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August 5, 2010

Mr. Jim Heitzman, General Manager
Marina Coast Water District
11 Reservation Road
Marina, California 93933-2099

Re: New Coverage Risk Assessment – Workers' Compensation

Dear Jim:

This letter is a follow-up to my visit on July 14, 2010. Please thank Jean Premutati, Management Services Administrator and Tony Kelsey, System Operator, for their time and consideration.

We discussed the District's loss history, operations, programs, and facilities related to your recent application to the JPIA's Workers' Compensation Program.

Based on my observations during this visit, I have two recommendations:

- Develop a written Respiratory Protection Program
- Implement a Return-to-Work Program

For your consideration, model programs are available in the JPIA's Risk Control Manual (<http://www.acwajpia.com/RiskControlManual.aspx>). The programs are Word documents (username: jpiamember; password: water).

I am recommending to JPIA Member Services that, subject to the completion of the aforementioned recommendations, Marina Coast Water District be accepted into the Workers' Compensation Program.

Should you have any questions, please contact me at (800) 231-5742, extension 3144, or swood@acwajpia.com.

Sincerely,

R. Scott Wood, CSP, REA I
Risk Management Consultant

806:tl

c: Jean Premutati, Management Services Administrator
JPIA Member Services
JPIA Risk Management Subcommittee
Dan Burns, JPIA Board Member

MARINA COAST WATER DISTRICT

Date of Visit: July 14, 2010

Consultant: R. Scott Wood

RECOMMENDATIONS

Risk Control is management's responsibility. Our assessments are intended only to assist in this activity and should not be construed to be exhaustive, disclosing every loss producing condition that may arise. Any recommendations submitted were developed as a result of conditions observed during our recent visit. Such recommendations do not necessarily address every loss potential, code violation, or exception to sound safety practices.

Implementation of the following recommendations will assist your District in minimizing its potential for claims. A commitment to good risk management practice will strengthen the JPIA pool and continue to allow us to provide affordable, low cost coverage for our programs.

We are interested in your **plans** to implement our recommendations and would appreciate a timely response. **Please direct the response to R. Scott Wood, Risk Management Consultant at the JPIA, within 30 days. The response should address each recommendation specifically.** Copies of the documents used to facilitate implementation would be helpful when applicable. You may make notes on this document and **fax it to (916) 965-6847.**

10-01 RESPIRATORY PROTECTION PROGRAM: A Respiratory Protection Program should be developed and implemented. The Program should at least include a list of participants, a schedule for physical exams, user education, proper wear/fit testing, and equipment care and inspection.

Response:

10-02 EARLY RETURN-TO-WORK PROGRAM: The District should develop an Early-Return-To-Work Program. The Program should be used for employees returning from injuries or illnesses.

Response: