



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

4843 S. Church Street
Pico Rivera, California, 90660

5:30 PM Wednesday, February 16, 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 February 2, 2022 Regular Board Meeting Minutes.

B. Consider Board Attendance to the American Water Works Association California-Nevada Section Spring Conference 2022 Taking Place April 11 thru 14, 2022 at the Disneyland Hotel, Anaheim CA.

7. ACTION/DISCUSSION ITEMS.

A. Consider Approval of General Manager Job Description, Salary Range and Job Announcement. *Recommended action – to be considered at the Board Meeting.*

B. Consider Proposal from Dominguez General Engineering to Install a Waste Water Discharge Line for Well 8. *Recommended action – to be considered at the Board Meeting.*

C. Consider Approval of Resolution 224-R a Resolution Recognizing Director Robert J. Noonan of the Orchard Dale Water District. *Recommended action – to be considered at the Board Meeting.*

8. REPORTS.

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

9. INFORMATIONAL ITEMS

- A. Production & Water Level Report.
- B. Monthly Activity Report.
- C. Reservoir Conditions – January 12, 2022 and February 9, 2022.

10. DIRECTOR'S REQUEST OF FUTURE AGENDA ITEMS.

11. BOARD MEMBER COMMENTS.

- A. Report on Meetings Attended/Comments.

12. ADJOURNMENT.

AGENDA POSTED ON: February 10, 2022

Next regularly scheduled meeting: March 2, 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.

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

5:30 P.M. Wednesday, February 16, 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).

- A. Consider February 2, 2022 Regular Board Meeting Minutes.
- B. Consider Board Attendance to the American Water Works Association California-Nevada Section Spring Conference 2022 Taking Place April 11 thru 14, 2022 at the Disneyland Hotel, Anaheim CA.

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, February 2, 2022 at 5:33 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.

President Ramirez led everyone in the Pledge of Allegiance.

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

President Ramirez proceeded to the next item on the Agenda, consider Approval of 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. Director Gonzales made the motion to approve and Director Martinez seconded the motion. The General Manager announced that the motion passed by roll-call vote, 5 – 0.

President Ramirez proceeded to the next item on the Agenda, consider Process Relating to Recruitment and Hiring of New General Manager, including Job Description, Salary Range, Advertisement and Timeline. The General Manager reviewed with the Board the staff report and results of the Administrative Committee Meeting held on January 25, 2022. Key issues are for the Board to review and approve the most current draft Job Description and to confirm, approve, or recommend a salary chart that can be used for advertising the General Manager position. After an in-depth discussion with suggested changes to the General Manager Job Description it was determined that the General Manager will work with Legal Counsel to incorporate the comments

received from the Board and clean-up all redlines and return to the Board for review to include the proposed salary range.

President Ramirez proceeded to the next item on the Agenda, General Manager Report. The General Manager stated the contracts have been sent over to RC Foster for installation of the treatment facilities. Director Gonzales requested a copy of the agenda for the AWWA Conference scheduled for April 11 – 14, 2022 if it is available.

President Ramirez proceeded to the next item on the Agenda, Legal Counsel Report. Legal Counsel continues to monitor the legislation being introduced as the deadline is coming up in the next few weeks. There is word that AB 1434 will have some amendments regarding the water conservation issue.

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. There were none.

President Ramirez proceeded to the next item on the Agenda, Board Member Comments. He dedicated this meeting to 34th Congressional District Congressman Esteban Torres, and his mother-in-law, Maria Vargas who recently passed.

There being no further business to come before the Board, the Board meeting adjourned at 6:24 p.m.

Elpidio Ramirez, President

Attest:

Mark J. Grajeda, Secretary

(Seal)

[Create Account](#) [Donate](#) [Cart](#)



American Water Works Association
California-Nevada Section
Spring Conference 2022
Sustainable Water Through the Millennium
 Leading • Educating • Serving

April 11-14, 2022 / Disneyland® Hotel (Anaheim, CA)

[\(Reserve Your Hotel Room & Purchase Park Tickets / View Disneyland® COVID-19 Guidelines](#) / SC22 Attendees Disneyland® Hotel Discounted Parking rate is \$25)

Attendees must provide proof of either COVID-19 vaccination or a negative COVID-19 test result taken within 48 hours of event arrival.

