



**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT**

4843 S. Church Street
Pico Rivera, California, 90660

5:30 PM Wednesday, February 2, 2022

AGENDA

Pursuant to the provisions of Government Code Section 54953(e), as amended by AB 361, any Board member and any member of the public who desires to participate in the open session items of this meeting may do so by accessing the Zoom link below to join by webcam or teleconference.

Any member of the public wishing to make any comments to the Board may do so through that Zoom link. The meeting Chair will acknowledge such individual(s) at the appropriate time in the meeting prior to making his or her comment. Members of the public wishing to make a comment are asked to state their name for the record and will be provided three (3) minutes to comment, the Board secretary will alert those commenting when they only have 30 seconds remaining. All members of the public will be disconnected from the Zoom link immediately before the Board of Directors adjourns into Closed Session.

Join Zoom Meeting

<https://us06web.zoom.us/j/9521779948?pwd=dGNxcXh3YitEc2NlVVdrUzVvNm4rZz09>

Join by Telephone: +1 669 900 6833

Meeting ID: 952 177 9948 Passcode: **421745**

1. **ROLL CALL.**
2. **PLEDGE OF ALLEGIENCE.**

3. INVOCATION.

4. TIME RESERVED FOR PUBLIC COMMENTS.

*Members of the public shall be allowed three minutes to address the Board on any matter on the agenda and/or within the jurisdiction of the District, which is not on the Agenda. All comments should be addressed to the presiding officer of the meeting. Additional public comments shall be allowed when a listed agenda item is being considered, but such comments made at that time must be confined to the subject that is being discussed at the time such comments are made. Members of the public are asked to state their name for the record. Due to all Board Meetings being run as Zoom Meetings all participants will be placed on mute at the start of the meeting and when the meeting is open for public comment the participant will be asked to raise their hand through the button on the video conference screen if participating by video conference or by pressing *9 on their phone if participating by teleconference.*

5. ADOPTION OF AGENDA.

6. APPROVAL OF CONSENT CALENDAR.

(All matters on the Consent Calendar are to be approved on one motion, unless a Board Member requests a separate action on a specific item).

- A. Consider January 19, 2021 Regular Board Meeting Minutes.
- B. Consider December Financial Statement.
- C. Consider the accounts now due and payable, and receive and file bills approved by the General Manager.

7. ACTION/DISCUSSION ITEMS.

- A. Consideration to Approve Resolution 223-R proclaiming a state of emergency persists, re-ratifying the proclamation of a state of emergency by Governor Gavin Newsom, and authorizing continued remote teleconference meetings. *Recommended action – that the Board approve Resolution 223-R proclaiming a state of emergency persists and ratifying the proclamation of a state of emergency by Governor Gavin Newsom. Recommended action – to be considered at the Board Meeting.*
- B. Consider Process relating to Recruitment and Hiring of New General Manager, including Job Description, Salary Range, Advertisement and Timeline. *Recommended Action – to be discussed at the meeting.*

8. REPORTS.

- A. General Manager.
- B. Legal Counsel.

9. INFORMATIONAL ITEMS

- A. Lagerlof Memorandum - COVID 19 Update.

10. DIRECTOR'S REQUEST OF FUTURE AGENDA ITEMS.

11. BOARD MEMBER COMMENTS.

- A. Report on Meetings Attended/Comments.

12. ADJOURNMENT.

AGENDA POSTED ON: January 28, 2022

Next regularly scheduled meeting: February 16, 2022

NOTE: To comply with the Americans with Disabilities Act, if you need special assistance to participate in any Board meeting, please contact the District office at (562) 692-3756 at least 48 hours prior to a Board meeting to inform the District of your needs and to determine if accommodation is feasible.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the District office, located at 4843 S. Church Street, Pico Rivera, California.

CONSENT ITEMS

**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT
4843 S. Church Street
Pico Rivera, California, 90660**

5:30 P.M. Wednesday, February 2, 2022

AGENDA

6. APPROVAL OF CONSENT CALENDAR.

(All matters on the Consent Calendar are to be approved on one motion, unless a Board Member requests a separate action on a specific item).

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- C. Consider the accounts now due and payable, and receive and file bills approved by the General Manager.

MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE PICO WATER DISTRICT

A regular meeting of the Board of Directors of the Pico Water District was held in the District's Boardroom located at 4843 South Church Street, Pico Rivera, California, on Wednesday, January 19, 2022 at 5:34 p.m.

The District's Secretary/General Manager, Mr. Mark J. Grajeda proceeded with the roll call of the attending Board members. Present from the beginning of the meeting were President Pete Ramirez. Director Robert Martinez, Director David Gonzales, Director Victor Caballero and Vice President Raymond Rodriguez participated telephonically, in adherence to social distancing. Mr. Jim Ciampa, Legal Counsel for the District participated electronically.

Director Martinez led everyone in the Pledge of Allegiance.

Director Caballero gave the invocation.

President Ramirez proceeded to the next item on the Agenda, Public Comments. There were none.

