



**HUMBOLDT COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR SCHEDULED MEETING**

AGENDA

DATE: Tuesday, February 9, 2021

TIME: 5:00 p.m.

LOCATION: *In accordance with the Governor's Executive Orders N-25-20 and N-29-20 HCSD Board of Directors shall conduct the District's business via teleconference.*

The open session segment(s) of the meeting, including Public Participation, may be joined through the Zoom Website (<https://zoom.us>) by clicking on "Join A Meeting" and entering the following Meeting ID then follow the prompts for Passcode and audio. Access may also be achieved by telephone only by dialing 1-669-900-9128 followed by the Meeting ID and Passcode below:

Meeting ID: 884 8393 3387

Passcode: 275484

A. CALL TO ORDER AND ROLL CALL

B. CONSENT CALENDAR

1. Approval of February 9, 2021 Agenda
2. Approval of Minutes of the Regular Meeting of January 26, 2021

C. REPORTS

1. General Manager
 - a) Status Report
2. Community Services
3. Superintendent
 - a) January 2021 Construction Operations Report
4. Finance Department
 - a) January 2021 Check Register
5. Legal Counsel

6. Director Reports

7. Other

D. PUBLIC PARTICIPATION **

****Members of the public will be given the opportunity to comment on items not on the agenda by way of the teleconference call-in line. Please use the information set forth above to attend telephonically.**

E. NON-AGENDA

F. NEW BUSINESS

1. Consideration of Resolution 2021-02 Authorizing a Lease/Purchase Agreement with Leasing 2 for a 2021 Sewer VacCon
2. Consideration of Approving an Update to the District Engineer Job-Description(s) and Authorize Staff to Proceed with the Hiring Process in Anticipation of the Community Services Manager Retirement

G. OLD BUSINESS

H. ADJOURNMENT

Next Res: 2021-03

Next Ord: 2021-01

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Brenda Franklin at (707) 443-4558, ext. 210. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102 – 35.104 ADA Title II).

Pursuant to §54957.5(a) of the California Government Code, any public record writings relating to an agenda item for an open session of a regular meeting of the Board of Directors, not otherwise exempt from public disclosure, are available for public inspection upon request at the District offices located at 5055 Walnut Drive, Monday through Friday (holidays excepted) during regular business hours.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, January 26, 2021, via tele/video conference in accordance with the Governor’s Executive Orders N-25-20 and N-29-20.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Bongio, Gardiner, Hansen, and Matteoli. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), and Superintendent Latham.

B. CONSENT CALENDAR

1. Approval of January 26, 2021 Agenda
2. Approval of Minutes of the Meeting of January 12, 2021

DIRECTOR GARDINER MOVED, AND DIRECTOR BENZONELLI SECONDED, TO ACCEPT AND APPROVE THE JANUARY 26, 2021 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, BONGIO, GARDINER, HANSEN, MATTEOLI
NOES: NONE
ABSENT: NONE

C. REPORTS

1. General Manager
 - a) Status Report

GM summarized his January 21, 2021 Memorandum:

- COVID-19 – Informed the Board that all potential cases have been cleared and the District is once again operating with full staff.
- Pine Hill HDD – The Pre-Construction meeting went well and the GM believes the contractor to be extremely competent and they will serve the District well for this horizontal directional drilling project.
- Ridgewood Temporary Tank – The temporary system is currently being plumbed and testing is on schedule to begin in early February.
- ACWA/JPIA Certificates of Recognition – HCSD recently received “President’s Special Recognition Awards” for all three of the District’s insured categories: Liability Program, Property Program, and Workers’ Compensation Program. The awards represent a loss ratio of 20% or less during the 2019 year.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; January 26, 2021

3. Superintendent

a) December 2020 Operations/Maintenance Report

Superintendent reviewed his January 20, 2021 Memorandum affirming activities were normal, and emphasizing the significant amount of sewer cleaning and filming accomplished.

4. Finance Department

a) December 2020 Budget Statement

FM reviewed the report without specific comment. Director Gardiner requested the FM develop a criterion to verbally draw the Board's attention to significant variances when presenting future reports.

6. Directors Reports

- Director Benzonelli advised she attended her first Redwood Region Economic Development Commission (RREDC) meeting on January 25 wherein she was appointed to the Executive Board. The Committee also received a presentation from Inyo Networks who is working to bring broadband from Redding to the coast to ultimately connect to the undersea fiber-optic cable through the outfall pipe at the old pulp mill site.
- Director Bongio summarized the recent announcement that Humboldt Bay Municipal Water District (HBMWD) is participating in the research to possibly extend water service to Trinidad and it may behoove the HCSD Board Members to keep apprised of the activities to learn how it will affect HCSD. Director Hansen commented that both he and the GM participate in the monthly HBMWD Muni Meeting wherein the subject has been discussed quite a bit. GM added that regardless of how the potential service is connected to the HBMWD system, HCSD and all the existing municipalities will benefit by reduced costs.

D. PUBLIC PARTICIPATION

President Bongio invited the public to address the Board on any item not listed on the agenda or issues generally affecting District operations, which are within the jurisdiction of the Board. None.

F. NEW BUSINESS

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; January 26, 2021

1. Consideration of Approving an HCSD COVID-19 Prevention Plan (CPP) as required by CalOSHA

GM reviewed the corresponding Agenda Report summarizing the necessity for the District to implement the plan in order to be compliant with CalOSHA regulations.