Proof must be submitted prior to event arrival. (Submission details TBA).

Spring Conference 2022 topics will include: Asset Management; Capital Project Delivery/Public-Private Partnerships; Corrosion Control / Materials and Maintenance; Customer Service; Desalination and Water Reuse; Distribution Systems; Cross-Connection and Backflow Prevention; Energy Management / Production; Groundwater Resources and Wells; Human Resources and Employee Development; Inclusion & Diversity; IT – GIS and GPS / Modeling / System Controls; Laboratory and Analytical Methods; Legislative and Regulatory Issues; Meters / Metering Practices; Operator Practices; Pressure Monitoring and Management; Public Affairs and Communications; Security and Emergency Management; Source Water Quality; Utility Environmental, Health & Safety; Utility Management / Policy and Legal Issues; Water Loss Control; Water System Operations; Water Tank and Reservoir Management; Water Treatment Processes and Research; Water Rates and Financial Management; Water Resource Planning / Water Use Efficiency; and Young Professionals / Student Research. [Download the SC22 Justification Letter for your employer](#)

[VIEW CONFERENCE SCHEDULE](#)

ATTENDEE REGISTRATION IS OPEN

- [Register Online](#)
- Download Registration Forms
 - [Individual](#)
 - [Bulk \(Buy 6, Get 7th FREE\)](#)

COMPETITIONS

Hydrant Hysteria and AWWA Meter Challenge competitions will be held on Tuesday, April 12, 2022. Pipe Tapping and Hot Flare competitions will be held on Wednesday, April 13, 2022. Registration will open soon.

SPECIAL EVENTS AT CONFERENCE

- **Young Professionals & Water For People Mixer**
 Wednesday, April 13, 2022 / 5:30 p.m. to 8 p.m. / Catal Restaurant (Downtown Disney District)
Tickets Required, may be purchased [online](#), with [SC22 Registration](#) or at the door.
- **Water For People Luncheon ([view flyer](#))**
 Thursday, April 14, 2022 / 11:30 a.m. to 1 p.m. / Disneyland® Hotel
Tickets Required, may purchase [with SC22 registration](#) or [purchase separately](#), SC22 attendance not required.

EXHIBITOR REGISTRATION IS OPEN

[Click here to view all exhibitor details.](#)

HOW TO REGISTER AS AN EXHIBITOR:

1. Log in to the Exhibitor Portal/Convention Force Link (<https://portal.conventionforce.com/index.cfm?aid=4>). If you are a new vendor and don't have an account, please click "Create Account" to set up an account. Returning vendors, if you need assistance logging in please contact rsimon@ca-nv-awwa.org. **IMPORTANT:** Review your company profile and ensure all details and information is up-to-date to ensure you receive important notices from Ca-Nv-AWWA and American Exposition Services regarding the conference.
2. View the Spring Conference 2022 Exhibit Hall Layout.
3. Click on your booth space selection to reserve your space.
4. Complete the Exhibitor Registration Form and ensure the booth selection listed on the form matches the booth you selected online and return the Exhibitor Registration Form and payment to schickarmane@ca-nv-awwa.org within 30 days.
5. Once both the form and payment has been received, the booth will be confirmed and you will be sent a confirmation email.

If you have any questions regarding exhibiting or sponsorship opportunities, please contact Rebecca Simon, Events Specialist, at 909.291.2118 or rsimon@ca-nv-awwa.org.

If you have any questions regarding registration and payments, please contact Shobhana Chickarmane, Accounting/Registration Specialist, at 909.291.2117 or schickarmane@ca-nv-awwa.org.

TECHNICAL PROGRAM / ABSTRACTS

The call for abstracts has closed. For questions regarding abstracts, please contact us at technicalprogramdirector@gmail.com.

Events & Classes**Schedule****Education****Online Training****Blueprint for Success****Events & Conferences****Spring Conference 2022**

Date: _____ Time: _____
 Attendee Name: _____
 Title: _____ Company: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____ Fax: _____
 Email: _____ AWWA Member #: _____

Type of Membership (please check one): Individual Organization Operator/Admin. Utility

Complimentary Spouse/Guest* (if attending): _____

*Household members only. Does not include Water Industry Personnel.

COVID-19 GUIDELINES
 Attendees must provide proof of either COVID-19 vaccination or a negative COVID-19 test result taken within 48 hours of event arrival. Proof must be submitted prior to admission via the CrowdPass app. Details available at www.ca-nv-awwa.org/springconference.

Member Registration	Early On/Before 2/1/22	PPE On/Before 3/1/22	Onsite On/After 3/12/22	Subtotals
<input type="checkbox"/> FULL REGISTRATION: Includes All Technical sessions, Awards Lunch & Top OPs Final & Exhibitor Hosted Lunch, Exhibit Hall Entrance, & Thursday's Networking Reception	\$499	\$549	\$599	\$ _____
<input type="checkbox"/> Tuesday One-Day: Includes Technical Sessions, Awards Lunch & Top OPs Final & Exhibit Hall Entrance	\$279	\$329	\$379	\$ _____
<input type="checkbox"/> Wednesday One-Day: Includes Exhibitor Hosted Lunch, Exhibit Hall Entrance & Technical Sessions	\$279	\$329	\$379	\$ _____
<input type="checkbox"/> Thursday One-Day: Includes Technical Sessions & Networking Reception	\$169 No Meals	\$194 No Meals	\$219 No Meals	\$ _____
<input type="checkbox"/> 2-Day Package - <i>Select Your Days</i> <input type="checkbox"/> Tues & Weds <input type="checkbox"/> Weds & Th Includes Technical Sessions & Exhibit Hall Entrance	\$279 No Meals	\$329 No Meals	\$379 No Meals	\$ _____
<input type="checkbox"/> STUDENT - Must be full time Student/AWWA Student Member	\$5	\$5	\$5	\$5
<input type="checkbox"/> RETIREE REGISTRATION - Must be: 1) Retired from all gainful employment. 2) A member of AWWA for at least 15 years. 3) At least 60 years of age.	No Meals	No Meals	No Meals	\$5

Non-Member Registration	Early On/Before 2/1/22	PPE On/Before 3/1/22	Onsite On/After 3/12/22	Subtotals
<input type="checkbox"/> FULL REGISTRATION: Includes All Technical sessions, Awards Lunch & Top OPs Final & Exhibitor Hosted Lunch, Exhibit Hall Entrance, & Thursday's Networking Reception	\$599	\$649	\$699	\$ _____
<input type="checkbox"/> Tuesday One-Day: Includes Technical Sessions, Awards Lunch & Top OPs Final & Exhibit Hall Entrance	\$299	\$349	\$399	\$ _____
<input type="checkbox"/> Wednesday One-Day: Includes Technical Sessions, Exhibitor Hosted Lunch & Exhibit Hall Entrance	\$299	\$349	\$399	\$ _____
<input type="checkbox"/> Thursday One-Day: Includes Technical Sessions & Networking Reception	\$189 No Meals	\$214 No Meals	\$239 No Meals	\$ _____
<input type="checkbox"/> 2-Day Package - <i>Select Your Days</i> <input type="checkbox"/> Tues & Weds <input type="checkbox"/> Weds & Th Includes Technical Sessions & Exhibit Hall Entrance	\$299 No Meals	\$349 No Meals	\$399 No Meals	\$ _____

LUNCHES
 If not included with registration fee.
 Awards Lunch & Top OPs Final (\$50 / Onsite will be \$60) - Tues.
 Exhibitor Hosted Lunch (\$50) - Weds.
 Subtotal \$ _____

WATER FOR PEOPLE
 WFP Networking Lunch & Auction Single Ticket (\$75) - Thurs.
 WFP Networking Lunch & Auction Table of 6 (\$420) - Thurs.
 YP/WFP Mixer (\$40) - Weds.
 Subtotal \$ _____

CONTACT HOURS
 FREE (I am an individual, operator or administrative AWWA member)
 \$25 (My utility/organization is an AWWA member OR I am not an AWWA member)
 Subtotal \$ _____

PAYMENT METHOD

Check # _____ Payable to CA-NV Section AWWA (U.S. Funds)
 PO# _____
 Credit Card: Visa MC AMEX
 Card No.: _____
 Exp. Date: _____ CVV: _____
 Name on Card: _____
 Authorized Signature: _____
 Billing Zip Code: _____
Must be Zip Code in which your credit card statement is mailed
 Email (to receive a receipt): _____

PAYMENT INFORMATION

Registration Total: _____ Lunches Total: _____
 Water For People Total: _____ Contact Hours: _____
Total Amount Due: _____

Refund requests must be submitted in writing to the Section office by April 1, 2022. A 25% administrative fee will be deducted from all refunds. **No Refunds Granted after April 1, 2022.** By submitting this form, you are consenting to having your photo/video taken at the event which may be used for future Section promotions. To opt-out email info@ca-nv-awwa.org.

CA-NV Section, AWWA
 10435 Ashford Street, 2nd Floor, Rancho Cucamonga, CA 91730
 Phone: (909) 481-7200 / Fax: (909) 291-2107 / www.ca-nv-awwa.org

**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 16, 2022

AGENDA

7. ACTION/DISCUSSION ITEMS.

- A. Consider Approval of General Manager Job Description, Salary Range and Job Announcement. *Recommended action – to be considered at the Board Meeting.*

STAFF REPORT

To: Honorable Board of Directors

From: Mark Grajeda, General Manager

Meeting Date: February 16, 2022

Subject: Action Item 7A – Consider Approval Of General Manager Job Description, Salary Range and Job Announcement

Recommendation

To be considered at the Board Meeting.

Fiscal Impact

To Be considered.

Background

On February 2, 2022, the Pico Water District Board of Directors discussed revisions to the job description for the General Manager and provided direction to the current General Manager to make the changes and bring back to the Board for further consideration and final approval. Provided in tonight's packet are three Exhibits for the Board to consider. The first Exhibit (Exhibit A) is a copy of a model job description for a General Manager from JPIA. The second Exhibit (Exhibit B) is a revised version of the job description with all changes provided by the Board included and with revisions by Jim Ciampa. The third Exhibit (Exhibit C) is a final version of the job description which takes into consideration all discussion by the Board and further takes in to account the model job description provided by JPIA.

Also, I have provided a copy of the draft job description to CV Strategies so that they can begin working on a draft job flyer to be presented to the Board by February 16, 2022 so that the Board can consider approval of both the job description and job flyer. As soon as I receive the job flyer from CV Strategies I will send out to the Board for review, hopefully no later than Tuesday afternoon.

EXHIBIT A

ACWA/JPIA MODEL JOB DESCRIPTION

FOR A GENERAL MANAGER

GENERAL MANAGER

Employee Name: _____ **Reports to:** _____
Grade: _____ **Salary Range:** _____
Status: Exempt **Date:** _____
Other: (i.e., Safety Sensitive, temporary, part-time, supervises, etc.) _____

Definition/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; represents 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

- 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.
- 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

- Prepares grant applications and maintains responsibility for proper administration of grants received.
- Prepares long-term Capitol 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.
- Cost estimating and contract administration.
- 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

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.

2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

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 two years of the 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.

I have reviewed this Job Description with my Supervisor 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.

REMOVE BEFORE USE: The following Job Description is intended as a model or template for use within an organization. It is not intended as a final document. The individual districts that download and utilize this template should edit and modify the document to fit their own district and job specific duties. The JPIA is not engaged in rendering legal advice or professional legal services. Anyone creating a job description using this document should consult a qualified labor attorney or consultant before relying on it.

EXHIBIT B

RECOMMENDED REVISIONS BY JIM CIAMPA
WHICH ALSO INCLUDE CHANGES TO “TYPICAL PHYSICAL
ACTIVITES” AND “ENVIRONEMENTAL FACTORS”



**DRAFT PROPOSED
JOB DESCRIPTION
REVISED 2-07-22**

GENERAL MANAGER

Salary: From \$131,632 to \$160,000

Position Status: Exempt

Other: Safety Sensitive Position

EXECUTIVE SUMMARY

The General Manager, under the policy guidance of the Board of Directors, is responsible for directing and supervising the administrative functions and operations of the Pico Water District. These responsibilities include leading and supervising all departments to achieve goals within available resources while providing leadership and direction in the development and execution of short- and long-range plans. The General Manager also monitors and takes action to protect the District's interests involving new legislation, including developing and maintaining relationships with legislators and other local governing bodies