President Ramirez proceeded to the adoption of the Agenda. Director Martinez made the motion to approve the agenda and Vice President Rodriguez seconded the motion. The General Manager announced the motion passed by a roll-call vote, 5 – 0.

President Ramirez proceeded to the next item on the Agenda, approval of Consent Calendar. Director Martinez made the motion to approve and Vice President Rodriguez seconded the motion. The General Manager announced the motion passed by roll-call vote, 4 – 0 – 0.

President Ramirez proceeded to the next item on the Agenda, General Manager Report. The General Manager stated that District staff is preparing Well #8 for a wastewater discharge line required for the PFAS Treatment facility at a cost savings to the District; staff is working on its backflow program now that the Board has approved changes allowing the District to terminate service for non-compliance; there is a pre-construction Zoom meeting scheduled on January 20, 2022 with RC Foster for the onsite work at Wells 5A, 8 and 11 for the PFAS Treatment facilities. Well 11 will start first, Well 8 second and Well 5A last. The General Manager reviewed the Utility Agreement from the City of Pico Rivera with the Board.

President Ramirez proceeded to the next item on the Agenda, Legal Counsel Report. Legal Counsel briefly covered SB 1383 for the Board; the Legislature is back in session and AB 1434 – changing indoor water conservation targets and reduce them has been amended to conform to the DWR Report limits.

President Ramirez proceeded to the next item on the Agenda, Informational Items.

President Ramirez proceeded to the next item on the Agenda, Director's Request of Future Agenda Items. Director Martinez requested that a discussion item regarding reducing Board Meetings to once a month be placed on as a future agenda item.

President Ramirez proceeded to the next item on the Agenda, Board Member Comments. Director Gonzales stated based on the fact the General Manager has notified the Board of his upcoming retirement, that the Board act as quickly as possible to begin preparing for recruitment as time is of the essence. President Ramirez reported on the WRD SB1383 meeting he attended.

There being no further business to come before the Board, the Board meeting adjourned at 6:15 p.m.

Elpidio Ramirez, President

Attest:

Mark J. Grajeda, Secretary

(Seal)