PUBLIC COMMENT: None

Without discussion, IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR HANSEN, TO APPROVE THE HUMBOLDT COMMUNITY SERVICES DISTRICT COVID-19 PREVENTION PLAN (CPP) IN COMPLIANCE WITH CAL/OSHA EMERGENCY TEMPORARY STANDARDS IN PLACE FOR COVID-19 (CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 8, SECTION 3205(C)). MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, BONGIO, GARDINER, HANSEN, MATTEOLI
NOES: NONE
ABSENT: NONE

2. Consideration of Extending HR 6201 Families First Coronavirus Response Act (FFCRA) COVID-19 Paid Leave through March 31, 2021

GM summarized the corresponding Agenda Report affirming no additional leave will be granted to staff who exhausted their original allotment, but those who had a balance upon the original expiration date of December 31, 2020 would have access to the leave under specific COVID-19 related conditions through March 31, 2021.

PUBLIC COMMENT: None

Without further discussion, IT WAS THEN MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN, TO EXTEND THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) PAID LEAVE TO MARCH 31, 2021. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, BONGIO, GARDINER, HANSEN, MATTEOLI
NOES: NONE
ABSENT: NONE

DRAFT – MINUTES OF THE REGULAR MEETING
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HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; January 26, 2021

3. Consideration of Proposal for Group to Team Seminar

GM presented the Agenda Report summary and proposal for specialized training from Group to Team Leadership Solutions. Discussion ensued addressing the cost, benefits to the Board and staff, alternate methods to enable the Board to better communicate/get to know one another, making use of the no cost governance training available on the web, and waiting for COVID restrictions to be lifted for in-person training options and social events. By consensus, the Board expressed the desire to decline acceptance and seek alternatives when available.

4. Consideration of Placing Archived Board Packets on the District Website

GM reviewed the Agenda Report summarizing his request for agreement to maintain at least six months, up to three years, of HCSD Board Packets on the website to enhance transparency and ease of access to Board Members, staff, and the general public. Discussion addressed the minimal staff time required to maintain the website and the number of board packs to archive.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR BENZONELLI, TO AUTHORIZE THE GENERAL MANAGER TO PUBLISH ARCHIVED BOARD PACKS ON THE HCSD WEBSITE FOR A PERIOD DETERMINED BY STAFF OF AT LEAST SIX MONTHS BUT NOT TO EXCEED THREE YEARS. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, BONGIO, GARDINER, HANSEN, MATTEOLI
NOES: NONE
ABSENT: NONE

5. Consideration of Mitigation Measure for McKay Ranch Water Supply Construction Timing

Director Matteoli announced a conflict of interest regarding the nature of the matter, thus, he recused himself from this particular discussion and logged out of the meeting at 5:39 p.m.

GM then reviewed the corresponding Agenda Report summarizing the County mitigation request to allow construction within the proposed subdivision concurrently with the construction of the required additional water storage. The County's requirement is that the building permit for the water tank be issued prior

DRAFT – MINUTES OF THE REGULAR MEETING
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HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; January 26, 2021

to the issuance of any building permits for any structures and that the tank be installed and operational prior to the final inspection sign-off and/or final approval of an occupancy permit of any residential or commercial structures. Discussion expressed concern about potential fire hazard at the construction site without first completing the additional water storage, whether District staff will install any of the infrastructure requirements, how the contractor is required to meet all District Construction Standards in order to connect to the system(s), and the inspection process District staff engages in during the process.

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN, TO APPROVE THE COUNTY OF HUMBOLDT DECEMBER 23, 2020 MITIGATION MEASURE REGARDING TIMING OF CONSTRUCTION OF A WATER SUPPLY TANK FOR THE PROPOSED MCKAY RANCH SUBDIVISION. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, BONGIO, GARDINER, HANSEN
NOES: NONE
ABSENT: NONE
RECUSED: MATTEOLI

H. ADJOURNMENT

There being no further business, IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN, TO ADJOURN. MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, BONGIO, GARDINER, HANSEN
NOES: NONE
ABSENT: MATTEOLI

THE BOARD ADJOURNED ITS REGULAR MEETING OF JANUARY 26, 2021 AT 5:53 P.M.

Submitted, Board Secretary

Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

MEMORANDUM

TO: Board of Directors
FROM: Terrence Williams, General Manager
DATE: February 5, 2021
SUBJECT: General Manager Report for February 9, 2021 Board Meeting

Two projects have been consuming a considerable amount of staff time recently, the Pine Hill Bridge Directional Drilling project and the Ridgewood Temporary Tank project.

Pine Hill Bridge Directional Drilling: We have been reviewing submittals from the Contractor and responding to Requests for Information (RFI) for the Pine Hill HDD project. The Contractor's proposed schedule indicates the intention to mobilize to the job site on April 5, 2021 and have all work complete including cleanup by April 26. The deadline for this project is May 21, 2021 so the proposed schedule provides ample buffer time (four weeks) for the Contractor to complete the work even if adverse weather or other unforeseeable circumstances prohibit the work from being completed within the proposed schedule.

Ridgewood Temporary Tank: The temporary tank system installation is ongoing. Per the simulation results, a third pump is being included at the booster station that moves water from the Walnut Drive tanks up to the Ridgewood Tank Site. This third pump is sized to run continuously to meet demand. Using this smaller third pump to meet demand allows us to operate the system with far fewer pump cycles compared with using the considerably larger existing booster pumps.

Humboldt Community Services District

Post Office Box 158 Cutten, CA 95534 (707) 443-4558 Fax (707) 443-1490

To: H.C.S.D. Board of Directors

Date: February 4, 2021

From: Tim Latham, District Superintendent *TL*

Subject: January 2021 Construction Operations Report

General business for the month of January included a water service line leak repair on Harrison Avenue, the replacement of water service lines due to leaks on Christopher Drive and Walnut Drive, a 1" hot tap on a water main line on Union Street for Hooven and Company, the replacement of a bar-stop on a water service line on Spring Street, the repair of a pressure reducing valve (PRV) on Harrison Avenue and hot asphalt trench paving in various areas throughout Pine Hill.

