



Hidden Valley Lake Community Services District SPECIAL MEETING

DATE: September 7, 2017
TIME: 7:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA.

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) PRESENTATIONS:
 - A) Water Meter Bench Test Results
 - B) Director Health Benefits Options
 - C) FEMA funding overview and "match commitment letter" (due by 11/1)
- 6) DISCUSS AND POSSIBLE ACTION: Approve Resolution 2017-11 Revised Employee Job Descriptions
- 7) DISCUSS AND POSSIBLE ACTION: Approve Resolution 2017-12 WWTP Road and Levee Repairs
- 8) DISCUSS AND POSSIBLE ACTION: Approve Resolution 2017-13 Replacement of Sand for the Filters at the WWTP
- 9) DISCUSS AND POSSIBLE ACTION: Discuss and approve request for 1 to 2 additional Civic Spark Fellows *(may be pulled due to availability of Fellows)*
- 10) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hvcsd.org.

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.



Hidden Valley Meter Test Results

Street Address	Old Meter #	Low test %	Medium test %	High test %	Pass Y/N
19252 Blue Rock Rd.	93014507	100	100	100.5	Y
16785 Buckhorn Rd.	43537671	90.2	98.2	89	N
19232 Coyle Spring	13193408	97	100	100	N
16505 Crescent Ct.	87563538	97.2	100	86	N
18694 Deer Hill Rd.	99756501	100	99	99	Y
18923 Deer Hill Rd.	87324358	100.2	97	87	N
19023 Deer Hill Rd.	1018594	99.8	101	95.5	N
19203 Deer Hill Rd.	91530836	92	96.5	57	N
18420 Deer Hollow	7196582	98	100	97.5	N
18524 Deer Hollow	11481244	98	98	87.8	N
18851 Deer Hollow	99756518	87.5	95	42	N
19585 Donkey Hill	11481243	96.6	98.2	92.8	N
19767 Donkey Hill	14441696	91.8	98.2	95	N
18176 Fishhook Ct.	87115751	59	99.5	103	N
16855 Greenridge Rd.	87563612	95.2	99	88	N
16933 Greenridge Rd.	87563566	98	99.2	91.5	N
16972 Greenridge Rd.	1083342	100.2	99.2	92	N
16990 Greenridge Rd.	15144317	100.5	100	101	Y
16505 Hacienda Ct.	90851461	100	98.6	99.2	Y
16566 Hacienda Ct.	87563637	6	98.5	80	N
19286 Raven Hill Rd.		101	100.5	99	Y
16920 Hawks Hill R	1083417	100.5	100	88.8	N
18692 Horseshoe Dr.	87112756	14	100	86.5	N
17319 Meadow View	93014574	80	100	97.6	N
19049 Moon Ridge R	13383338	87	98	86.2	N
19102 Moon Ridge R	7196598	98	98.5	98.5	N
19884 Mt. Meadow N	8605803	96	100	95	N
19926 Mt. Meadow N	9159540	100.5	99.5	95	N
19287 Mt. Meadow S	2105227	98	99.5	89.2	N
19522 Mt. Meadow S	90851479	99	100	95	N
19527 Mt. Meadow S	14885646	96	100.5	88.1	N
19563 Mt. Meadow S	13915026	87	99.5	98.5	N
18054 North Shore	2068753	93.5	99	69	N
18054 North Shore	Duplicate				
19179 North Shore	90428522	99.8	97.8	84.2	N
19790 Oak Flat Rd.	87112672	95.1	99	90.5	N
19465 Old Creek Rd.	9159519	100	99	86	N
19475 Old Creek Rd.	1004899	87.5	100	83	N

18450	Park Point C	90428566	100.3	98.6	92.2	N
19461	Park Ridge Dr.	87324943	68.5	98	55	N
21171	Powder Horn Rd.	87122911	63	91	63	N
19833	Powder Horn Rd.	87122868	95	96	74.5	N
21020	Powder Horn Rd.	10476911	101	99	94	N
21155	Powder Horn Rd.	87122912	14	99.8	62.5	N
18992	Redbud Rd.	2299199	91.5	100	84.4	N
18713	Spyglass Rd.	94768902	97.5	100	91.5	N
18754	Spyglass Rd.	14966689	99.8	99	92	N
18920	Stonegate Rd.	15405447	91.5	100	93.2	N
19245	Verde Ct.	13913989	90	100	100	N
19265	Verde Ct.	9214356	94	98.5	98	N
18802	West Ridge V	2378900	100	99	96.9	N
19352	Donkey Hill	2068900	City Valve broken on arrival			