**DECEMBER FINANCIALS
WILL BE DELIVERED
NO LATER THAN
TUESDAY FEBRUARY 1, 2022**



Pico Water District, CA

Open Payable Report

As Of 01/28/2022

Summarized by Payable Account

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Payable Account: 10-000-2000 - Accounts Payable							
Vendor: 1378 0011409	AKM CONSULTING ENGINEERS, INC. DEC 2021 - CIP PFAS TRTMNT PROJECT	12/31/2021	3,825.00	0.00	0.00	0.00	3,825.00
						Payable Count: (1)	3,825.00
Vendor: 1375 1080	AUTOMATED WATER TREATMENT Chemicals - Well #11 Tablets	01/13/2022	4,080.13	0.00	0.00	0.00	4,080.13
						Payable Count: (1)	4,080.13
Vendor: 1026 S26660234.002	BELL PIPE & SUPPLY CO JAN 2020 - RETURN OF PRODUCT	01/31/2020	-74.10	0.00	0.00	0.00	-74.10
						Payable Count: (1)	-74.10
Vendor: 1054 5090948800	CINTAS 0168 - ORANGE CA FAS Safety Exp. - Disposable Face Mask 3ply	01/10/2022	110.15	0.00	0.00	0.00	110.15
						Payable Count: (1)	110.15
Vendor: 1069 6566	CV STRATEGIES DEC 2021 - CMMNCTN SVCS DEC 2021	12/31/2021	1,031.25	0.00	0.00	0.00	1,031.25
						Payable Count: (1)	1,031.25
Vendor: 1369 E101250641	EIDE BAILLY LLP DEC 2021 - OCT ACCTNG SVCS	12/30/2021	2,927.50	0.00	0.00	0.00	2,927.50
						Payable Count: (1)	2,927.50
Vendor: 1088 0783348	FERGUSON WATERWORKS #1083 Pro - Rated Meters	01/14/2022	1,150.16	0.00	0.00	0.00	1,150.16
						Payable Count: (1)	1,150.16
Vendor: 1092 143042	GARVEY EQUIPMENT COMPANY Equipment Repair - Vibrating Plate Maint. / Repair	01/06/2022	193.88	0.00	0.00	0.00	193.88
						Payable Count: (1)	193.88
Vendor: 1111 528	HOME DEPOT CREDIT SERVICE Misc. Well Maint. - Well Supplies for Clean Up	11/26/2019	15.84	0.00	0.00	0.00	15.84
Vendor: 692 8105491	Yard Maint. - Supplies for Cleaning Crew	11/27/2019	79.55	0.00	0.00	0.00	79.55
Vendor: 8562235	Well #11 - Material for Irrigation	12/11/2019	19.84	0.00	0.00	0.00	19.84
Vendor: CM0000006	Meter Repair-PVC Parts for Irrigation Line HookUp	12/11/2019	48.27	0.00	0.00	0.00	48.27
	NOV 2019 CREDIT MEMO FOR RETURN THAT WAS PAID	12/31/2019	-80.75	0.00	0.00	0.00	-80.75
						Payable Count: (5)	82.75
Vendor: 1135 39940	LAGERLOF, LLP DEC 2021 - LEGAL SERVICES - BRD MTGS	12/31/2021	1,302.00	0.00	0.00	0.00	1,302.00
Vendor: 39941	DEC 2021 - LEGAL SVCS - PERSONNEL MTTTRS	12/31/2021	124.00	0.00	0.00	0.00	124.00
Vendor: 39942	DEC 2021 - LEGAL SVCS - GENERAL MTTTRS	12/31/2021	341.00	0.00	0.00	0.00	341.00
						Payable Count: (3)	1,767.00
Vendor: 1194 S100185644.001	S & J SUPPLY CO., INC. Inventory	01/04/2022	928.32	0.00	0.00	0.00	928.32
Vendor: S100183982.001	1" Insta-Tite	01/10/2022	2,189.90	0.00	0.00	0.00	2,189.90
Vendor: S100186107.001	Well #8 - Material for Discharge Line	01/13/2022	4,730.39	0.00	0.00	0.00	4,730.39
						Payable Count: (3)	7,848.61
Vendor: 1202 696765	SHELL Misc. Fuel Exp. - Diesel Fuel Unit #50	09/09/2019	81.18	0.00	0.00	0.00	81.18
Vendor: 708693	Misc. Fuel Exp. - Compressor	09/10/2019	53.36	0.00	0.00	0.00	53.36
Vendor: 858530	Misc. Fuel Exp. - Diesel Fuel - Backhoe	09/26/2019	87.82	0.00	0.00	0.00	87.82
Vendor: 60855926	SEPT 2019 - FUEL CHARGES	09/30/2019	115.89	0.00	0.00	0.00	115.89
Vendor: 652362	Fuel Exp. - Diesel Fuel for Backhoe	11/27/2019	89.52	0.00	0.00	0.00	89.52
						Payable Count: (5)	427.77
Vendor: 1215 2740-10-009	STETSON ENGINEERS, INC. DEC 2021 - CIP RISK/RESILIENCE 2021	12/31/2021	2,005.50	0.00	0.00	0.00	2,005.50
						Payable Count: (1)	2,005.50
Vendor: 1251 5565110	WATERLINE TECHNOLOGIES, INC Chemicals - NaOCl for Wells Disinfectant	01/12/2022	600.00	0.00	0.00	0.00	600.00
						Payable Count: (1)	600.00
Vendor: 1252 11233	WECK LABORATORIES, INC. DEC 2021 - LAB TESTING	12/14/2021	100.00	0.00	0.00	0.00	100.00
Vendor: 1833	DEC 2021 - LAB TESTING	12/22/2021	100.00	0.00	0.00	0.00	100.00
						Payable Count: (11)	3,875.00

Open Payable Report

As Of 01/28/2022

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
<u>W1L0769</u>	DEC 2021 - LAB TESTING	12/31/2021	900.00	0.00	0.00	0.00	900.00
<u>W1L1131</u>	DEC 2021 - LAB TESTING	12/31/2021	45.00	0.00	0.00	0.00	45.00
<u>W1L1627</u>	DEC 2021 - LAB TESTING	12/31/2021	45.00	0.00	0.00	0.00	45.00
<u>W1L1834</u>	DEC 2021 - LAB TESTING	12/31/2021	100.00	0.00	0.00	0.00	100.00
<u>W1L2064</u>	DEC 2021 - LAB TESTING	12/31/2021	2,320.00	0.00	0.00	0.00	2,320.00
<u>W1L2201</u>	DEC 2021 - LAB TESTING	12/31/2021	75.00	0.00	0.00	0.00	75.00
<u>W1L2285</u>	DEC 2021 - LAB TESTING	12/31/2021	45.00	0.00	0.00	0.00	45.00
<u>W1L2331</u>	DEC 2021 - LAB TESTING	12/31/2021	100.00	0.00	0.00	0.00	100.00
<u>W2A0350</u>	DEC 2021 - LAB TESTING	12/31/2021	45.00	0.00	0.00	0.00	45.00

Payable Account 10-000-2000 Payable Count: (37) Total: 29,850.60

Payable Account Summary

Account	Count	Amount
10-000-2000 - Accounts Payable	37	29,850.60
Report Total:	37	29,850.60