Other business included continued work on traffic control signage for the Pine Hill Bridge Water Main Line Replacement Project, continued construction of the temporary storage tank portion of the Ridgewood Tank Off-line Project in preparation of the complete rehabilitation of the Ridgewood water storage tank beginning May 2021, clean-up around the District corporation yard and assisting the Customer Service Department with service orders as necessary.

Accounts Payable

Checks by Date - Detail by Check Number

User: FM
 Printed: 2/3/2021 4:27 PM

Humboldt Community Services District
5055 Walnut Drive – Eureka CA 95503
PO Box 158 – Cutten CA 95534 (707) 443-4558

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
54152	UB*01857	WADE POLDA	01/08/2021	
		Refund Check		9.46
		Refund Check		39.04
		Refund Check		0.90
		Refund Check		5.71
		Refund Check		36.76
		Refund Check		2.68
Total for Check Number 54152:				94.55
54153	A360 769369	AFLAC Supplemental Health Premium - December	01/08/2021	289.84
Total for Check Number 54153:				289.84
54154	B702 03-48705	Bobcat of Chico 5770 Bobcat/Oil Filter	01/08/2021	13.03
Total for Check Number 54154:				13.03
54155	C475 07144018P 0780208S	Coast Counties Peterbilt Shop/Extended Life Coolant 50/50 Unit #13/Engine System Service	01/08/2021	47.20 660.62
Total for Check Number 54155:				707.82
54156	E485 090299/3 090515/3 090555/3 090833/3 090881/3 090953/3 090967/3 091374/3 091547/3 091591/3 12312020	Cooney Parris and Rieke Corp Wash Rack Brush Handle Sewer Camera Van/Polysteel 600 Flashlight So Bay Well parts/Tee Brss Comp Yard Forms/2x4 Douglas Fir Maintenance Supplies/Plastic Pail 2G Tools/Thread Seal Tape #13 Rental/Vinyl Tubing Pressure Washer/Wheels Unit #18/Dig Wand/HardScrws/Nipple/Cplg P.H.B. WL Rpc Dir Drl/4x4x16' PT Discount Earned - December	01/08/2021	10.76 39.86 20.45 44.31 9.89 6.64 3.81 40.92 40.84 84.80 -8.05
Total for Check Number 54156:				294.23
54157	E650 67088 67354 67446	Eureka Ready Mix Yard/Pea Gravel/Base Ridgewood WBS/Class 2 Base Yard/Base	01/08/2021	771.79 813.06 857.26
Total for Check Number 54157:				2,442.11
54158	F010 81500353	Farmer Brothers Co Med Rst 2.0/Fr Rst 2.0/Creamer Shaker	01/08/2021	255.92

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54158:	255.92
54159	H410 23231000	Humboldt Bay Municipal Water D Water Purchased - December	01/08/2021	89,499.79
			Total for Check Number 54159:	89,499.79
54160	H690 427213	Humboldt Fasteners and Tools Unit #1/Grinder	01/08/2021	183.37
			Total for Check Number 54160:	183.37
54161	I700 5087701 5087745 5087765 5087777	IBS Interstate Battery System Sewer Meter Station/Batteries/TEL0057 Credit/Return/Sewer Meter Station/Batteries Inv Light Tower/Battery/SRM-24 Yard Generator/Battery/29NF-VHD	01/08/2021	55.30 -55.30 99.87 110.72
			Total for Check Number 54161:	210.59
54162	I300 39642	Independent Business Forms Inc Year End Tax Forms	01/08/2021	79.40
			Total for Check Number 54162:	79.40
54163	J700 079929	John's Auto Electric Rental Vac Con wire problem	01/08/2021	186.37
			Total for Check Number 54163:	186.37
54164	H010 12312020 S011627119.001 S011640732.001 S011650514.001 S011654033.001 S011658214.001 S011662118.002 S011662852.001 S011664000.001 S011665133.001 S011665288.001 S011666087.001 S011666738.001 S011667368.001 S011667368.001 S011670923.001 S011671021.001	Keenan Supply Discount Earned - December Credit/Return/Inv S011593482.001 Meter Swive Vernon St/Main Break Replacement/Krausz Hyn Yard Stock/Mainline 6 Mech Test Plug Ridgewood pump/FlgxFlg DI Spool cement line Sewer Repairs/Concrete H20 Traffic Valve Box/ Concrete H20 Traffic Valve Box/Sewer CI Lid Ridgewood Pump/RR FF Gasket Madrone St Pressure Sewer/Romac 501 Shop Cc Ridgewood WBS/Clow handwheel for 6" Gate/C Old Forest PRV/IMP Brass Bushings Yard Stock/2x20 40 PVC Boe Plas Pipe Flng Bolt and Nut Kit Yard Stock/2 IMP Brass 90 Street Elbow Credit/Return/Inv S010952243.001/2 IMP Brass Yard Stock Replacement/Std Brass Nipple/2 Imp Credit/Return/Inv S011046910.001/Damaged Hy	01/08/2021	-136.50 -816.31 576.49 210.97 238.41 135.55 2,495.29 28.70 543.06 216.85 120.18 101.03 37.17 114.34 -61.91 3,912.62 -465.67
			Total for Check Number 54164:	7,250.27
54165	M200 039871	MacKay Sposito Water model calibration	01/08/2021	1,297.75
			Total for Check Number 54165:	1,297.75
54166	M101 123269	MapleService Inc. Drinking fountain in office lobby repairs	01/08/2021	465.00
			Total for Check Number 54166:	465.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
54167	M450	Mission Linen	01/08/2021	
	513777442	Uniforms/Mats		352.99
	513822012	Uniforms/Mats		208.88
	513864053	Uniforms/Mats		351.01
	513907919	Uniforms/Mats		221.36
Total for Check Number 54167:				1,134.24
54168	E558	NAPA Auto Parts of Eureka	01/08/2021	
	158453	Units #2 #3/Generators oil changes		121.96
	158677	Generators at Hoover/Edgewood/So Bdwy/Field		417.01
	159894	Supplies/15G Super Glue Gel/E6000 Clear		14.73
	160140	Unit #13/Diesel Feed Pump		141.54
	160901	Unit #7/Universal Support		57.48
	160915	Unit #19/Blow Gun		16.92
	161102	Unit #6/Oil Filter		42.38
	161512	Shop/Fuel Filters/Syn 5W30		145.05
	161702	Backhoe 580m/Air Filters		63.31
	162232	2.5 Blue Def		34.73
	162364	Purple Power 5 Gal		28.20
	162880	Unit #18/2.5 Blue Def		11.58
	162881	2.5 Blue Def		34.73
	163077	Shop/Headlight Bulb/Cplg		23.59
Total for Check Number 54168:				1,153.21
54169	P430	Pierson Building Center	01/08/2021	
	12312020	Discount Earned - December		-10.84
	931724	Rubbermaid tote		10.30
	932150	So Bay Well parts/3/8" Brass Compression insert		4.23
	933885	Brass Bushing		34.63
	934922	PHB WL Rpe/Signs/CDX plywood		340.63
	935110	Yard/Xmas Float/Auick lk/Proof Coil Chain		49.80
	935877	Unit #1/Tools		30.34
	K31483	Pigeon Point booster/Bulb LED A21		13.01
	K31753	So Bay Well parts/Thread seal tape/Teflon tape/E		27.81
Total for Check Number 54169:				499.91
54170	P785	Powell Landscape Materials	01/08/2021	
	12346	Santa Clara/Concrete		193.12
	12368	Oakridge Terr Main Break/Sand for Gas Main B		101.99
	12379	Old Forest Lane PRV/Concrete		193.12
	12433	So Broadway SLS Cam Lock Repair/Concrete		151.89
Total for Check Number 54170:				640.12
54171	S400	Sharp Auto Graphics and Signs	01/08/2021	
	9316	Unit #19/HCS D Lettering installed		200.00
Total for Check Number 54171:				200.00
54172	S860	Sunbelt Rentals	01/08/2021	
	108202513-0001	Track mini-skidsteer rental for the Ridgewood T		1,196.86
	108424495-0001	Track mini-skidsteer rental for the Ridgewood T		394.71
	108859988-0001	Track mini-skidsteer rental for the Ridgewood T		344.26
Total for Check Number 54172:				1,935.83
54173	U410	United Way of Humboldt	01/08/2021	
		PR Batch 00001.01.2021 UNITED WAY	PR Batch 00001.01.2021 UNI	0.54

