Pre-funding Retiree Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
531 · Technology & Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
600 · Board of Trustees Compensa	702.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.55
601 · Trustee Expenses	380.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	380.00
602 · Accounting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603 · Legal Fees (General)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
604 · Flood Litigation	105.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105.00
606 · Legislative Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
607 · Dues and Assoc. Expenes	5,416.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,416.00
608 · Insurance Premiums	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
609 · Conference /Workshops/Sem	1,403.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,403.75
610 · Public Relations Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
611 · Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
612 · District Annexations	7,629.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,629.17
613 · Community Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
614 · Miscellaneous Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
617 · Investment Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
618 · Property Tax	286.41	162.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	448.91
619 · Building Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
620 · Bookkeeping Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
621 · County Assessment Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
622 · County DTech Fees for DLMS	4,687.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,687.78

AMERICAN RIVER FLOOD CONTROL DISTRICT
Cash Flow Report
July 2024 through June 2025

623 · Employee Morale/Wellness	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Administrative	38,546.93	769.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,316.04

Special Projects Expenses	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	TOTAL
702 · Engineering/Survey Studies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
703 · Encroachment Remediation §	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704 · Vegetation Management	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
705 · Small Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
707 · Levee Standards Compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Capital Outlay: Flood Control	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	TOTAL
700 · Bank Protection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
701 · Magpie Creek	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
706 · Property Acquisition	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
709 · Equipment Purchase (> \$500)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Outlay: Flood Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Income	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	TOTAL
120 · Benefit Assessment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
122 · SAFCA CAD4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
123 · Interest	3,764.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,764.75
124 · O&M Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
126 · Miscellaneous Income	37,330.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,330.00
Total Income	41,094.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,094.75

Fund Balance

District Operations Fund	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
Beginning Balance	1,016,131.84	504,264.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Income	41,094.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	552,961.76	41,511.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Balance	504,264.83	462,753.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Capital Outlay Reserve Fund	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
Beginning Balance	1,270,000.00	1,270,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Balance	1,270,000.00	1,270,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Retiree Health Benefit Reserve Fund	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
Beginning Balance	3,552,014.00	3,552,014.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Balance	3,552,014.00	3,552,014.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Flood Emergency Response Reserve Fund	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
Beginning Balance	1,500,000.00	1,500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Balance	1,500,000.00	1,500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Emergency Repair Reserve Fund	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
Beginning Balance	1,500,000.00	1,500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Balance	1,500,000.00	1,500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Balance	8,326,278.83	8,284,767.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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CALIFORNIA WORKPLACE VIOLENCE PREVENTION PLAN

Prepared: August 2024



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WORKPLACE VIOLENCE PREVENTION PLAN FOR AMERICAN RIVER FLOOD CONTROL DISTRICT

Date of Last Review: August 9, 2024

Date of Last Revision: August 9, 2024

Responsibility

The Workplace Violence Prevention Plan (“WVPP” or “Plan”) Administrator, Tim Kerr, General Manager, has the authority and responsibility for implementing the provisions of this Plan for American River Flood Control District (“ARFCD”).

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering questions about the WVPP.

Employee Participation

All ARFCD employees are expected to assist in maintaining a safe, healthy, and secure work environment. Everyone is responsible for using safe work practices, following this WVPP, following the applicable Injury and Illness Prevention Plan and Workplace Violence policy in the employee handbook, as well as complying with all related directives, policies, and procedures. All employees and authorized employee representatives are invited to be actively involved in developing and implementing the WVPP by:

- Identifying, evaluating, and determining corrective measures to prevent workplace violence. As part of this Plan, the ARFCD surveyed all employees to obtain their feedback regarding workplace violence hazards and concerns in their specific workplace.;
- Designing and implementing training. Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.; and
- Reporting and investigating workplace violence incidents.

The ARFCD will coordinate the WVPP’s implementation with other employers, if appropriate, to ensure those employers and employees understand their respective roles, as provided in the Plan. All such employees will be required to attend workplace violence prevention training and to report, investigate, and record workplace violence incidents at work.

Employee Compliance

Our system of ensuring that supervisory and nonsupervisory employees comply with the WVPP includes:

- Recognizing employees who follow safe work practices that promote the WVPP in the workplace.

