



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

4843 S. Church Street
Pico Rivera, California, 90660

5:30 PM Wednesday, April 5, 2023

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 approval of March 15, 2023 Regular Board Meeting Minutes.
- B. Consider the accounts now due and payable, and receive and file bills approved by the General Manager.
- C. Consider the February 2023 Financial Statements.

7. ACTION/DISCUSSION ITEMS.

- A. Consider Board Approval of Field Superintendent Change of Title and Job Description Revisions – *Recommend Action – that Board Discussion / Approve*
- B. Consider Board Approval to Establish New Office Position (Office Assistant) to be created and amended to Organization Chart – *Recommend Action – that Board Discussion / Approve*

8. REPORTS.

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

9. INFORMATIONAL ITEMS

- A. Change in Operations / Office Working Hours and Schedule

10. DIRECTOR'S REQUEST OF FUTURE AGENDA ITEMS.

11. BOARD MEMBER COMMENTS.

- A. Report on Meetings Attended/Comments.

12. CLOSED SESSION.

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
[Government Code Section 54956.9(d)(1)]: *Pico Water District v. City of Pico Rivera*, Los Angeles County Superior Court Case No. 22NWCV00967.
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Subdivision (b)(1) of
Government Code Section 54957).

Title: General Manager

13. CLOSED SESSION REPORT.

14. ADJOURNMENT.

AGENDA POSTED ON: March 30, 2023

Next regularly scheduled meeting: April 19, 2023

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 PM Wednesday, April 5, 2023

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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, March 15, 2023 at 5:30 p.m.

The District's General Manager, Mr. Joe Basulto proceeded with the roll call of the attending Board members. Present from the beginning of the meeting was Director David Angelo, Director David Gonzales, Director Victor Caballero, and President Pete Ramirez. Vice President Raymond Rodriguez was absent. Mr. Jim Ciampa, Legal Counsel for the District was also present.

President Ramirez led everyone in the Pledge of Allegiance.

Director Gonzales gave the invocation. Afterward a moment of silence was held for Gloria Molina.

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 adopt and Director Caballero 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, approval of Consent Calendar. The General Manager reviewed January 2023 Financial Statement and the ACWA 2023 Spring Conference in Monterey, California May 9 – 11, 2023 with the Board. Director Gonzales made the motion to approve and it was seconded by Director Angelo. The General Manager announced that the motion passed by roll-call vote, 5 – 0.

President Ramirez proceeded to the next item on the Agenda, approval of Resolution R-243, a resolution of the Board of Directors of the Pico Water District establishing its Investment Policy. Director Gonzales made the motion to approve and Director Caballero 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, approval of Resolution R-244, concurring in nomination to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority (CWAJPIA). Director Angelo made the motion to

approve and Director Caballero seconded the motion. After a brief discussion, the General Manager announced that the motion passed by roll-call vote, 5 – 0.

President Ramirez proceeded to the next item on the Agenda, General Manager's Report. The General Manager reported that staff is currently meter reading for billing; staff committee meetings continue as the District looks for interactive ideas for social outreach, conservation, safe drinking water education, staff morale, Well production efficiency and status, billing issues, and bi-weekly finance review. Regarding the SWCRB citation our draft petition is under review with legal counsel and will report once we have a decision from the State. The General Manager gave a slide presentation of the installation of the PFAS Treatment Vessels.

President Ramirez proceeded to the next item on the Agenda, Legal Counsel Report. Legal Counsel had nothing to report.

President Ramirez proceeded to the next item on the Agenda, Informational Items. The General Manager reported on statewide reservoir levels and District Well performance, then introduced Matt Tryon, District Field Superintendent. He proceeded to inform the Board of monthly Field Staff activity for February.

President Ramirez proceeded to the next item on the Agenda, Future Agenda Items. There were none.

President Ramirez proceeded to the next item on the Agenda, Board Member Comments. President Ramirez reported that Central Basin Water District is no longer holding Zoom meetings and are conducting meetings at different locations.

President Ramirez proceeded to the next item on the Agenda, Closed Session. Legal Counsel reported that there were no updates to report on therefore no Closed Session was held.

There being no further business to come before the Board, the Board meeting adjourned at 6:21 p.m.

Elpidio Ramirez, President

Attest:

Joe D. Basulto, Secretary
(Seal)



Pico Water District, CA

Open Payable Report

As Of 05/31/2023

Summarized by Payable Account

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Payable Account: 10-000-2000	10-000-2000 - Accounts Payable						
Vendor: 1019	AUTOZONE, INC.						
5219365518	Misc. Vehicle Maint. - Oil for Vehicle	03/01/2023	26.42	0.00	0.00	0.00	26.42
						Payable Count: (1)	26.42
Vendor: 1026	BELL PIPE & SUPPLY CO						
526660234.002	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	CINTAS 0168 - ORANGE CA FAS						
5147277581	Safety Exp. - Restock First Aid Cabinets	02/27/2023	392.60	0.00	0.00	0.00	392.60
						Payable Count: (1)	392.60
Vendor: 1064	COUNTY SANITATION DISTRICT NO. 2						
INV0001559	Yard Maint. Clean Up of Debris	02/28/2023	2,748.81	0.00	0.00	0.00	2,748.81
						Payable Count: (1)	2,748.81
Vendor: 1066	CREDIT UNION OF SOUTHERN CALIFORNIA						
INV0001541	FEB 2023 - POWER CHRGS #700529608223 OFFICE	02/28/2023	628.16	0.00	0.00	0.00	628.16
						Payable Count: (1)	628.16
Vendor: 1100	GRAINGER						
9632448966	Misc. Well Maint. - Filters for Wells	03/08/2023	1,879.74	0.00	0.00	0.00	1,879.74
						Payable Count: (1)	1,879.74
Vendor: 1111	HOME DEPOT CREDIT SERVICE						
2093110	Field Supplies - Misc. Material	03/21/2023	249.89	0.00	0.00	0.00	249.89
						Payable Count: (1)	249.89
Vendor: 1136	LAW FIRE PROTECTION						
13M 873445	Safety Exp. - Inspect & Recharge	02/24/2023	1,382.27	0.00	0.00	0.00	1,382.27
						Payable Count: (1)	1,382.27
Vendor: 1202	SHELL						
001443	Fuel Expense - Field Vehicle Unit #74	10/28/2022	50.00	0.00	0.00	0.00	50.00
						Payable Count: (1)	50.00
Vendor: 1228	THE JANKOVICH COMPANY						
5434606	Misc. Fuel Expense - Fuel for District Vehicles	03/14/2023	2,365.18	0.00	0.00	0.00	2,365.18
						Payable Count: (1)	2,365.18
Vendor: 1251	WATERLINE TECHNOLOGIES, INC						
5610707	Chemicals - NaOCl for Wells	11/09/2022	975.00	0.00	0.00	0.00	975.00
5622306	Chemicals - NaOCl for Wells	03/07/2023	975.00	0.00	0.00	0.00	975.00
						Payable Count: (2)	1,950.00
			Payable Account 10-000-2000			Payable Count: (12)	Total: 11,598.97

Payable Account Summary

Account	Count	Amount
10-000-2000 - Accounts Payable	12	11,598.97
Report Total:	12	11,598.97