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 00001.01.2021 UNITED WAY	PR Batch 00001.01.2021 UNI	0.92
		PR Batch 00001.01.2021 UNITED WAY	PR Batch 00001.01.2021 UNI	7.54
			Total for Check Number 54173:	9.00
54174	V700	Valley Pacific Petroleum Services Inc	01/08/2021	
	INV 20-358363	Fuel		2,654.89
	INV 20-362852	Shop/580M/Oil Change		167.95
	INV 20-364149	Fuel		2,428.84
			Total for Check Number 54174:	5,251.68
54175	V500	Verizon Wireless	01/08/2021	
	842064984-1	Galaxy S10 OtterBox		56.82
	842064984-1	Upgrade Fee		42.09
	842064984-1	Galaxy S10 / tax caled on \$749		326.52
	9869660455	Cellular Service - December		391.60
			Total for Check Number 54175:	817.03
54176	W208	Watt's Cleaning Services	01/08/2021	
	1021	District office, breakroom and lower shop cleanii		1,960.00
			Total for Check Number 54176:	1,960.00
54177	A160	ACWA-JPIA	01/14/2021	
	660450	aMedical Plan - Employees		52,422.26
	660450	bDental Plan - Employees		1,702.84
	660450	cVision Plan - Employees		328.23
	660450	dLife/AD&D Plan - Employees		363.11
	660450	eMedical Plan - Board Members		15,602.60
	660450	fDental Plan - Board Members		-243.72
	660450	gVision Plan - Board Members		-31.26
	660450	hLife/AD&D Plan -Board Members		-13.83
	660450	iMedical Plan -Retired Members		22,879.39
	660450	jDental Plan - Retired Members		1,052.16
	660450	kVision Plan - Retired Members		312.60
	660450	ICOBRA - Medical		1,170.14
	660450	mCOBRA - Dental		33.72
	660450	nCOBRA - Vision		15.63
			Total for Check Number 54177:	95,593.87
54179	C180	Canon Solutions America Inc.	01/14/2021	
	4034987659	Office/Black Copies WXD03492-11.30.20-12.30		20.42
	4034987659	Office/Color Copies WXD03492- 11.30.20-12.31		51.67
	4034987659	Use Tax Recovery Fee/OfficeCop - 11.30.20-12.31		2.79
			Total for Check Number 54179:	74.88
54180	C410	City of Eureka: SW	01/14/2021	
	January 2021	Humboldt Hill 21%		25,100.25
	January 2021	General 79%		94,424.75
			Total for Check Number 54180:	119,525.00
54181	C430	City of Eureka: WA	01/14/2021	
	12312020	Water Purchased - December		58,256.00
			Total for Check Number 54181:	58,256.00
54182	H210	Hensell Materials	01/14/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	603972	Ridgewood Tank/Burlap Wattles		244.13
	603976	Ridgewood Tank/Burlap Wattles		122.06
	603998	Old Forest PRV/5 Gal Jet Set		29.84
	604565	Old Forest PRV/5Gal Jet Set		59.68
			Total for Check Number 54182:	455.71
54183	H810 197198	Humboldt Waste Management Auth Freshwater PRV/Greenwaste	01/14/2021	3.92
			Total for Check Number 54183:	3.92
54184	J800 109856	Johnson's Mobile Rentals LLC Rental fencing for the Ridgewood Tank Off-line	01/14/2021	257.67
			Total for Check Number 54184:	257.67
54185	M101 123798	MapleService Inc. Rebuild of urinal valve in office mens restroom	01/14/2021	329.00
			Total for Check Number 54185:	329.00
54186	M230 M204184	Mendes Supply Co CH Bacticide Gal	01/14/2021	394.94
			Total for Check Number 54186:	394.94
54187	M560 46992	The Mitchell Law Firm LLP Legal Services - December 2020	01/14/2021	304.00
			Total for Check Number 54187:	304.00
54188	N570 156470	North Coast Labs Ltd TTHM and HAA5 sample analysis as required by	01/14/2021	475.00
			Total for Check Number 54188:	475.00
54190	P190 155345 155786	Pacific Paper Co Dust Off Anti Static Monitor Wipes/Avery Ship 1 Gold Foil Notarial Seals/Pentel Auto Pencils .09	01/14/2021	55.16 49.71
			Total for Check Number 54190:	104.87
54191	P370 PC030193489	Peterson Roller/Oil filters	01/14/2021	51.27
			Total for Check Number 54191:	51.27
54192	R250 26055871	Recology Humboldt County Garbage Service - December	01/14/2021	504.62
			Total for Check Number 54192:	504.62
54193	U730 452526 455138	USA Bluebook Grease Interceptor Core Sampler 8 oz Refill Bottle of Bacteriostatic Additive	01/14/2021	194.97 68.56
			Total for Check Number 54193:	263.53
54194	C036 242042903463957 244309903504008 244310503602001	Corporate Payment Systems DT/EBAY/Camera Van Computer/Casio Disc tit TL/FY 20/21 Microsoft Online Email Exchange WP/Lithia/Unit #16/Throttle inspection	01/22/2021	75.91 87.20 160.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	244310603440833	NM/Newegg.com/RAM upgrade for District lap		39.77
	244310603470833	NM/Amazon/Replacement battery for District la		18.95
	244310603470833	NM/Amazon/Replacement power switch for Car		12.35
	244834703536120	TL/CrashPlan/Code 42 Back-Up System 3 Serve		29.97
	244921503547171	MM\Gama Electronics\Power switch for camera		10.95
	244981303420270	TL/CannonWater/Filter Element kit		35.47
	247170503502635	WP/101 Auto Parts/Tow Master		13.03
	247554203432634	TL/Carrier X LC/Monthly Board Meeting Telecc		8.00
	249064103461092	TK/GoDaddy/1 yr BasPriv, SecEss, Web Hostin		159.98
			Total for Check Number 54194:	651.58
54195	UB*01858	MEREDYTH PHILLIPS	01/28/2021	
		Refund Check		1.98
		Refund Check		38.98
		Refund Check		0.19
		Refund Check		6.27
		Refund Check		31.08
		Refund Check		2.68
			Total for Check Number 54195:	81.18
54196	A210 548757	Petrusha Enterprises Inc. Repair to office security system	01/28/2021	
				95.00
			Total for Check Number 54196:	95.00
54197	C670 3890 3890 3890	CWEA - Oakland Annual Membership 02.28.21-02.27.22/TL Annual Col/Sys Maint 2 Cert Renewal/TL Annual Elec/Tech 1 Cert Renewal/TL	01/28/2021	
				192.00
				96.00
				91.00
			Total for Check Number 54197:	379.00
54198	D200 INV661192	Day Management Corp. Motorola battery	01/28/2021	
				103.94
			Total for Check Number 54198:	103.94
54199	D640 LW-1028297	SWRCB Accounting Office Annual water system fees for period 7/1/2020-6/	01/28/2021	
				16,940.00
			Total for Check Number 54199:	16,940.00
54200	F049 CAEUR110682	Fastenal Company AA Btry/D Btry/XL Orng disp gloves	01/28/2021	
				133.88
			Total for Check Number 54200:	133.88
54201	F050 CAEUR110459 CAEUR110699 CAEUR110777 CAEUR110778	Fastenal Industrial Sewer Plug Hardware/SS Wing nut/SS CB Safety Rain Gear Tissuc/Contr bag 38x58/Toilet scat cover/MF pa Germ Cleaner/Disinfect wipe bucket/Purell pum	01/28/2021	
				309.09
				565.50
				171.10
				663.15
			Total for Check Number 54201:	1,708.84
54202	H060 5260824	Harvey M. Harper Co. Unit #6/Element Asy/Air clean bac	01/28/2021	
				91.03
			Total for Check Number 54202:	91.03