Passing 98.5% to 101.5%
5 out of 50 passed

Antonio Tognoni
Pacific Meter Services, Inc.
5245 Vista Blvd. Ste. F3-195
Sparks, NV 89436
Phone: 775-342-4666
CCL: 913205-A

**RESOLUTION
NO. 2017-11**

**A RESOLUTION OF THE HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT AMENDING THE
TITLE AND JOB DESCRIPTION FOR THE STATED
POSITIONS**

WHEREAS, an evaluation of the job description for the existing stated positions resulted in modifications of essential functions; and

WHEREAS, the essential functions are more accurately reflective of stated positions.

NOW, THEREFORE BE IT RESOLVED that the HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS does hereby modify the title of the stated positions, to perform the duties and responsibilities set forth in the job descriptions attached as Exhibit "A-E".

SECTION 1. That the job description for the position of UTILITY SUPERVISOR as per the description attached hereto be and the same is hereby adopted.

SECTION 2. That the job description for the position of UTILITY OPERATOR II as per the description attached hereto be and the same is hereby adopted.

SECTION 3. That the job description for the position of UTILITY OPERATOR I as per the description attached hereto be and the same is hereby adopted.

SECTION 4. That the job description for the position of UTILITY TECHNICIAN as per the description attached hereto be and the same is hereby adopted.

SECTION 5. That the job description for the position of FULL CHARGE BOOKKEEPER as per the description attached hereto be and the same is hereby adopted.

BE IT FURTHER RESOLVED that the HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS adopts the amended job descriptions, this Resolution shall become effective as of September 7, 2017.

PASSED AND ADOPTED on September 7, 2017 by the following vote:

AYES: Directors Graham, Herndon, Lieberman, Mirbegian and Freeman

NOES: None

ABSTAIN: None

ABSENT: None

Jim Liberman
President of the Board of Directors

ATTEST:

Kirk Cloyd
Secretary to the Board of Directors

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: September 7, 2017

AGENDA ITEM: Resolution 2017- 11 A RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT AMENDING THE TITLE AND JOB DESCRIPTION FOR THE STATED POSITIONS

RECOMMENDATIONS: It is recommended the Board of Directors adopt the attached Resolution amending the title and job descriptions for the following positions;

- Exhibit "A" Utility Supervisor
- Exhibit "B" Utility Operator II
- Exhibit "C" Utility Operator I
- Exhibit "D" Utility Technician
- Exhibit "E" Full Charge Bookkeeper

FINANCIAL IMPACT: There are no recommended changes to salary and benefits for the position now.

BACKGROUND: Staff recommends minor modifications to the essential duties of the job description. Along with these changes, staff recommends changing the title to be more reflective of the duties, functions and experience needed for the position.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on September 7, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board



Hidden Valley Lake Community Services District
UTILITY SUPERVISOR
JOB DESCRIPTION

	Hourly Salary Range				
Reports to: General Manager	UTILITY SUPERVISOR				
Status: Non - Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date:	\$	\$	\$	\$	\$

Definition/Summary

Supervises and oversees the operations, maintenance and day-to-day activities of the District’s water production, transmission, and storage facilities; responsible for the operation and maintenance of the District’s water treatment facility, distribution system, and water quality. Supervises and oversees the operations, maintenance and day-to-day activities of the District’s wastewater collection, treatment, and reclamation storage and distribution systems. Schedules maintenance and directs the activities of field staff; performs a variety of technical and administrative support functions including: Mandated reports, Federal, State and County reporting requirements, site inspections, and verification of code compliance.

Essential Functions

- Supervise, train, direct, plan, schedule, and assign the work of field personnel;
- Coordinate and set priorities for operation and maintenance of water and wastewater systems; establish standard operating procedures to provide water of high quality, adequate quantity and pressure; establishes standard operating procedures to provide high quality wastewater treatment services and tertiary recycled water storage and distribution;
- Maintain records; prepare State and County water quality and wastewater reports;
- Facilitates effective communication amongst field operations staff and between field staff and administrative staff;
- Ensure a safe work environment, coordinate training in safe work techniques and policies, investigate and complete incident reports and near-misses;
- Determine and recommend equipment, materials, staffing, and safety devices/equipment for water, wastewater and recycled water projects;
- Inspect and evaluate work in progress and completed work;
- Resolve complaints from the public regarding maintenance work, projects, and/or staff activities;