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.
- *Oversees District Experience in the principles and practices of public works construction projects and therefore the candidate should have experience in public works 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; have familiarity with reading and interpreting construction drawings and water system maps; and experience in inspecting water-related construction.*
- *Oversees District's finance and budget functions, including consideration of all budget requests and recommends approval or disapproval of such requests, while maintaining continuous awareness of administrative and operational practices and recommending changes to increase the efficiency and cost effectiveness of District operations. General knowledge of public finance, budgeting and cost accounting.*
- Provides advice and consultation on the development of District programs and policies.
- Oversees development of Board agendas.
- Attends all meetings of the Board of Directors unless excused.

- Where necessary, conducts studies/reports and surveys to determine the effectiveness of District programs.
- Oversees implementation of Board policies and programs involving employees, community representatives, and other government agencies; and represents the District at meetings concerning those policies and programs.
- 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 operational practices and recommends changes to increase the efficiency and cost effectiveness of District operations.~~
- Is responsible for District personnel matters, including employment procedures, employee grievances, classification and pay issues, and overall 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.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities

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.
- 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 issues facing special districts.
- Research and evaluation methods
- PC skills, including word processing and spreadsheets.
- Budgeting principles and practices.
- Cost estimating and contract administration

- Public personnel administration and employer-employee relations.
- Work safety standards and regulations

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

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

QUALIFICATIONS

Experience/Education: A Bachelor's degree in Business Administration, Public Administration, Engineering or closely related field from an accredited college or university is highly desirable. 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 with responsibility for the operation and maintenance of water production, and/or treatment, and/or distribution facilities.

LICENSE CERTIFICATE REGISTRATION REQUIREMENTS

Driver License: Possession of a valid California Class C Driver License is required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a Grade 2 Water Treatment Operator certificate issued by the State Water Resources Control Board's Office of Operator Certification.

Possession of a Grade 3 Water Distribution Operator certificate issued by the State Water Resources Control Board's Office of Operator Certification.

Ability to qualify for fiduciary bonding.

I have reviewed this Job Description with my Supervisor 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.

EXHIBIT C

RECOMMENDED REVISIONS BY MARK GRAJEDA
WHICH STRONGLY CONSIDER ACWA/JPIA MODEL JOB DESCRIPTION
FOR A GENERAL MANAGER



**DRAFT PROPOSED
JOB DESCRIPTION
REVISED 2-09-22**

GENERAL MANAGER

Salary: From \$131,632 to \$160,000
Position Status: Exempt
Other: Safety Sensitive Position

EXECUTIVE SUMMARY

The General Manager, under the policy guidance of the Board of Directors, is responsible for directing and supervising the administrative functions and operations of the Pico Water District. These responsibilities include leading and supervising all departments to achieve goals within available resources while providing leadership and direction in the development and execution of short- and long-range plans. The General Manager also monitors and takes action to protect the District's interests involving new legislation, including developing and maintaining relationships with legislators and other local governing bodies

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.
- Oversees development of Board agendas.
- Attends all meetings of the Board of Directors unless excused.
- Where necessary, conducts studies/reports and surveys to determine the effectiveness of District programs.
- Oversees implementation of Board policies and programs involving employees, community representatives, and other government agencies; and represents the District at meetings concerning those policies and programs.
- 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.
- Is responsible for District personnel matters, including employment procedures, employee grievances, classification and pay issues, and overall 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.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities

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.
- 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 issues facing special districts.
- Research and evaluation methods
- PC skills, including word processing and spreadsheets.
- Budgeting principles and practices.
- Cost estimating and contract administration
- Public personnel administration and employer-employee relations.
- Work safety standards and regulations

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

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

DESIRABLE QUALIFICATIONS

Experience/Education: A Bachelor's degree in Business Administration, Public Administration, Engineering or closely related field from an accredited college or university is highly desirable. 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 with responsibility for the operation and maintenance of water production, and/or treatment, and/or distribution facilities.

LICENSE CERTIFICATE REGISTRATION REQUIREMENTS

Driver License: Possession of a valid California Class C Driver License is required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a Grade 2 Water Treatment Operator certificate issued by the State Water Resources Control Board's Office of Operator Certification.