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
54203	J900	ACWA/Joint Powers Insurance Authority	01/28/2021	
	Q2 FY 21	Workers Comp Prog-Sales/Meter		574.59
	Q2 FY 21	Workers Comp Prog-Water		1,911.04
	Q2 FY 21	Workers Comp Prog-Clerical/Brd		590.58
	Q2 FY 21	Workers Comp Prog-Sewer		1,998.60
		Total for Check Number 54203:		5,074.81
54204	J950	J. W. Wood Co. Inc.	01/28/2021	
	R699638	Valves, fittings, pipe, etc. for Ridgewood Tank O		15,573.77
		Total for Check Number 54204:		15,573.77
54205	M350	Mid-City Motor World	01/28/2021	
	5159818	Unit #11/Element sub-assy		18.60
		Total for Check Number 54205:		18.60
54206	N465	Brad's Nor-Cal Automotive	01/28/2021	
	0018400	2006 Ford E250 Van/Coil failed and engine tune		881.97
		Total for Check Number 54206:		881.97
54207	N570	North Coast Labs Ltd	01/28/2021	
	156679	Analysis for Tritium, Gross Alpha and Gross Bet		505.00
		Total for Check Number 54207:		505.00
54208	P010	Pacific Gas and Electric-GN	01/28/2021	
	01292021	aWA Pump & District/Cummings		4,847.55
	01292021	bHH Water System		4,844.19
	01292021	cFW/MR Water System		671.91
	01292021	dGeneral Sewer System		3,634.29
	01292021	eKS/HH Sewer System		1,425.89
	01292021	fOffice/Yard		3,899.44
	01292021	gSpark cnergy Gas/LP Gas Chgs		353.13
		Total for Check Number 54208:		19,676.40
54209	P130	Pacific Gas and Electric-St	01/28/2021	
	02032021	Street Lighting - January		5,424.54
		Total for Check Number 54209:		5,424.54
54210	S808	Statewide Traffic Safety and Signs	01/28/2021	
	09006407	PHB WL Rpc DD/Signs and barricades/HipSign.		1,367.84
		Total for Check Number 54210:		1,367.84
54211	S850	Suddenlink	01/28/2021	
	02152021	Internet/Phone dates		507.54
		Total for Check Number 54211:		507.54
54212	S908	SWRCB-DWOCP	01/28/2021	
	36009	D3 Water Distribution Cert Renewal/AW		120.00
	39472	D3 Water Distribution Cert Renewal/JO		120.00
		Total for Check Number 54212:		240.00
54213	T285	Thomas R. Bess	01/28/2021	
	3942	Hot asphalt for trench paving in the Myrtle town		544.61