Payable Fund Summary

Fund	Count	Amount
10 - General Operating	37	29,850.60
Report Total:	37	29,850.60

**JANUARY 1, 2022 –
JANUARY 31, 2022
BILLS APPROVED BY THE
GENERAL MANAGER**

02-02-2022



Pico Water District, CA

Check Report

By Check Number

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-ACCOUNTS PAYABLE						
1360	ADRIAN CHAVEZ	01/06/2022	Regular	0.00	168.51	61928
1043	CARDMEMBER SERVICE	01/06/2022	Regular	0.00	4,850.73	61929
1046	CENTRAL BASIN MUNICIPAL WATER DISTRICT	01/06/2022	Regular	0.00	11,802.59	61930
1053	CINTAS #053	01/06/2022	Regular	0.00	480.49	61931
1054	CINTAS 0168 - ORANGE CA FAS	01/06/2022	Regular	0.00	110.15	61932
1071	DE LAGE LANDEN FINANCIAL	01/06/2022	Regular	0.00	333.53	61933
1080	EDISON COMPANY	01/06/2022	Regular	0.00	5,767.70	61934
1088	FERGUSON WATERWORKS #1083	01/06/2022	Regular	0.00	5,828.72	61935
1305	GARCIA'S TREE SERVICE	01/06/2022	Regular	0.00	8,500.00	61936
1103	GRM INFO MGMNT SVCS OF CA, LLC	01/06/2022	Regular	0.00	80.47	61937
1105	HARRINGTON INDUSTRIAL PLASTICS LLC	01/06/2022	Regular	0.00	917.90	61938
1109	HENRY BARRIENTOS	01/06/2022	Regular	0.00	180.00	61939
1111	HOME DEPOT CREDIT SERVICE	01/06/2022	Regular	0.00	545.79	61940
1135	LAGERLOF, LLP	01/06/2022	Regular	0.00	3,698.00	61941
1370	QUADIENT FINANCE USA, INC.	01/06/2022	Regular	0.00	300.00	61942
1194	S & J SUPPLY CO., INC.	01/06/2022	Regular	0.00	178.61	61943
1211	SPECTRUM	01/06/2022	Regular	0.00	147.05	61944
1245	VERIZON WIRELESS	01/06/2022	Regular	0.00	91.38	61945
1250	WATER REPLENISHMENT DISTRICT OF	01/06/2022	Regular	0.00	91,904.44	61946
1252	WECK LABORATORIES, INC.	01/06/2022	Regular	0.00	800.00	61947
1004	ACWA	01/13/2022	Regular	0.00	11,900.00	61948
1019	AUTOZONE, INC.	01/13/2022	Regular	0.00	170.82	61949
1027	BENITEZ FRAMES AND CABINETS	01/13/2022	Regular	0.00	2,403.75	61950
	CHEVROLET OF MONTEBELLO	01/13/2022	Regular	0.00	1,489.91	61951
	CINTAS 0168 - ORANGE CA FAS	01/13/2022	Regular	0.00	216.27	61952
1365	CRAIG D. CHENG, DDS INC.	01/13/2022	Regular	0.00	763.00	61953
1069	CV STRATEGIES	01/13/2022	Regular	0.00	10,164.16	61954
1078	DIVE /CORR, INC.	01/13/2022	Regular	0.00	3,200.00	61955
1400	DN TANKS	01/13/2022	Regular	0.00	7,227.50	61956
1079	DOMINGUEZ GENERAL ENGINEERING INC	01/13/2022	Regular	0.00	8,055.70	61957
1105	HARRINGTON INDUSTRIAL PLASTICS LLC	01/13/2022	Regular	0.00	103.14	61958
1399	OCCUPATIONAL HEALTH CTRS OF CA	01/13/2022	Regular	0.00	484.50	61959
1183	QUILL CORPORATION	01/13/2022	Regular	0.00	195.94	61960
1212	SPRINT	01/13/2022	Regular	0.00	52.75	61961
1215	STETSON ENGINEERS, INC.	01/13/2022	Regular	0.00	6,219.15	61962
1251	WATERLINE TECHNOLOGIES, INC	01/13/2022	Regular	0.00	1,004.00	61963
1008	ACWA/JPIA	01/28/2022	Regular	0.00	19,512.09	61964
1178	ADT COMMERCIAL	01/28/2022	Regular	0.00	620.19	61965
1017	AT & T	01/28/2022	Regular	0.00	117.31	61966
1048	CENTRAL VOICE	01/28/2022	Regular	0.00	666.27	61967
1311	DOTY BROS EQUIPMENT CO.	01/28/2022	Regular	0.00	10,023.00	61968
1080	EDISON COMPANY	01/28/2022	Regular	0.00	11,340.58	61969
1327	ENVIRONMENT CONTROL GREATER ORANGE C	01/28/2022	Regular	0.00	844.00	61970
1090	FRONTIER COMMUNICATIONS	01/28/2022	Regular	0.00	387.86	61971
1095	GENERAL PUMP COMPANY	01/28/2022	Regular	0.00	104,084.99	61972
1098	GERALD P. ROODZANT, DDS APC	01/28/2022	Regular	0.00	145.00	61973
1111	HOME DEPOT CREDIT SERVICE	01/28/2022	Regular	0.00	1,745.17	61974
1117	INFOSEND	01/28/2022	Regular	0.00	1,912.08	61975
1127	JEFFREY W JOE, DDS INC	01/28/2022	Regular	0.00	291.00	61976
1401	JIMMY C.S.WANG, DDS, INC.	01/28/2022	Regular	0.00	50.00	61977
1128	JOE BASULTO	01/28/2022	Regular	0.00	1,464.00	61978
1153	NASA SERVICES	01/28/2022	Regular	0.00	209.96	61979
	OFFICE TEAM	01/28/2022	Regular	0.00	1,245.57	61980
1167	PETER TRAN, DDS INC	01/28/2022	Regular	0.00	598.00	61981