- Enforce District personnel policies and procedures;
- Assist in planning and design of system modifications;
- Maintain inventory of parts and supplies;
- Recommend and justify capital purchases, assist with the review of Capital Improvement projects, gather and prepare cost estimates and scope of work for contractors and vendors for the maintenance, repair and upgrade of District facilities and serve as contact with contractors and consultants;
- Assist with budget preparation and monitoring;
- Monitor and evaluate work performed by staff and contractors;
- Conduct field operations staff and safety meetings and participate in management meetings;
- Supervise development and implementation of other procedures and programs (e.g. safety, maintenance schedule, emergency response, FEMA training, process control, purchasing, training, SCADA system, and inventory control);
- Oversee the maintenance of District vehicles and equipment;
- Administer District On-Call Program in cooperation with the Utility Technician (Tech) and Utility Operators (I & II);
- Respond to District after-hour emergencies as appropriate;
- Prepare a monthly field operations report to the Board of Directors;

Other Duties

Perform other related duties as required.

Job Standards/Specifications

Knowledge of:

- Principles of supervision, training and performance evaluation, District policies, rules, regulations, procedures and the development and implementation of Standard Operating Procedures (SOP's);
- Public relations courtesies and effective customer service;
- Federal, State and local laws, ordinances, codes and regulations regarding: Water treatment, storage, distribution and quality; wastewater collection treatment, disposal; and recycled water storage, distribution and usage;
- Occupational hazards and standby safety precautions prevalent in the water, wastewater and recycled water industry and how to mitigate such hazards;
- The principles and practices of budget development and monitoring;
- Materials, methods, practices and equipment used in maintenance of water, wastewater,

and recycled water electronics, SCADA, pumps, and valves.

Ability to:

Perform a variety of skilled maintenance, repair, and operations work related to the pumping, treatment, storage and distribution of water; the collection and treatment of wastewater; the storage and distribution of recycled water; the ability to define problems, collect data, establish facts and draw valid conclusions; take water and wastewater samples; perform basic laboratory tests; maintain written logs and records; train staff; establish and maintain cooperative working relationships; formulate and communicate instructions, draft standard operating procedures and procedural manuals; read and write the English language; follow written and oral instructions. Must be able to respond to after-hours emergencies within 30 minutes.

Typical Physical Activities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Utility Supervisor position.

While performing the duties of this job, the employee is regularly required to talk, speak and hear, use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell as indicators of industry conditions.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues. (Contact lenses are not allowed when working with or near items such as chlorine gas or biological material.)

Environmental Factors

The work environment characteristics described here are representative of those an employee may encounter while performing the essential duties and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

Desirable Qualifications

College level course work in industrial technology, management, water and wastewater system operation and design is desired. Computer literacy, including word processing and spreadsheet/database software. Knowledge of water, wastewater and recycled water operation, preventative maintenance and safe work practices. At least one (1) year experience as a Utility Operator II for HVLCSD or equivalent and five (5) years of experience with the maintenance and operation of water treatment and distribution and/or wastewater collections and treatment is required. Knowledge of recycled water distribution and regulations is desired.

License Certificate Registration Requirement(s)

A high school diploma or equivalent is required. Computer literacy, including word processing and spreadsheet/database software. Knowledge of water/wastewater/recycled water operation, preventative maintenance, and safe work practices. Five (5) years' experience as an Operator II for HVLCSD or comparable position. A class "A" California driver's license (with tank endorsement) and at least three of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:

1. Water Treatment Grade II;
2. Water Distribution Grade II;
3. Wastewater Grade III;
4. Collection System Maintenance Grade III;
5. Cross-Connection Control Specialist Certification (AWWA or County Health)

Must obtain all five certifications within 18 months of entering the position. Must maintain all certifications.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date



Hidden Valley Lake Community Services District

OPERATOR II JOB DESCRIPTION

	Hourly Salary Range				
Reports to: Field Operations Supervisor	UTILITY OPERATOR II				
Status: Non - Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date:	\$	\$	\$	\$	\$

Definition/Summary

This is the second step in the certified class of the Utility Operator series. Performs a variety of skilled tasks in the treatment and distribution of water and the collection and treatment of wastewater and distribution of recycled water; operates complex equipment; collects and tests water, wastewater and recycled water samples, records and analyzes sample data and makes chemical adjustments to maintain efficient operation of the water and wastewater systems; oversee dig-ups, repairs and the installation/removal of water meters. This classification differs from the Utility Operator I in that the Utility Operator II is expected to maintain higher certifications in all aspects, performs at a higher level and assumes responsibility of the Utility Supervisor in his/her absence.