Possession of a Grade 3 Water Distribution Operator certificate issued by the State Water Resources Control Board's Office of Operator Certification.

Ability to qualify for fiduciary bonding.

I have reviewed this Job Description with my Supervisor 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.

the 1990s, the number of people aged 65 and over in the United States is projected to increase from 20 million to 35 million (U.S. Census Bureau 1997).

As the number of people aged 65 and over increases, the number of people aged 75 and over is also expected to increase. The number of people aged 75 and over in the United States is projected to increase from 10 million in 1990 to 15 million in 2000 (U.S. Census Bureau 1997). The number of people aged 75 and over is expected to increase from 15 million in 2000 to 25 million in 2020 (U.S. Census Bureau 1997). The number of people aged 75 and over is expected to increase from 25 million in 2020 to 40 million in 2040 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 40 million in 2040 to 55 million in 2060 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 55 million in 2060 to 70 million in 2080 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 70 million in 2080 to 85 million in 2100 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 85 million in 2100 to 100 million in 2120 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 100 million in 2120 to 115 million in 2140 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 115 million in 2140 to 130 million in 2160 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 130 million in 2160 to 145 million in 2180 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 145 million in 2180 to 160 million in 2200 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 160 million in 2200 to 175 million in 2220 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 175 million in 2220 to 190 million in 2240 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 190 million in 2240 to 205 million in 2260 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 205 million in 2260 to 220 million in 2280 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 220 million in 2280 to 235 million in 2300 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 235 million in 2300 to 250 million in 2320 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 250 million in 2320 to 265 million in 2340 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 265 million in 2340 to 280 million in 2360 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 280 million in 2360 to 295 million in 2380 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 295 million in 2380 to 310 million in 2400 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 310 million in 2400 to 325 million in 2420 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 325 million in 2420 to 340 million in 2440 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 340 million in 2440 to 355 million in 2460 (U.S. Census Bureau 1997).

The number of people aged 75 and over is expected to increase from 355 million in 2460 to 370 million in 2480 (U.S. Census Bureau 1997).

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

5:30 P.M. Wednesday, February 16, 2022

AGENDA

7. ACTION/DISCUSSION ITEMS.

- B. Consider Proposal from Dominguez General Engineering to Install a Waste Water Discharge Line for Well 8. *Recommended action – to be considered at the Board Meeting.*

STAFF REPORT

To: Honorable Board of Directors
From: Mark Grajeda, General Manager
Meeting Date: February 16, 2022
Subject: Action/Discussion Item 7B – Consider Proposal from Dominguez General Engineering to Install a Waste Water Discharge Line for Well 8

RECOMMENDATION

To Be Considered at Board Meeting.

FISCAL IMPACT

To be provided at Board Meeting.

BACKGROUND

Last year the District sent out a request for proposals to install a waste water discharge line for well 8, the bids came back double the engineers estimate for the work, which was around \$41,000.00. Staff recommended that the Board reject all bids and then when bids were sent out for the Onsite Work to build the concrete pads for the new treatment plant at well 8 staff included the discharge pipe work as an optional bid item. When those bids came in they were even higher than previously received (greater than \$100,000). Staff has now asked Dominguez General Engineering to provide the District with a more specific proposal detailing more of the work and removing some of the previous work required. At the time of the Agenda Packet was ready to be sent out, staff had not received the proposal from Dominguez General Engineering. Staff will provide the proposal to all Board Members by Tuesday February 15, 2022.

**DOMINGUEZ GENERAL ENGINEERING
PROPOSAL
TO BE DISTRIBUTED
UPON RECEIPT**

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

4843 S. Church Street
Pico Rivera, California, 90660

5:30 P.M. Wednesday, February 16, 2022

AGENDA

7. ACTION/DISCUSSION ITEMS.

- C. Consider Approval of Resolution 224-R a Resolution Recognizing Director Robert J. Noonan of the Orchard Dale Water District. *Recommended action – to be considered at the Board Meeting.*

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 16, 2022

AGENDA

9. INFORMATIONAL ITEMS

- A. Production & Water Level Report.
- B. Monthly Activity Report.
- C. Reservoir Conditions – January 12, 2022 and February 9, 2022.