Check Report

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1368	PUBLIC WATER AGENCIES GROUP	01/28/2022	Regular	0.00	1,838.75	61982
1202	SHELL	01/28/2022	Regular	0.00	162.36	61983
1209	SOUTHERN CALIFORNIA GAS COMPANY	01/28/2022	Regular	0.00	69.16	61984
1211	SPECTRUM	01/28/2022	Regular	0.00	406.68	61985
1214	STATE WATER RESOURCES CONTROL BOARD	01/28/2022	Regular	0.00	763.00	61986
1237	UNDERGROUND SERVICE ALERT	01/28/2022	Regular	0.00	169.83	61987
1249	VOTACALL, INC.	01/28/2022	Regular	0.00	144.43	61988
1402	W.A. BENJAMIN ELECTRIC CO.	01/28/2022	Regular	0.00	13,150.62	61989
1256	WESTERN WATER WORKS	01/28/2022	Regular	0.00	15.21	61990
1386	OFFICE TEAM	01/28/2022	Regular	0.00	979.08	61991

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	113	64	0.00	363,292.84
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	113	64	0.00	363,292.84

Check Report

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Infrastructure-Infrastructure Account 1235	U.S. BANK	01/25/2022	Regular	0.00	120,127.40	100095

Bank Code Infrastructure Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	120,127.40
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	1	0.00	120,127.40

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	115	65	0.00	483,420.24
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	115	65	0.00	483,420.24

Fund Summary

Fund	Name	Period	Amount
10	General Operating	1/2022	483,420.24
			483,420.24

**ACTION/DISCUSSION
ITEMS**

**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT
4843 S. Church Street
Pico Rivera, California, 90660**

5:30 P.M. Wednesday, February 2, 2022

AGENDA

7. ACTION/DISCUSSION ITEMS.

- A. Consideration to Approve Resolution 223-R proclaiming a state of emergency persists, re-ratifying the proclamation of a state of emergency by Governor Gavin Newsom, and authorizing continued remote teleconference meetings. *Recommended action – that the Board approve Resolution 223-R proclaiming a state of emergency persists and ratifying the proclamation of a state of emergency by Governor Gavin Newsom. Recommended action – to be considered at the Board Meeting.*



RESOLUTION NO. 223-R

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PICO WATER DISTRICT PROCLAIMING A STATE OF EMERGENCY PERSISTS, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF PICO WATER DISTRICT FOR THE PERIOD JANUARY 15, 2022 TO FEBRUARY 13, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Pico Water District (the “District”) is committed to preserving and nurturing public access and participation in meetings of its Board of Directors; and

WHEREAS, all meetings of the District’s Board of Directors and its standing committees are open and public, as required by the Ralph M. Brown Act (California Government Code Sections 54950 – 54963), so that any member of the public may attend, participate, and watch those bodies conduct their business; and

WHEREAS, the Brown Act, in Government Code Section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition for application of Section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code Section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, COVID-19, and its Delta and Omicron variants, which remain highly contagious and, therefore, a threat to the health, safety and well-being of the District’s employees, directors, vendors, contractors, customers and residents; and

WHEREAS, orders from the Los Angeles County Department of Public Health and regulations from the State of California impose limitations on gatherings and provide guidance on best practices with respect to actions to reduce the spread of COVID-19; and

WHEREAS, the District's Board of Directors does hereby find that a state of emergency exists within the District's service area as a result of the continuing presence of COVID-19 and resulting local, state and federal orders and guidance, which has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and the Board of Directors desires to affirm a local emergency exists and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the District's Board of Directors and all standing committees shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953, as authorized by subdivision (e) of Section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Section 54953; and

WHEREAS, the District will continue to provide proper notice to the public regarding all District Board of Directors' and standing committee meetings, in accordance with Government Code Section 54953(e)(2)(A) and shall provide notice to the public of how they may access any such meeting via call-in number and/or internet link.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF PICO WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation Regarding Local Emergency. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency now exists throughout the District, and that conducting District Board of Directors and standing committee meetings virtually will minimize the possible spread COVID-19 and any variant thereof.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency regarding COVID-19, dated March 4, 2020.

Section 4. Remote Teleconference Meetings. The District's General Manager, or his delegee, and the Board of Directors and standing committees of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) the expiration of thirty (30) days from the date this Resolution was adopted, as set forth below, or (ii) such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors and standing committees of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Pico Water District this 2nd day of February, 2022, by the following vote:

Ayes:

Nays:

Abstains:

Absent:

By: _____
Elpidio Ramirez, President

Attest:

Mark J. Grajeda, Secretary

**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT
4843 S. Church Street
Pico Rivera, California, 90660**

5:30 P.M. Wednesday, February 2, 2022

AGENDA

7. ACTION/DISCUSSION ITEMS.

- B. Consider Process relating to Recruitment and Hiring of New General Manager, including Job Description, Salary Range, Advertisement and Timeline.
Recommended Action – to be discussed at the meeting.