Essential Functions

- This classification is expected to be able to perform all the duties of the Utility Operator I and;
- Assist field staff in the absence of the Utility Supervisor;
- In absence of the Utility Supervisor, oversee District projects, schedule staff and hired contractor's projects;
- Read and understand plans and specifications, estimate and coordinate purchase of materials, schedule equipment rental;
- Train or assist in training of subordinates;
- Works independently or as a member of a crew to operate, repair, construct, replace and maintain water treatment and distribution, and wastewater collection treatment and recycled water distribution systems;
- Perform a wide variety of skilled and semi-skilled manual labor and automated tasks;

- Maintain system equipment including, pumps, valves, motors, blowers, and dewatering equipment;
- Operate control valves, record static and drawdown levels, and perform water quality analyses;
- Operate and perform light maintenance on a range of equipment including: vehicles, tractor, and backhoe;
- Perform preventative maintenance on pumps, valves, hydrants, and other water, wastewater collection/treatment and distribution equipment;
- Assist in cleanup of work sites, ensure proper disposal of hazardous materials;
- Troubleshoot wastewater collection, treatment and recycled water malfunctions including the possible handling of untreated sewage;
- Monitor and interpret gauges, digital displays and recording devices to ensure compliance with prescribed safety and operational guidelines. Perform preventive maintenance as needed;
- Collect and prepare water, wastewater and recycled water samples for lab pickup and analysis;
- Perform routine laboratory tests;
- Coordinate purchase of materials, supplies, parts, and other inventory needed for operation and maintenance of the District's equipment, facilities, buildings, and infrastructure;
- Keep detailed logs and records of work performed;
- Compile data and draft reports for the Regional and State Water Boards for review and submission by the Utility Supervisor);
- Respond to public inquiries, complaints, and/or requests. Provide information within areas of assignment and resolve complaints in an efficient and timely manner utilizing customer care skills;
- Respond to District after-hour emergencies and participate in on-call customer service rotation.

Other Duties

Perform other related duties as required.

Job Standards/Specifications

Knowledge of:

- Sample collect and analyze water, wastewater and recycled water samples;
- Use basic hand tools, power and pneumatic tools and automated equipment;
- Maintain written logs and records;
- Assist in training of less experienced staff;
- Establish and maintain cooperative working relationships with staff, management and the general public. Formulate and communicate instructions;
- Comprehend, speak, read and write the English language. (A second language is strongly encouraged);
- Follow written and oral instructions.

Ability to:

Perform a variety of skilled maintenance, repair, treatment, distribution and operations work of water, sewer collection/treatment and recycled water distribution systems.

Typical Physical Activities

The physical demands described here are representative of those required to successfully perform the essential functions of the Operator II position.

While performing the duties of this job, the employee is regularly required to use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell as indicators of industry conditions.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues. (Contact lenses are not allowed when working with or near items such as chlorine gas or biological material.)

Environmental Factors

The environmental conditions described here are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works outdoors and is frequently exposed to hot, cold and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

Desirable Qualifications

A high school diploma or equivalent is required. Computer literacy, including word processing and spreadsheet/database software. Knowledge of water, wastewater and recycled water operation, preventative maintenance and safe work practices. At least one (1) year experience as a Utility Operator I for HVLCSO or equivalent and five (5) years of experience with the maintenance and operation of water treatment and distribution and/or wastewater collections and treatment is required. Knowledge of recycled water distribution and regulations is desired.

License Certificate Registration Requirement(s)

A high school diploma or equivalent is required.
A class "A" California driver's license (with tank endorsement) and at least three of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:

- 1. Water Treatment Grade II;
- 2. Water Distribution Grade II;
- 3. Wastewater Grade II;
- 4. Collection System Maintenance Grade II;

Must obtain all four certifications within 18 months of entering the position. Must maintain all certifications.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date



Hidden Valley Lake Community Services District

UTILITY OPERATOR I JOB DESCRIPTION

	Hourly Salary Range				
Reports to: Field Operations Supervisor	UTILITY OPERATOR I				
Status: Non - Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date:	\$	\$	\$	\$	\$

Definition/Summary

This is the first step in the certified class of the Utility Operator series. Performs a variety of skilled tasks in the treatment and distribution of water, the collection and treatment of wastewater and distribution of recycled water; operates complex equipment; collects and tests water and wastewater samples, records and analyzes sample data and makes chemical adjustments to maintain efficient operation of the water and wastewater systems; oversee dig-ups, repairs and the installation/removal of water meters.