- Training and retraining employees, supervisors, and managers on the provisions of this WVPP and general workplace violence prevention principles.
- Taking disciplinary action against employees who fail to comply with safe and healthful work practices following training, refresher training, or instruction. The ARFCD will not tolerate unsafe acts by its employees. If any employee violates workplace violence policies and rules or otherwise does not perform their job safely and healthfully, they may be subject to appropriate corrective action, up to and including termination.
- Implementing effective procedures to ensure that all employees, regardless of their title or classification, comply with the WVPP by conducting periodic assessments and training.

Prohibition on Retaliation

The ARFCD has implemented effective procedures for accepting and responding to reports of workplace violence, as described below. We prohibit retaliation for reporting workplace violence incidents, and for participating in any investigation of such incidents. This commitment means that we will not discipline, terminate, or otherwise take negative action against any employee for reporting a workplace violence incident, or assisting the ARFCD in investigating such an incident. If you believe someone has retaliated against you for engaging in such conduct, please notify the WVPP Administrator immediately.

Communication with Employees

We recognize that open, two-way communication among our management team, staff, and other employers about workplace violence is essential to a safe and productive workplace. Our communication system is designed to facilitate a continuous flow of workplace violence prevention information in a form that is readily understandable by all employees, and consists of the following:

- New employee orientation that includes a discussion of workplace violence prevention policies and procedures
- Workplace violence prevention training programs
- Posted or distributed workplace violence prevention information

Employees may report a violent incident, threat, or other workplace violence concern to the ARFCD or law enforcement without fear of reprisal or adverse action.

Employees also will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken. The ARFCD also will provide updates to employees on the status of investigations and corrective actions through email, at safety meetings, and via other appropriate methods. These updates may include information

about the progress of investigations, the results of investigations, and any corrective actions taken.

Reporting Workplace Violence Incidents, Threats, and Concerns

Definitions:

“Workplace violence” means any act of violence or threat of violence that occurs in a place of employment including, but not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

There are four types of workplace violence:

- Type 1 Violence: Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- Type 2 Violence: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- Type 3 Violence: Workplace violence against an employee by a present or former employee, supervisor, or manager.
- Type 4 Violence: Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

“Threat of violence” means any verbal or written statement including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Reporting Procedures

Employees must report any violent incident, threat, hazard, or other workplace violence concern to a supervisor or manager, who immediately will inform the WVPP Administrator. If for any reason an employee does not feel comfortable or cannot inform a supervisor or manager, they may contact Human Resources directly or immediately contact law enforcement.

The ARFCD will promptly investigate all employee reports of violent incidents, threats, or concerns, and will notify the reporting employees of the results of the investigation and any actions taken to correct workplace violence hazards identified in the course of the investigation.

Responding to Workplace Violence Emergencies

A “workplace violence emergency” is any act of violence or threat of violence that occurs at work, including circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

In case of a workplace violence emergency, ARFCD will:

- Alert all employees of the presence, location, and nature of the workplace violence emergency by announcements and/or use of the blue light emergency alerts. When employees see a flashing blue light in designated areas of the building including the conference room or hear a safety code, which indicates that there is safety issue in the front desk area, employees should exit the building by the office’s side door in the Employee Benefits department.
- Where appropriate and/or necessary, implement the ARFCD’s evacuation plans. Maps of evacuation routes, are available upon request to Human Resources.

In case of a workplace violence emergency, employees may contact the following entities for help:

- Tim Kerr, General Manager, 916.929.4006 ext. 102 (Office); 916.417.4161 (Cell)
- Sacramento City Police Department, 916.808.4500 (Non-emergency)

If there is immediate danger, call for emergency assistance by dialing 9-1-1 (dial outside access number first, if applicable) and then notify the WVPP Administrator.

Training

The ARFCD will develop and facilitate workplace violence prevention training for all employees, including managers and supervisors. Attendance is mandatory.

The following topics will be covered in the training:

- The ARFCD’s WVPP, including how to obtain a copy of the Plan at no cost
- How to participate in the development and implementation of the WVPP
- Workplace violence prevention definitions and requirements under California law
- How to report workplace violence incidents and concerns to the ARFCD or law enforcement without fear of retaliation
- Worksite and job-specific information, including:
 - Workplace violence hazards specific to employees’ jobs

- Corrective measures the ARFCD has implemented
- How to seek assistance to prevent or respond to workplace violence
- Strategies to avoid physical harm
- Workplace Violent Incident Logs maintained by the ARFCD for each workplace violence incident
- How to obtain copies of the following records:
 - Workplace violence hazard identification, evaluation, and correction
 - Training records
 - Workplace Violent Incident Logs
 - Records of workplace violence investigations
- Opportunities for interactive questions and answers with a person knowledgeable about the ARFCD's Plan
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence
 - Ways to defuse hostile or threatening situations