STAFF REPORT

To: Honorable Board of Directors

From: Mark Grajeda, General Manager

Meeting Date: February 2, 2022

Subject: Action Item 7B – Consider Process relating to Recruitment and Hiring of New General Manager, including Job Description, Salary Range, Advertisement and Timeline

Recommendation

To be considered at the Board Meeting.

Fiscal Impact

To Be considered.

Background

As I have notified the Board that I plan to retire from the Pico Water District (District) on June 30, 2022, the Board needs to plan for my replacement. The Administrative Standing Committee (Committee) met on January 25, 2022, to discuss the process and issues involved in my replacement. The Committee discussed the current job description, the current salary, possibly hiring an Executive Recruitment Group to solicit GM candidates and the process to receive and review all applicants.

The Committee recommended that the general manager provide the Board with a revised job description, a new salary chart (based off the general manager's current salary), they recommended against hiring an Executive Recruitment Group and instead recommended using various professional publications, and lastly, they decided to allow the full Board to decide the process to receive and review all applicants.

Enclosed with this staff report is a copy of the current general manager job description; a copy of a revised updated job description; and a draft five-step salary chart. The next steps urgently needed for the Board to approve are the following:

- Approve final General Manager job description;
- Approve final salary chart;
- Review and approve (recommend) final job announcement publications;
- Review and approve the process to receive and review all applications (setup next meeting date to discuss);

PICO WATER DISTRICT

GENERAL MANAGER

Definition

Under general direction from the Board of Directors, the General Manager is in charge of the day to day activities of the District (administrative, public relations, personnel, and general affairs of the District); carries out the Board's policies and programs with employees, community organizations, and the general public; reviews budget requests and makes recommendations to the Board on final expenditure levels; and is responsible for employer-employee relations.

Essential Functions

The duties listed below are illustrative only and are not meant to be a complete listing of all duties and responsibilities of this position.

- Serves as the Chief Administrative Officer for the District.
- Provides advice and consultation on the development of District programs and policies.
- Oversees development of Board agendas.
- Conducts a variety of studies and surveys to determine the effectiveness of District programs.
- Represents and oversees Board policies and programs involving employees, community representatives, and other government agencies.
- Oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels.
- Reviews budget requests and recommends approval or disapproval.
- Maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations.
- Assumes responsibility for District personnel matters, including employment procedures, grievances, classification and pay, and employer-employee relations.
- Prepares leases and agreements with other agencies, if applicable.
- Oversees collective bargaining negotiations.
- Effectively represent the District's policies, programs, and services with individual citizens, community groups, and other government organizations.
- Establish and maintain cooperative working relationships with co-workers, the Board, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Performs long-term Capital Improvement plans for financing.
- Represents the District before Boards and Commissions.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of

- Principles and practices of public administration, including administrative analysis, fiscal planning, and control, and policy and program development.
- Laws, rules, ordinances, and legislative processes controlling District functions, programs, and operations.
- Organization, operations, and problems of special districts.
- Research and evaluation methods.
- Budgeting principles and practices.
- Public personnel administration and employer-employee relations.
- Principles and practices of personnel administration.

Ability to

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize, and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Oversee the preparation of Board agendas.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.

Typical Physical Activities

- Travels by airplane and automobile in conducting District business.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Education and Experience

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

A typical way to obtain the knowledge and abilities would be:

Experience: Broad and extensive work experience in a management or administrative position in a public agency, requiring the responsibility for the formulation and implementation of programs, budgets, and administrative operations with at least five years experience in a management or supervisory capacity.

Education: A Bachelor's Degree in Business Administration, Public Administration, or closely related field from an accredited college or university is highly desirable.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. 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 driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Ability to qualify for fiduciary bonding.

Water Treatment Operator Grade T2 and Water Distribution Operator Grade D4.

Equal Opportunity Employer

Pico Water District is an equal opportunity employer and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, natural origin ancestry, physical handicap, medical condition, marital status or sex.

Americans with Disabilities Act

The District will make such reasonable accommodations to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.

I have received and reviewed a copy of the job description from my Supervisor.

Employee Signature

Date

Supervisor Signature

Date



DRAFT PROPOSED JOB DESCRIPTION

GENERAL MANAGER

Salary:

Position Status: Exempt

Other: Safety Sensitive Position

EXECUTIVE SUMMARY

Under administrative direction from the Board of Directors, the General Manager is in charge of the administrative, public relations, personnel, and general affairs of the District, including, but not limited to, construction, maintenance and operation of the District, its property and facilities; implementing the Board's policies and programs with employees, community organizations, and the general public; preparing budgets and making recommendations to the Board on final expenditure levels; and being responsible for employer-employee relations.

EXAMPLES OF ESSENTIAL DUTIES

Duties listed below are not meant to be all-inclusive. Other duties may be required as assigned by the Board of Directors.