Essential Functions

- Work independently or as a member of a crew to operate, repair, construct, replace and maintain water treatment and distribution, wastewater collection, treatment and recycled water distribution systems;
- Perform a wide variety of skilled and semi-skilled manual labor and automated tasks;
- Maintain system equipment including: pumps, valves, motors, blowers, dewatering equipment and sewer line cleaning equipment. Operate control valves; record static and drawdown levels; perform water, wastewater and recycled water quality analyses;
- Operate and perform light maintenance on a range of equipment including; vehicles, tractor, backhoe and sewer line maintenance equipment;
- Perform preventative maintenance on pumps, valves, hydrants, and other water treatment and distribution equipment as well as sanitary sewer collection, pumping and treatment equipment;
- Assist in cleanup of work sites; ensure proper disposal of hazardous materials;
- Troubleshoot wastewater collection, treatment and recycled water distribution malfunctions including the possible handling of untreated sewage;

- Collect and prepare water and wastewater samples for lab pickup and analysis;
- Perform routine laboratory tests;
- Keeps detailed logs and records of work performed;
- Respond to public inquiries, complaints, and/or requests; provide information within areas of assignment and resolve complaints in an efficient and timely manner;
- Respond to District after-hour emergencies and participate in on-call customer service rotation;

Other Duties

Perform other related duties as required.

Job Standards/Specifications

Knowledge of:

- Collection and analyzing water, wastewater and recycled water samples;
- Use basic hand tools, power and pneumatic tools and automated equipment;
- Maintaining written logs and records;
- Assisting in the training of less experienced staff;
- Comprehend, speak, read and write the English language. (A second language is strongly encouraged);
- Follow written and oral instructions;
- Establish and maintain cooperative working relationships with staff, management and the general public.

Ability to:

Perform a variety of skilled maintenance, repair, treatment, distribution and operations work of water, sewer collection/treatment and recycled water distribution systems.

Typical Physical Activities

The physical demands described here are representative of those required to successfully perform the essential functions of the Operator I position.

While performing the duties of this job, the employee is regularly required to use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing

temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell as indicators of industry conditions.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues. (Contact lenses are not allowed when working with or near items such as chlorine gas or biological material.)

Environmental Factors

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works outdoors and is frequently exposed to hot, cold and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

Desirable Qualifications

A high school diploma or equivalent and at least one year of experience with the maintenance and operation of a water and/or wastewater plant and knowledge of safe working practices is required.

License Certificate Registration Requirement(s)

A high school diploma or equivalent is required.

A class "B" California driver's license (with tank endorsement) and at least three of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:

1. Water Treatment Grade I;
2. Water Distribution Grade I;
3. Wastewater Grade I;
4. Collection System Maintenance Grade I;

Must obtain all four certifications within 18 months of entering the position. Must maintain all certifications.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date

DRAFT



Hidden Valley Lake Community Services District

UTILITY TECHNICIAN - UTILITIES JOB DESCRIPTION

	Hourly Salary Range				
Reports to: Field Operations Supervisor	Utility Technician - UTILITIES				
Status: Non - Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date:	\$	\$	\$	\$	\$

Definition/Summary

This is the entry-level non-certified class in the Utility Operator series. Performs a variety of skilled and unskilled duties pertaining to the construction, repair and maintenance of water distribution and sanitary sewer collection systems; maintains District facilities; installs, maintains, and repairs water service lines and meters under the guidance of a certified Water Operator; operates a variety of light and moderately heavy equipment.

Essential Functions of a Utility Technician

- Perform daily monitoring of tank levels, well production, and pump performance. Respond to routine service orders.
- Read residential and commercial water meters.
- Assist a Certified Water Operator with connection and disconnection of water services/meters for residential and commercial customers.
- Assist a Certified Operator with the repair and maintenance of water treatment and distribution system, sewer collection and treatment systems or independently repair and maintain District facilities, and vehicles.
- Perform heavy manual labor using jackhammers, shovels, picks, and pry bars.
- Recognize and respond to variations in operating conditions.
- Assist Certified Operators with dig-ups and other semi-technical projects.
- Respond to District after-hour emergencies and participate in on-call customer service rotation.

Other Duties

Perform other related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Use basic hand tools.
- Perform strenuous manual labor.
- Comprehend, speak, read and write the English language. (A second language is strongly encouraged.)
- Follow written and oral instructions.
- Establish and maintain cooperative working relationships with staff, management and the general public.