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54213:	544.61
54214	U410	United Way of Humboldt	01/28/2021	
		PR Batch 00002.01.2021 UNITED WAY	PR Batch 00002.01.2021 UNI	0.72
		PR Batch 00002.01.2021 UNITED WAY	PR Batch 00002.01.2021 UNI	1.59
		PR Batch 00002.01.2021 UNITED WAY	PR Batch 00002.01.2021 UNI	6.69
			Total for Check Number 54214:	9.00
54215	U602 5978816	US Bank 2014 Bond/Trustee Fees 12.01.2020 - 11.30.202	01/28/2021	1,485.00
			Total for Check Number 54215:	1,485.00
			Report Total (62 checks):	464,958.87

Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: February 9, 2021

AGENDA ITEM: F.1 (New Business)

TITLE: Consideration of Resolution 2021-02 Authorizing a Lease/Purchase Agreement with Leasing 2 for a 2021 Sewer VacCon

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Motion to adopt Resolution 2021-02 to authorize the GM to sign necessary paperwork to enter into a Lease/Purchase agreement with Leasing 2 for new Maintenance VacCon unit. Roll-Call vote.

Summary:

During the December 8, 2020 Board Meeting, the Board of Directors approved the purchase of a new VacCon to replace the District's failed 2007 unit. At that time, staff indicated that they would research financing options and bring the best of those to the Board for approval. At that same time, the Board approved the fixed amount of \$15,000 for a rental VacCon until the new unit is delivered. During the January 12, 2021 Board Meeting, the Board approved the financing proposal presented by Leasing 2.

During the weeks following that Board meeting, staff has been following up with the process to finalize the purchase and financing agreements. The organization selling the new VacCon has recommended that we roll the rental cost into the financing agreement. As a result of moving that process forward, Leasing 2 Inc. has indicated that they need a resolution from the District Board of Directors authorizing the General Manager to sign paperwork to enter into the lease purchase agreement to purchase the replacement VacCon.

Resolution 2021-02 is that resolution.

Fiscal Impact:

\$587,081.68

RESOLUTION NO. 2021-02

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT**

**APPROVING LEASE-PURCHASE AGREEMENT WITH LEASING 2, INC.
FOR THE PURCHASE OF ONE (1) NEW SEWER VAC-CON TRUCK
FROM MUNICIPAL MAINTENANCE EQUIPMENT (MME)**

WHEREAS, the Humboldt Community Services District maintains a fleet of vehicles for the purpose of maintaining and repairing the water distribution and sewer collection system within the District's service area; and

WHEREAS, the 2007 Maintenance Sterling VacCon Truck has now exceeded its fleet life and is in need of immediate replacement; and

WHEREAS, whereas the District has determined that a true and very real need exists for the acquisition of a new sewer VacCon Truck; and

WHEREAS, the District has determined that it is in the best interest of District to finance a new sewer VacCon Truck through a lease-purchase; and

WHEREAS, an appropriate replacement construction sewer VacCon Truck is described in the attached Lease-Purchase Agreement; and

WHEREAS, The District has further determined that the sewer VacCon Truck described in the attached Lease-Purchase Agreement Equipment will be used solely for essential governmental functions and not for private business use; and

WHEREAS, the District has taken the necessary steps, including any legal bidding requirements, under applicable law to arrange for the acquisition of such equipment.

NOW THEREFORE, BE IT RESOLVED THAT, THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT DO HEREBY ADOPT RESOLUTION 2021-02 APPROVING A LEASE-PURCHASE AGREEMENT WITH LEASING 2, INC. FOR THE PURCHASE OF ONE (1) NEW SEWER VAC-CON TRUCK FROM MUNICIPAL MAINTENANCE EQUIPMENT (MME) and that states:

1. That the terms of said Lease-Purchase Agreement and Escrow Agreement are in the best interest of the District for the acquisition of such equipment; and
2. The District designates and confirms the General Manager to execute and deliver, and to witness (or attest), respectively, Leasing 2, Inc. Lease-Purchase Agreement and any related documents necessary to the consummation of the transactions contemplated by the Lease-Purchase Agreement.

PASSED, APPROVED, AND ADOPTED at the regular meeting of the Board of Directors of the Humboldt Community Services District held this 9th day of February 2021, by the following roll call vote:

AYES:

NOES:

ABSENT:

Alan Bongio, Board President

ATTEST:

Brenda K. Franklin, Board Secretary

Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: February 9, 2021

AGENDA ITEM: F.2 (New Business)

TITLE: Engineering Job Descriptions

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Approve the job descriptions for Assistant Engineer, Associate Engineer and District Engineer and new hire in anticipation of Community Services Manager retirement by motion and roll call vote.