- Manages all District activities including water production, treatment, distribution, storage, personnel and administrative activities.
- Serves as the Chief Administrative Officer for the District.
- Provides advice and consultation on the development of District programs and policies.
- Develops all Board agendas.
- Attends all the meetings of the Board of Directors unless excused.
- Where necessary, conducts studies/reports and surveys to determine the effectiveness of District programs.
- Represents and oversees Board policies and programs involving employees, community representatives, and other government agencies.
- Responsible for the direction and oversight of the water distribution and treatment operations.
- Ensures District compliance with applicable Federal, State, and local laws.
- Assigns work activities, projects and programs to department heads and monitors work flow; supervises and directly participates in complex treatment plant and distribution activities, as well as all capital improvement projects.
- Oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels to ensure the financial stability of the District.

- Review's budget requests and recommends approval or disapproval. Maintains continuous awareness of administrative and operation practices and recommends changes which increase the efficiency and economy of District operations.
- Assumes responsibility for District personnel matters, including employment procedures, grievances, classification and pay, and employer-employee relations.
- Coordinates with District legal counsel in negotiating, preparing and/or reviewing leases and agreements.
- Establishes and maintains a cooperative working relationship with co-workers, the Board, outside agencies and the public.

Other Duties

- Prepares grant applications and maintains responsibility for proper administration of any grants received.
- Prepares long-term Capital Improvement Plans.
- Represents the District before Boards and Commissions.

JOB STANDARDS/ SPECIFICATIONS

Knowledge of the following subjects will be favorably considered:

- Principles, methods and tools employed in water production and distribution facilities, pumps, and motors; demonstrated knowledge, skill and experience with complex watersupply, water quality, water systems maintenance issues.
- Experience in the principles and practices of public works construction and contracting, project management and contract administration, including, but not limited to, evaluation of bids; knowledge of laws and regulations impacting water-related construction, including insurance issues, licensing and bonding requirements and labor law compliance; familiarity with reading and interpreting construction drawings and water system maps; and experience in inspecting water-related construction
- General knowledge of public finance, budgeting and cost accounting
- Principles and practices of public administration, including administrative analysis, fiscal planning, and control, and policy and program development.
- Laws, rules, ordinances, and legislative processes controlling District functions, programs, and operations.
- Organization, operations, and issues facing special districts.
- PC skills including word processing and spreadsheets.
- State and federal water quality regulations.
- Budgeting principles and practices.
- Cost estimating and contract administration.
- Public personnel administration and employer-employee relations.
- Work safety standards and regulations.
- District policies, rules, regulations, and procedures.
- Database applications related to maintenance, operations, and construction.
- Legal requirements for state and federal bacteriological and water quality reports

Ability to:

- Must have excellent communication skills enabling him/her to work effectively with board members, District employees, other water districts and government agencies, developers and the general public
- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize, and analyze data on a variety of topics.
- Ability to oversee various vendors and consultants including preparing RFP/RFQ for development, construction bidding process and scope of work development
- Prepare concise and comprehensive reports.
- Plan, develop and oversee the preparation of Board agendas.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.
- Deal tactfully and courteously with the public.

TYPICAL PHYSICAL ACTIVITIES

- Travels by airplane and automobile in conducting District business.
- Work at a desk for an extended period of time.
- Operates District vehicles in field installations and maintenance work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, and crouches, crawls, and climbs while overseeing and performing fieldwork.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone and radio for communication.

ENVIRONMENTAL FACTORS

1. Exposure to the sun: 30% or less work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet

- above the ground.
3. High temp: May work considerable time outdoors in temperatures between 80-90 degrees.
 4. Humidity: Occasionally work in areas with unusually high humidity.
 5. Noise: Occasionally there are unusually loud sounds.
 6. Slippery surfaces: Occasional work on unusually slippery surfaces.
 7. Oil: Some parts of the body in contact with oil or grease occasionally.
 8. Dust: Works in or around areas with minor amounts of dust.
 9. Irregular or extended work hours: Occasionally required to change working hours.

DESIRABLE QUALIFICATIONS

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

A typical way to obtain the knowledge and abilities would be:

Experience: Possession of a Bachelor's degree - preferably in civil engineering or related field; in lieu of a Bachelor's degree, applicants shall have a minimum ten (10) years of continuous work experience in the water industry, including employment with a public water district, municipality, private water utility or engineering firm, with at least five (5) years' work as a General Manager, Assistant General Manager, or related supervisory position; DHS Grade 4 water distribution and Grade 2 water treatment certificates are required for this position

Broad and extensive work experience in a management or administrative position in a public agency, requiring the responsibility for the formulation and implementation of programs, budgets, and administrative operations with at least two years of the experience in a management or supervisory capacity. Also, ten years of experience in the operation and maintenance of water production, treatment and distribution facilities, including the operation and use of relevant equipment or any combination of education and/or experience that could likely provide the required knowledge and abilities.

Education: A Bachelor's degree in Business Administration, Public Administration, Engineering or closely related field from an accredited college or university is highly desirable.

LICENSE CERTIFICATE REGISTRATION REQUIREMENTS

Driver License: Possession of a valid California Class C Driver License is required at the time of appointment.