Ability to:

Perform a variety of skilled and unskilled work related to the construction, repair, and maintenance of equipment, utilities and facilities.

Typical Physical Activities

The physical demands described here are representative of those required to successfully perform the essential functions of the Utility Technician position.

While performing the duties of this job, the employee is regularly required to use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell as indicators of industry conditions.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues. (Contact lenses are not allowed when working with or near items such as chlorine gas or biological material.)

Environmental Factors

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works outdoors and is frequently exposed to hot, cold and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

Desirable Qualifications for a Utility Technician

A high school diploma or equivalent and any combination of training and experience which would likely provide the required knowledge and ability are required.

Experience in water distribution, water treatment, wastewater collection or wastewater treatment maintenance and repair is preferred, however, experience as a general laborer in the field of electrical, plumbing, or general contraction will be considered as well.

License Certificate Registration Requirement(s) for a Utility Technician

A valid California driver's license and satisfactory driving record to maintain insurability are required.

Possession of a Wastewater Operator in Training Certification from the State Water Resources Control Board is desirable.

I have reviewed this Job Description with my Supervisor; understand and agree with its contents.

Employee Signature

Date

Employer Signature

Date

DRAFT



Hidden Valley Lake Community Services District

FULL CHARGE BOOKKEEPER JOB DESCRIPTION

Reports to: General Manager	Hourly Salary Range				
Status: Non-Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date:	\$	\$	\$	\$	\$

Definition/Summary

The full charge bookkeeper handles all the accounting needs of the District including the preparation of financial statements and year-end closure. This position will handle all the basic accounting functions of the District or supervise others in the basic tasks.

Essential Functions

- Code and enter vendor and expense invoices
- Prepare checks
- Bill Customers
- Prepare Bank Deposits
- Debit correct General Ledger Accounts accordingly
- Process Payroll checks
- Manage A/P and A/R
- Handle all District banking needs including reconciling monthly statements and monitoring cash flow
- Prepare and complete entries into the General Ledger
- Account for fixed assets and depreciation
- Run a monthly trial balance to ensure general ledger accounts are in balance
- Analyze the monthly trial balance and make adjusting entries to the general ledger to correct discrepancies
- Prepare a Balance Sheet, Income Statement and Cash Flow Statement at the end of each month for review by a contracted CPA or the Finance Committee. Upon verification submit the statements to the GM and Board of Directors with a statement of District financial position
- Produce job cost reports as requested
- Assemble information for external auditors for the annual audit
- Calculate and issue financial analysis of the financial statements
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Work with the General Manager to produce the annual budget
- Maintain a current desk guide for this position recording the details of each job function

Other Duties

Perform other related duties as requested by the General Manager

RESOLUTION 2017-12

RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS AUTHORIZING GENERAL MANAGER KIRK CLOYD TO FACILITATE LEVEE AND ROAD REPAIR DAMAGED BY THE WINTER STORMS OF 2017 (STORMFLOW 2017)

WHEREAS, the Hidden Valley Lake Community Services District (“District”) incurred significant road and levee damage as a result of excessive rain events in 2017; and

WHEREAS, public safety efforts to pump and haul wastewater out of the WWTP could not be avoided, but nevertheless permanently damaged the levee and access road; and

WHEREAS, the District is committed to maintaining a fully compliant, and efficient wastewater treatment operation as a whole; and

WHEREAS, the District is committed to maintaining a safe and healthy work environment for staff traversing both the reclamation pond levee, and the access road to the Wastewater Treatment Plant (WWTP).

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors authorizes General Manager Kirk Cloyd to facilitate levee and road repair damaged by Stormflow 2017, with project costs not to exceed \$214,000.00

PASSED AND ADOPTED on September 7, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Lieberman
President, Board of Directors

ATTEST:

Kirk Cloyd
Secretary to the Board of Directors

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: September 7, 2017

AGENDA ITEM: Approve Resolution 2017-12 WWTP Road and Levee Repairs

RECOMMENDATIONS: Approve Resolution 2017-12 WWTP Road and Levee Repairs

FINANCIAL IMPACT: Not to exceed \$214,000.00

BACKGROUND: In February 2017, the impacts of excessive weight, excessive trips, and excessive rainfall damaged the WWTP access road, and reclamation pond levee. These two areas are in need of restoration to proper functionality to ensure compliance, efficiency, and safety at the WWTP.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on September 7, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