Summary:

During the November 5, 2020 Board Meeting, Mickey Hulstrom officially announced his plan to retire June 1, 2021. As this date is fast approaching, I feel that we need to recruit an extremely qualified individual to the organization to fill at least part of the void that will be left behind. My preference is to hire somebody before the beginning of April so that there is overlap and an opportunity for Mickey to impart some knowledge, experience and insight to the person that will be trying to fill his shoes.

Mickey's role with the District in the Engineering and Planning Department has evolved and changed over the thirty-one years that he has served. Mickey currently holds a position with the title Community Services Manager; but that doesn't really describe what he does. Mickey is in charge of our pre-treatment and backflow prevention programs, he handles new connections, construction inspections, annexations, construction permitting, Underground Services Alerts, right of ways, easements, code compliance and enforcement, project management, planning and building referrals, manages as-builts and so much more. From experience, an engineer would be well suited to many of these tasks.

The District's Engineering and Planning department has not officially had an engineer since Steve Davidson retired in 2013 at which time the District began relying upon outside consultants for its engineering services. Since that time, Mickey has handled many of the tasks that would typically have been handled by an engineer. I believe that Mickey's retiring is a perfect opportunity to reinstate an engineer and allow that person to grow into the role of District Engineer.

My intention is to hire an individual with the qualifications defined in the Assistant Engineer position. The other two job descriptions (Associate and District Engineer) will not be filled at this time. As the new hire develops skills, knowledge and experience with the District, they can become eligible to be promoted to these other job titles; similar to the way our Utility Worker 1, 2, and 3 positions work.

Pending your approval, I would like to solicit for this position beginning this month with the goal of bringing someone onboard April 1. This will give our new-hire two months to shadow Mickey and learn everything he or she can from him.

Fiscal Impact:

Two month's salary plus benefits at the Assistant Engineering rate to hire somebody April 1 to be trained before Mickey retires June 1.

ASSISTANT ENGINEER

5-Step Salary Range: \$5,711 - \$6,310 Monthly

DEFINITION

This salary-exempt classified position, performs a variety of professional engineering services for District operations and customers ranging from water pressure calculations to system and facility design and construction management; responsibilities include planning and designing, construction management and inspection for water storage, transmission and distribution facilities and sewage collection, treatment and disposal facilities; and performs other work as required.

DISTINGUISHING CHARACTERISTICS

The Assistant Engineer performs journey level professional and technical engineering work with a moderate degree of difficulty in the design and construction of District water and sewer systems and facilities. The position has a high level of contact with the professional staff from various departments of the District, other governmental agencies, general public, developers, private professionals and contractors.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the General Manager. The Assistant Engineer provides consultation, and collaborates with Engineering Staff, Engineering Service Representatives, and other District staff.

ESSENTIAL DUTIES (include but are not limited to the following)

Performs detailed design of water and sewer facilities including drafting and computer aided design (CAD) work preparation of detailed construction estimates, material requisitions, and master plans of water and sewer facilities; inspects and/or supervises construction project work as required; prepares cost and budgetary estimates on projects; tracks costs and budgets of assigned projects; provides information to the general public and responds to and follows through on customer service calls; drafts new standards and specifications as required; performs code enforcement; conducts reviews and responds to engineering studies, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) reports; prepares material and construction contract packages and proposals, prepares Request For Proposals (RFP's); conducts water supply and sewage collection/treatment/disposal feasibility studies and master planning; and participates in a variety of professional committees; attends Board of Director meetings, prepares and presents staff reports for consideration by the Board and other duties as assigned.

QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

Education/Experience

Sufficient experience and education as a professional engineer to perform the duties of an Assistant Engineer. A typical way of obtaining the required qualifications is to

possess the equivalent of two years of practical experience in an engineering position and a Bachelor's degree in civil or mechanical engineering from an accredited college or university.

Knowledge/Skill/Ability

Knowledge of: principles, methods, materials and equipment used in professional engineering design, drafting, and inspecting water and sewer facilities including transmission and distribution systems, storage tanks, pump stations, treatment plants and facilities, and engineering alternatives to traditional capital facilities; industry construction methods and materials; hydraulic modeling; computer operations, software, and programs that assist in engineering work; District policies, procedures and issues; general understanding and knowledge of District, County, and State codes and ordinances including building and plumbing code.

Ability to: provide critical thinking to assigned projects; troubleshoot issues and provide fail safe options; operate equipment, inspect facilities, and conduct field operations; work rotating shifts, weekends, holidays and remain available in the event of an emergency; maintain effective working relationships.

License/Certificate

Possession of a valid Class C California driver's license. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Possession of a valid Engineer-in-Training certificate issued by the State of California Board of Registration for Professional Engineers. 5% additional salary with Professional Engineer registration.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer keyboard. Additionally, the position requires near and far vision in reading reports, reviewing plans and blueprints, and using the computer. When visiting construction sites or existing District facilities the position will require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

I have reviewed this Job Description with the General Manager and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

ASSOCIATE ENGINEER

5-Step Salary Range: \$6,456 - \$7,188 Monthly

DEFINITION

This salary-exempt classified position performs a variety of professional engineering services for District operations and customers ranging from water pressure calculations to facility design and construction management; responsibilities include planning and designing, construction management and inspection for water storage, pumping, transmission and distribution facilities and sewage collection, treatment and disposal facilities; and performs other work as required.

DISTINGUISHING CHARACTERISTICS

The Associate Engineer performs advanced journey level professional and technical engineering work with a high degree of difficulty in the design and construction of District water and sewer systems and facilities. The position has a high level of contact with professional staff from various departments of the District, other governmental agencies, and private professionals and contractors.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the General Manager. The Associate Engineer provides direction, consultation, and collaborates with Engineering Staff, Engineering Service Representatives, and other District staff.