Possession of a Grade 3 Water Treatment Operator certificate issued by the State Department of Public Health.

Possession of a Grade 3 Water Distribution Operator certificate issued by the State Department of Public Health.

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.

DRAFT GENERAL MANAGER SALARY CHART

Current GM Salary \$165,692.80

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	63.28	66.45	69.77	73.26	76.92
MONTHLY	10,969.37	11,517.83	12,093.73	12,698.41	13,333.33
ANNUALLY	131,632.40	138,214.02	145,124.72	152,380.95	160,000.00

INFORMATIONAL ITEMS

**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT
4843 S. Church Street
Pico Rivera, California, 90660**

5:30 P.M. Wednesday, February 2, 2022

AGENDA

9. INFORMATIONAL ITEMS

- A. Lagerlof Memorandum - COVID 19 Update.



MEMORANDUM

To: Public Water Agencies Group
From: James Ciampa
Re: COVID-19 Update
Date: January 24, 2022

As we discussed in our last COVID-19 call on January 13, COVID-19 requirements continue to change. Los Angeles County issued a revised Health Order on January 11, which took effect on January 12. That revised Health Order included some beneficial changes for employers, and it is important to remember that under Governor Newsom's Executive Order N-84-20, the revised periods in the local order will apply, rather than the longer periods in the Cal-OSHA Emergency Temporary Standards.

The revisions in the January 11 Health Order focus on **isolation** and **quarantine**. **Isolation** applies where a person tests positive for COVID-19. **Quarantine** applies where a person is exposed to someone else who has COVID-19. That exposure is for a "close contact," which means being within 6 feet of the person for a total of 15 minutes over a 24-hour period from two days before the person's symptoms first appeared until they no longer need to be isolated, or, for a positive COVID-19 test with no symptoms, from two days before the positive test until they no longer are required to be isolated.

A. Isolation. Isolation requirements remain unchanged in the January 11 Order. Thus, a person who tests positive for COVID-19, regardless of vaccination status or lack of symptoms, must self-isolate for at least 5 days from the later of when the symptoms started or when they receive a positive test result. They may discontinue self-isolation under the following conditions:

- At least 5 days have passed since symptom onset or positive test; AND
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
- Other symptoms have improved (except that loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation); AND **[these second and third bullet points do not apply if the person does not have symptoms]**
- A US Food and Drug Administration (FDA) approved/authorized COVID-19 test (antigen testing is preferred) is negative on or after Day 5 from symptom onset.

IF NO TEST IS OBTAINED: 10 Day Isolation Required - If a person with COVID-19 who is symptomatic is **either unable to test or chooses not to test**, he or she must isolate for 10

days from symptom onset. All persons with COVID-19 who are symptomatic should continue to wear a well-fitting mask around other people through at least Day 10 from symptom onset.

B. Quarantine. Quarantine applies to: (1) unvaccinated persons; or (2) fully vaccinated persons who are eligible to receive their COVID-19 booster but have not yet received it, and are close contacts with a COVID-19 case. The revised Health Order added a provision that states that such persons should “consider testing immediately after notification of the exposure.” A person who is required to quarantine can end the quarantine after Day 5 after the exposure if (a) they do not have symptoms, and (b) they test negative on Day 5 or later.

1. Importantly, the January 11 revised Order added the following:

“In a workplace setting (not applicable to healthcare personnel), asymptomatic employees in this category [i.e., unvaccinated or no booster although eligible] may continue to work on the condition that:

- (i) They get a viral test within 3-5 days after their last exposure to a case;
- (ii) They wear a well-fitting medical-grade mask, ideally a N95/K95, around others for a total of 10 days;
- (iii) They remain asymptomatic; and
- (iv) They observe home-quarantine when not at work.”

Thus, employees who have a close contact with a COVID-19 case, but do not develop symptoms may continue to come to work so long as they wear a mask around others and get a negative test within 3 to 5 days after the last exposure.

2. Fully Vaccinated or Recent COVID-19 Recovery. The **pre-January 11** version of the Health Order stated that individuals who have an exposure, but are fully vaccinated and have received the booster or are not yet eligible to receive the booster do not need to quarantine if: (a) they test immediately after the contact and, if negative, test again on Day 5 after the last contact with the person who has COVID-19; (b) remain without symptoms, and (c) wear a well-fitting medical grade mask while around others indoors and outdoors for 10 days after the last exposure.

The **January 11 Health Order** alters the quarantine requirements for such fully vaccinated persons **AND adds persons who have recovered from COVID-19 within the previous 90 days** to this classification. Under the revised Order, such persons do not need to quarantine following a COVID-19 exposure so long as they do not develop symptoms and wear a well-fitting medical grade mask while around others indoors and outdoors for 10 days after the last exposure. Thus, ***the negative test requirement has been deleted in the revised Order for fully vaccinated persons or prior (within 90 days) COVID cases.***

Note that if symptoms develop, the person must immediately isolate and test as soon as possible. If the test is positive, the person must follow the isolation requirements discussed above.

We will continue to keep you updated as further developments occur.