Hidden Valley Lake CSD
Conceptual Study Engineer's Estimate
WWTP Access Road Reconstruction
DR 4308
July 2017

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL	
1	Road Reconstruction	19,200	SF	\$ 3.75	\$ 72,000	Assume 3" AC (one lift) over recompacted based
2	Electrical Pull Boxes	4	EA	\$ 4,500	\$ 18,000	Materials & labor
3	SWPPP	1	LS	\$ 2,000	\$ 2,000	
4	Mobilization	1	LS	\$ 5,000	\$ 5,000	
				Construction Subtotal	\$ 97,000	
				Construction OHP (10%)	\$ 10,000	
				15% Contingency	\$ 17,000	
				Construction Total	\$ 124,000	
				Est. Land Acquisition	\$ -	
				Engineering	\$ -	
				ESDC & CM & Inspection	\$ 7,000	One week of inspection, includes compaction testing
				CEQA & NEPA & Legal	\$ 2,000	NOE only
				Application Support	\$ 7,000	
				Project Admin	\$ 7,000	
				Project Grand Total	\$ 147,000	

AC=Asphalt concrete

Hidden Valley Lake CSD
Conceptual Study Engineer's Estimate
WWTP Pond Levee Road Reconstruction
DR 4308
July 2017

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
1	Road Reconstruction (4" AB)	160	CY	\$ 250.00	\$ 40,000
2	SWPPP	1	LS	\$ 1,000	\$ 1,000
3	Mobilization	1	LS	\$ 3,000	\$ 3,000
Construction Subtotal					\$ 44,000
Construction OHP (10%)					\$ 5,000
15% Contingency					\$ 8,000
Construction Total					\$ 57,000
Est. Land Acquisition					\$ -
Engineering					\$ -
ESDC & CM & Inspection					\$ 3,000
CEQA & NEPA & Legal					\$ 1,000
Application Support					\$ 3,000
Project Admin					\$ 3,000
Project Grand Total					\$ 67,000

Assume 95% relative compaction

AB=Aggregate Base

One week of inspection, includes compaction testing

NOE only

RESOLUTION 2017-13

RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS AUTHORIZING GENERAL MANAGER KIRK CLOYD TO FACILITATE REPLACEMENT OF FILTRATION SAND LOST AS A RESULT OF THE WINTER STORMS OF 2017 (STORMFLOW 2017)

WHEREAS, the Hidden Valley Lake Community Services District (“District”) incurred significant Wastewater Treatment Plant (WWTP) Filtration Basin damage as a result of excessive rain events in 2017; and

WHEREAS, staff reaction to WWTP hydraulic inundation was prompt and precise, but inundation nevertheless led to bed level overflow, and filtration breakthrough; and

WHEREAS, the District is committed to maintaining a fully compliant, and efficient wastewater treatment operation in accordance with the Central Valley Regional Water Quality Control Board’s Waste Discharge Requirements ; and

WHEREAS, the District is committed to maintaining a safe and healthy work environment for staff to operate this activated sludge tertiary treated WWTP.

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors authorizes General Manager Kirk Cloyd to facilitate filtration basin sand replacement to repair damage caused by Stormflow 2017, with project costs not to exceed \$26,530.00

PASSED AND ADOPTED on September 7, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Lieberman
President, Board of Directors

ATTEST:

Kirk Cloyd
Secretary to the Board of Directors

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: September 7, 2017

AGENDA ITEM: Approve Resolution 2017-13 Replacement of sand for the filters at the WWTP

RECOMMENDATIONS: Approve Resolution 2017-13 Replacement of sand for the filters at the WWTP

FINANCIAL IMPACT:

Sand and freight \$23,030.00

Removal of existing sand \$3,500.00

Total = Not to exceed \$26,530.00

BACKGROUND: In February 2017, the impacts of the Wastewater Treatment Plant hydraulic overload compromised the functionality of the filtration basin. This resulted in sand overflow and filtration breakthrough. These two conditions hinder the District’s ability to meet the Central Valley Regional Water Quality Control Board’s Waste Discharge Requirements. A sand replacement is necessary to ensure compliance, efficiency, and safety at the WWTP.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on September 7, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board



Aftermarket - Quotation

1401 W. Cypress Creek Road - Suite 100, Fort Lauderdale, FL 33309
1- 888 PARKSON

562 Bunker Court, Vernon Hills, IL 60061
1-800-249-2140

*** The Quotation is submitted pursuant to Parkson Corporation's Aftermarket Terms and Conditions, which are attached hereto**