ESSENTIAL DUTIES (include, but are not limited, to the following):

Performs detailed design of water and wastewater facilities including computer aided design (CAD) and Geographic Information System (GIS) work; preparation of detailed construction estimates and material requisitions; inspects and/or supervises construction project work; prepares and tracks cost and budgetary estimates on projects; provides information to the general public and responds to and follows through on customer service calls; performs code enforcement; drafts new standards and specifications as required; conducts reviews and responds to engineering studies, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) reports; prepares material and construction contract packages and proposals, prepares Request for Proposals (RFP's); conducts water supply and sewage collection/treatment/disposal feasibility studies and master planning; and participates in a variety of professional committees; attends Board of Director meetings, prepares and presents staff reports for consideration by the Board and other duties as assigned.

QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

Education/Experience

Sufficient experience and education as a professional engineer to perform the duties of an Associate Engineer. A typical way of obtaining the required qualifications is to possess the equivalent of four years of practical experience in an engineering position and a Bachelor's degree in civil or mechanical engineering from an accredited college or university.

Knowledge/Skill/Ability

Knowledge of: principles, methods, materials and equipment used in professional engineering design, drafting, and inspecting water and sewer facilities including hydraulics, transmission and distribution systems, storage tanks, pump stations, treatment plants and facilities, and engineering alternatives to traditional capital facilities; industry construction methods and materials; hydraulic modeling; computer operations, software, and programs that assist in engineering work; District policies, procedures and issues; general understanding and knowledge of District, County, and State codes and ordinances including building and plumbing.

Ability to: provide critical thinking to assigned projects; troubleshoot issues and provide fail safe options; operate equipment, inspect facilities, and conduct field operations; work rotating shifts, weekends, holidays and remain available in the event of an emergency; maintain effective working relationships.

License/Certificate

Possession of a valid Class C California driver's license. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Possession of a valid Certificate of Registration as a Professional Civil or Mechanical Engineer issued by the State of California Board of Registration for Professional Engineers.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer keyboard. Additionally, the position requires near and far vision in reading reports, reviewing plans and blueprints, and using the computer. When visiting construction sites or existing District facilities the position will require walking on uneven

and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

I have reviewed this Job Description with the General Manager and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

DISTRICT ENGINEER

5 Step Salary Range: \$7,083-\$8,320 Monthly

DEFINITION

This salary-exempt classified position is responsible to plan, organize and direct the engineering function of the District, performs engineering planning and design work, training, supervision project management and represents the Department and the District in contacts with other agencies and organizations. Performs other work as required.

DISTINGUISHING CHARACTERISTICS

The District Engineer assumes the full leadership and management responsibility for the Engineering Department and organizes, supervises and directs the Engineering Department including design engineering for both developer and District-funded programs; construction inspection and management; engineering records management; and new applicant water/sewer service administrative. Recruits, interviews and assists in the selection of Engineering Department employees.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the General Manager. The District Engineer provides direction, consultation, and collaborates with the Assistant/Associate Engineer, Engineering Technicians, Engineering Service Representatives, and other District staff.

ESSENTIAL DUTIES (include but are not limited to the following)

Plans, develops and implements goals and objectives for the Engineering Department; directs and is responsible for the work of a small professional and technical staff in the design, construction and maintenance of transmission pipe lines, distribution facilities and mechanical and electrical equipment including power and control, communications and cathodic protection; directs the engineering aspects of water supply development and water quality control; provides information to the general public and responds to and follows through on customer service calls; performs code enforcement; prepares a work program and budget, manages and monitors goal accomplishment and expenditures; selects, trains and evaluates the work of subordinates; advises and consults with the General Manager on difficult engineering problems; attends Board of Director meetings, prepares and presents staff reports for consideration by the Board; communicates clearly and concisely, both orally and in writing, makes special studies and reports; recommends and periodically updates District design and material standards and coordinates the engineering and construction program with that of other District Departments, private utilities and public agencies. Is expected to and spends a significant portion of time estimating the cost of, and designing water distribution and wastewater collection and treatment facilities. Is responsible for coordinating District Emergency Operations planning.

QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

Education/Experience

Graduation from an accredited college with a Bachelor of Science degree in civil or mechanical engineering and ten years of increasingly responsible professional level engineering experience that includes a minimum of four years of experience managing engineering operations or equivalent.

Knowledge/Skill/Ability

Thorough knowledge of the principles, methods, materials and equipment used in the design, construction and maintenance of water and sewage system facilities; laws, rules, ordinances, and legislative processes governing water rights, water development, water pollution, and wastewater collection; knowledge of the principles and methods of organization and management and ability to work as part of a Districtwide technical team involved with all construction and maintenance activities; establish budgets; can demonstrate experience and capability to handle multiple projects and also plan, lead, train, motivate and direct the work of a small professional and technical staff; familiarity with and ability to effectively use engineering design software and other computer aids commonly found in an engineering design office, ability to establish and maintain effective relationships with the District Board of Directors, other public and private agencies, contractors, developers and the general public.

Ability to: provide critical thinking to assigned projects; troubleshoot issues and provide fail safe options; operate equipment, inspect facilities, and conduct field operations; work rotating shifts, weekends, holidays and remain available in the event of an emergency; maintain effective working relationships.

License/Certificate

Possession of a valid Class C California driver's license. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Possession of a valid Certificate of Registration as a Professional Civil or Mechanical Engineer in the State of California.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer keyboard. Additionally, the position requires near and far vision in reading reports, reviewing plans and blueprints, and using the computer.

When visiting construction sites or existing District facilities the position will require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards. Work hours include various evening meetings including regularly scheduled Board meetings.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

I have reviewed this Job Description with the General Manager and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

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