Training and instruction will be provided as follows:

- When the WVPP is implemented, and annually thereafter
- To all employees with respect to workplace violence hazards specific to each employee's job assignments/work location
- To all new employees and/or employees given new job assignments/work location for which they have not previously received training
- When new processes or procedures are introduced to the workplace and present a new workplace violence hazard
- When the ARFCD is made aware of a new or previously unrecognized workplace violence hazard
- When the ARFCD makes changes to the WVPP

Workplace Violence Hazard Assessment

The WVPP will be in effect at all times and in all work areas and is specific to the hazards and corrective measures for each work area and operation.

The ARFCD will implement and enforce procedures to identify and evaluate workplace violence hazards including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns.

Periodic inspections to identify and evaluate workplace violence hazards will be performed by the ARFCD's Human Resources Manager, Risk Control Manager, and/or Human Resources Specialist.

Periodic inspections are performed according to the following schedule:

- When the WVPP is implemented
- After any workplace violence incident
- When the ARFCD is made aware of a new or previously unrecognized hazard
- Inspections will include an assessment of:
 - The need for violence surveillance measures, such as mirrors and cameras
 - Procedures for reporting suspicious persons or activities
 - Effective location and functioning of emergency buttons and alarms
 - Posting of emergency telephone numbers for law enforcement, fire, and medical services
 - Whether employees have access to a telephone with an outside line
 - Whether employees have effective escape routes from their work areas
 - Whether employees have a designated safe area where they retreat in an emergency
 - The adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems
 - The effectiveness of systems and procedures to warn others of actual or potential workplace violence danger or that summon assistance, such as alarms or panic buttons

The ARFCD will review all submitted/reported concerns of potential hazards and take appropriate steps to address them.

Employee Access to the WVPP

All employees, their designated representatives, and Cal/OSHA representatives have the right to examine and receive a copy of our WVPP. This access will be accomplished by providing unobstructed access through the intranet.

Recordkeeping

The ARFCD will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years
- Create and maintain training records for a minimum of one (1) year, including the following:
 - Training dates
 - Contents or a summary of the training sessions
 - Names and qualifications of persons conducting the training.
 - Names and job titles of people attending the training sessions
- Maintain Workplace Violent Incident Logs for a minimum of five (5) years
- Maintain records of workplace violence incident investigations for a minimum of five (5) years, which will not contain medical information per California Civil Code Section 56.05(j)
- All records required by California Labor Code Section 6401.9(f) will be made available to Cal/OSHA upon request for examination and copying.

Correcting Workplace Violence Hazards

The ARFCD will correct workplace violence hazards in a timely manner when they are observed or discovered, and according to the following procedures:

- When an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s) and/or property, ARFCD will remove all employees from the area, except those necessary to correct the existing condition. Employees required to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms, including the Workplace Violent Incident Log and Workplace Violent Incident Investigation Report forms.
- Corrective measures for workplace violence hazards will be specific to a given work area

- Install security surveillance cameras in and around the workplace
- Provide workplace violence systems, such as door locks, physical barriers, and emergency alarms by:
 - Ensuring the adequacy of workplace violence systems
 - Controlling access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute
 - Installing effective systems to warn others of a violence danger or to summon assistance, e.g., alarms, blue strobe lights, and intercom announcements
- Provide employee training/re-training (refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat
 - Improve how well our establishment's management and employees communicate with each other
 - Procedures for reporting suspicious persons, activities, and packages
- When Board governance meetings take place at the worksite, Board members will be reminded of the ARFCD's emergency procedures, including evacuation plans, and the use of code words over the intercom and blue strobe light alerts in case of disturbance in the office lobby/main entrance.
- Establish a policy for prohibited practices, including the ARFCD's no-weapons policy

Post-Incident Response and Investigation

After a workplace incident, the WVPP Administrator or their designee will implement and enforce procedures for post-incident response and investigation including, but not limited to:

- Visiting the workplace violence incident scene as soon as safe and practicable
- Interviewing employees and witnesses, and any other involved parties

- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator, if any
- Determining the cause of the incident
- Taking corrective action to prevent the incident from reoccurring
- Obtaining copies of any reports completed by law enforcement
- Recording the findings and corrective actions taken, using a Workplace Violent Incident Log, which will include information such as:
 - The date, time, and location of the incident
 - The workplace violence type or types involved
 - A detailed description of the incident
 - A description of the relationship of the perpetrator to the workplace, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator
 - A description of the circumstances at the time of the incident, including, but not limited to, whether employees were completing their usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, or working in a community setting or in an unfamiliar or new location
 - A description of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object
 - Threat of physical force or threat of the use of a weapon or other object
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact
 - Animal attack

- Other
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted, and their response
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident
 - Information about the person completing the log, including their name, job title, and the date completed
- Reviewing all previous incidents
- Ensuring that no personal identifying information is recorded or documented in the Violent Incident Log. This prohibition includes information that would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity

Review and Revision of the WVPP

The ARFCD will implement and enforce procedures to review the effectiveness of this WVPP and revise it as needed including, but not limited to, obtaining the active involvement of employees in reviewing the Plan, as described above.

The ARFCD will review the WVPP at least annually, when a deficiency is observed or becomes apparent, after a workplace violence incident, and as needed. All such reviews will include, but be not limited to:

- Review of incident investigation and Workplace Violent Incident Log(s)
- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability, if applicable
- Ensure violence risks are being properly identified, evaluated, and corrected, and any necessary revisions are made promptly and communicated to all employees; revisions may involve changes to procedures, updates to contact information, and additions to training materials

The ARFCD also will update the WVPP to include any procedures or other information determined by Cal/OSHA's Occupational Safety and Health Standards Board to be necessary and appropriate to protect the health and safety of employees.

District Reporting Responsibilities

As required by California Code of Regulations ("CCR"), Title 8, Section 342(a), "Reporting Work-Connected Fatalities and Serious Injuries," the ARFCD will immediately report to Cal/OSHA any

employee's serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any injury, illness, or death due to workplace violence) occurring at work or related in any way to employment with the ARFCD.

**ACKNOWLEDGEMENT OF WORKPLACE VIOLENCE
PREVENTION PLAN ADMINISTRATOR**

I, Tim Kerr, General Manager of ARFCD, hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.

Tim Kerr, ARFCD

Signature

Date

General Manager's Meeting Summary

July 2024

7/2: City of Sacramento Sutter's Landing ADA Trail meeting. I met with Tin-Wah Wong from City Parks and Pamel DalcinWallin from Dokken Engineering to discuss the City's plans to add ADA access to the American River at the Sutter's Landing Trailhead. I informed them I was very supportive of their effort and looked forward to finding ways to create a safer pathway for the public.

7/2: City of Sacramento Truxel Bridge meeting. I met with Sparky Harris from City Planning and Pamel DalcinWallin from Dokken Engineering to discuss the proposed bridge crossing of the American River at Sequoia Pacific Ave in the River District. The City proposed a low-overhead crossing that would not allow our vehicles to traverse across the site or have use the levee top. They included a landside undercrossing that would work for us. I proposed a possible solution would be to raise the levee to the height of the bridge deck to prevent encampments and damage to the top of the levee. The City agreed to study it.

7/10: MBK Dry Creek Accreditation Site Visit. Interim Superintendent Ross Kawamura and I met with Tom Engler and Pro Mitra from MBK Engineers to provide a tour of the Dry Creek Levee.

7/12: American River Flood Control District Board of Trustees meeting. The Board met in regular session. The agendized items consisted of four equipment purchases from Sourcewell, a Funding Agreement for the State's 2024-25 FMAP Grant, and a Closed Session on real property acquisition.

7/16: RD 1000 Steelhead Creek Clean-up meeting. I met with Gabe Holleman from RD 1000 and Rich Muhl from the Regional Water Quality Control Board to discuss options for this year's collaborative clean-up effort in Steelhead Creek. There was discussion on the possibility of doing a more thorough clean-up this year by relocating encampments first rather than working around them as done in the past.

7/24: DWR Deferred Maintenance Program Pipe Inspection meeting. I met with Patrick McLaughlin from AECOM to discuss his work for the State of CA DWR to inspect levee pipes. We looked at a list of 34 pipes in ARFCD and I pointed out the appropriate City or County ownership of 33 of the pipes.

7/31: Annual Steelhead Creek Clean-up Planning meeting. I attended this meeting to discuss the annual clean-up effort with RD 1000, City Parks, the RWQCB, and the River City Waterway Alliance. The clean-up this year is scheduled for the first week of October.