PWD Water Production per Fiscal Water Year

Acre Feet



WATER LEVELS REPORT

Water Levels for January 2022

Listed below are the water levels for the two key monitoring wells used by the Water Replenishment District of Southern California (WRD), and the District's active wells.

WRD is charged with monitoring the water levels in both the Central Basin and West Coast Basin, and with making sure both basins are replenished annually. As a means of monitoring the levels in both basins WRD measures the depth of water in two specific wells, 1601T located in between the San Gabriel River and the Rio Hondo spreading grounds, and the second Carson #1 located in the City of Carson. WRD compares the levels of these two wells month to month, and year to year as a means of gaging the reliability of both basins (levels listed are in feet below surface). As this report is specific to the Central Basin, we are only showing the Central Basin Monitoring Well results below.

	January 2022	January 2021
Central Basin 1601T	87.4	91.8
Carson Well	65.58	62.3

Listed below are the static and pumping levels (in feet below surface) for the District's five active wells, and pump settings (depth).

	January 2022		January 2021		
	<u>Static</u>	<u>Pumping</u>	<u>Static</u>	<u>Pumping</u>	<u>Pump depth</u>
Well #4	86	off	66	136	150
Well #5	104	117	96	109	242
Well #8	93	off	93	112	243
Well #10	81	101	56	78	182
Well #11	80	87	102	117	312

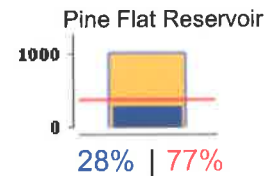
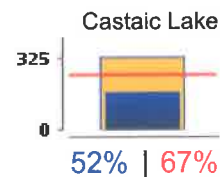
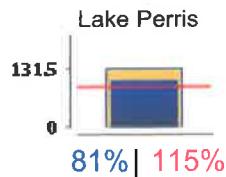
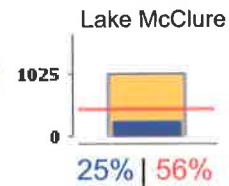
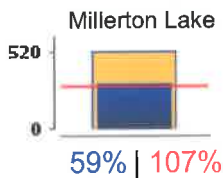
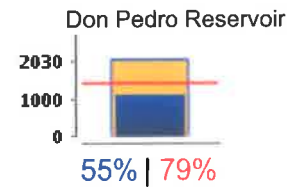
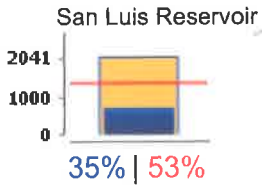
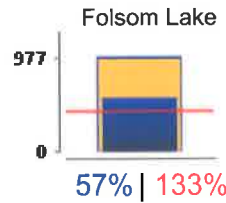
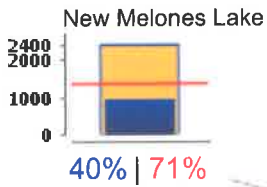
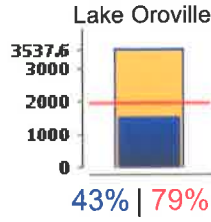
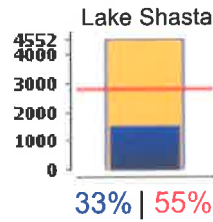
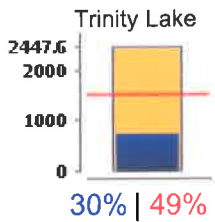
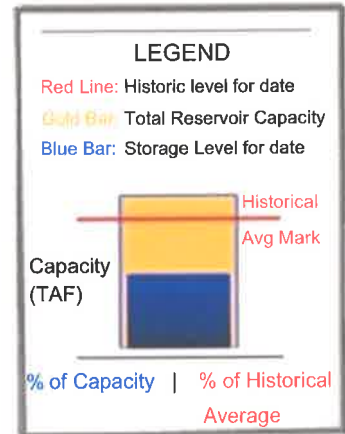
NOTE:



CURRENT RESERVOIR CONDITIONS

SELECTED WATER SUPPLY RESERVOIRS

Midnight: January 12, 2022





CURRENT RESERVOIR CONDITIONS

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS CURRENT CONDITIONS

Midnight - February 9, 2022