Quote Name: Hidden Valley, CA WWTP DSF-2410 CMH
8-24-17
Quote Number: 00019617
Created Date: 8/24/2017
Expiration Date: 9/24/2017
Prepared By: Chris Hall
Phone: (954) 917-1839
Email: chall@parkson.com
Contact Name: Alyssa Gordon
Email: info@hiddenvalleylakecsd.com
Fax: (954) 252-3775

Bill To Name: _____ Ship To Name: _____
Freight: Prepay and Add
Payment Terms: Net 30
Estimated Delivery: 2 weeks ARO
FOB: Origin

Item Number	Product	Line Item Description	Quantity	Sales Price	Total Price
Custom	Customized1	Filter Media, .9 mm ES, via 20000 lb supersacks – for quantities of 10 tons or more. Price per ton. (Standard price for bagged sand is \$310 per ton - discount given for delivery issues.)	36.00	\$220.00	\$7,920.00
0900000-	x- Freight	Estimated freight via two flatbed trucks.	1.00	\$15,110.00	\$15,110.00

Line Items: 2
Subtotal: \$23,030.00
Total Price: \$23,030.00

Please complete information below:

BILL TO Name: Hidden Valley Lake Community Serv. District SHIP TO Name: Dennis White
Address: 19400 Hartmann Rd Address: 18896 Grange Rd
City, State, Zip: Hidden Valley Lake, Ca 95467 City, State, Zip: Middletown, Ca 95461
PO #: 08252017 SHIP TO Attn of: Dennis White
Bill to - Email: agordon@hiddenvalleylakecsd.com Phone: 707-533-3498

All amounts expressed in US Dollars

Quote Acceptance Information

Signature: _____
Name: Kirk Cloyd
Title: General Manager
Date: _____

Alyssa Gordon

From: noreply@salesforce.com on behalf of Chris Hall <chall@parkson.com>
Sent: Thursday, August 24, 2017 1:43 PM
To: agordon@hiddenvalleylakecsd.com; info@hiddenvalleylakecsd.com
Cc: dwhite@hiddenvalleylakecsd.com
Subject: Parkson Aftermarket Quote: Hidden Valley, CA WWTP DSF-2410 CMH 8-24-17
Attachments: CNF-026 Aftermarket Terms and Conditions (Domestic) Rev 5 6-2-2017.pdf; Hidden Valley, CA WWTP DSF-2410 CMH 8-24-17_V3.pdf; Standard DynaSand Sand Pricing Sheet 3-2-2016.pdf



Ref: Hidden Valley, CA WWTP
DSF-2410
CMH 8-24-17
Quote Number: 00019617

Good afternoon Alyssa Gordon,

Thank you for your inquiry for Parkson Aftermarket parts and/or service. Attached is the quote as requested. Please let us know if you have any questions or wish to place an order.

Please see the notes below for ordering instructions and consider this email plus the attachments to be the complete quotation:

- Refer to Serial Number or Project Number when placing order.
- Purchase Orders should be made out to Parkson Corporation. We accept cash, check, MasterCard, Visa, and American Express.
- Please include a copy of your Tax Exempt Certificate if the order is non-taxable.
- All Orders are subject to the approval of Parkson's credit Department. If this is a first time order, please include a copy of your credit/trade references.
- Our mailing address is **1401 W. Cypress Creek Road - Suite 100, Fort Lauderdale, FL 33309.**
- Our remit to address is PO Box 863098 Orlando, FL 32886-3098.
- Parkson has a \$50 min. order policy.
- There are no cancellations or returns on electrical or custom parts. A 35% restocking fee applies to any other returns.
- There is a \$25 charge for Packaging and Handling on all orders under \$2,000 unless if paying by credit card. Credit card orders will not be charged packaging and handling.
- Individual item prices are based on a complete order for all parts listed on the quote. Any changes to quantity or delivery time may result in a change to the prices quoted.

In lieu of a formal Purchase Order, you may sign and fax to **(954) 252-3775** (or **email** to the author of the quote) the attached Quotation which will demonstrate your acceptance of the Quotation and its Terms and Conditions. Simply include quantity required, your P.O Number and

signature, along with the bill to and ship to information in the areas indicated.

We look forward to hearing from you.

Sincerely,

Chris Hall
Parkson - Aftermarket
chall@parkson.com
(954) 917-1839
(954) 252-3775

Parkson Corporation
<http://www.parkson.com/aftermarket/parts>

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