Payable Fund Summary

Fund	Count	Amount
10 - General Operating	12	11,598.97
Report Total:	12	11,598.97

**MARCH 1, 2023 – MARCH 30,
2023**

**BILLS APPROVED BY THE
GENERAL MANAGER**



Pico Water District, CA

Check Report

By Check Number

Date Range: 03/01/2023 - 03/29/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-ACCOUNTS PAYABLE						
1008	ACWA/JPIA	03/02/2023	Regular	0.00	22,591.48	62751
1178	ADT COMMERCIAL	03/02/2023	Regular	0.00	676.01	62752
1035	CALIFORNIA COMPUTER SCHOOLS, INC.	03/02/2023	Regular	0.00	38.00	62753
1036	CALIFORNIA DEPT. MOTOR VEHICLES	03/02/2023	Regular	0.00	6.00	62754
1053	CINTAS #053	03/02/2023	Regular	0.00	466.00	62755
1425	DRS. HORIGUCHI AND KIM DENTAL CORPORAT	03/02/2023	Regular	0.00	730.00	62756
1090	FRONTIER COMMUNICATIONS	03/02/2023	Regular	0.00	403.64	62757
1112	HOSE-MAN, INC.	03/02/2023	Regular	0.00	132.56	62758
1117	INFOSEND	03/02/2023	Regular	0.00	255.25	62759
1135	LAGERLOF, LLP	03/02/2023	Regular	0.00	4,240.00	62760
1368	PUBLIC WATER AGENCIES GROUP	03/02/2023	Regular	0.00	963.75	62761
1409	QUEST BUILDING SERVICES	03/02/2023	Regular	0.00	725.00	62762
1421	T-MOBILE	03/02/2023	Regular	0.00	86.04	62763
1245	VERIZON WIRELESS	03/02/2023	Regular	0.00	213.32	62764
1256	WESTERN WATER WORKS	03/02/2023	Regular	0.00	153.80	62765
1378	AKM CONSULTING ENGINEERS, INC.	03/07/2023	Regular	0.00	34,533.75	62766
1351	RC FOSTER CORPORATION	03/10/2023	Regular	0.00	226,259.31	62767
1043	CARDMEMBER SERVICE	03/10/2023	Regular	0.00	1,081.34	62768
1046	CENTRAL BASIN MUNICIPAL WATER DISTRICT	03/10/2023	Regular	0.00	2,194.44	62769
1055	CIVILTEC ENGINEERING, INC.	03/10/2023	Regular	0.00	7,762.50	62770
1071	DE LAGE LANDEN FINANCIAL	03/10/2023	Regular	0.00	333.55	62771
1080	EDISON COMPANY	03/10/2023	Regular	0.00	11,990.87	62772
1080	EDISON COMPANY	03/10/2023	Regular	0.00	109.74	62773
	MARK J. GRAJEDA	03/10/2023	Regular	0.00	270.00	62774
	S & J SUPPLY CO., INC.	03/10/2023	Regular	0.00	6,230.01	62775
1220	TAKAMATSU, D.D.S., INC.	03/10/2023	Regular	0.00	87.77	62776
1228	THE JANKOVICH COMPANY	03/10/2023	Regular	0.00	2,426.19	62777
1250	WATER REPLENISHMENT DISTRICT OF	03/10/2023	Regular	0.00	76,824.12	62778
1034	CAL-LIFT INC.	03/16/2023	Regular	0.00	178.07	62779
1060	CORE & MAIN	03/16/2023	Regular	0.00	768.84	62780
1062	COSTCO MEMBERSHIP	03/16/2023	Regular	0.00	60.00	62781
1117	INFOSEND	03/16/2023	Regular	0.00	1,823.58	62782
1153	NASA SERVICES	03/16/2023	Regular	0.00	240.42	62783
1183	QUILL CORPORATION	03/16/2023	Regular	0.00	155.42	62784
1209	SOUTHERN CALIFORNIA GAS COMPANY	03/16/2023	Regular	0.00	110.55	62785
1211	SPECTRUM	03/16/2023	Regular	0.00	435.32	62786
1212	SPRINT	03/16/2023	Regular	0.00	48.63	62787
1214	STATE WATER RESOURCES CONTROL BOARD	03/16/2023	Regular	0.00	32,615.90	62788
1237	UNDERGROUND SERVICE ALERT	03/16/2023	Regular	0.00	179.72	62789
1251	WATERLINE TECHNOLOGIES, INC	03/16/2023	Regular	0.00	975.00	62790
1256	WESTERN WATER WORKS	03/16/2023	Regular	0.00	228.88	62791
1012	AMERICAN MARKER	03/22/2023	Regular	0.00	100.88	62792
1415	APPLIED TECHNOLOGY GROUP, INC.	03/22/2023	Regular	0.00	30.00	62793
1017	AT & T	03/22/2023	Regular	0.00	114.04	62794
1051	CHEVROLET OF MONTEBELLO	03/22/2023	Regular	0.00	84.15	62795
1425	DRS. HORIGUCHI AND KIM DENTAL CORPORAT	03/22/2023	Regular	0.00	1,559.00	62796
1080	EDISON COMPANY	03/22/2023	Regular	0.00	4,962.36	62797
1098	GERALD P. ROODZANT, DDS APC	03/22/2023	Regular	0.00	145.00	62798
1103	GRM INFO MGMNT SVCS OF CA, LLC	03/22/2023	Regular	0.00	150.00	62799
1109	HENRY BARRIENTOS	03/22/2023	Regular	0.00	150.00	62800
1111	HOME DEPOT CREDIT SERVICE	03/22/2023	Regular	0.00	40.39	62801
	LAGERLOF, LLP	03/22/2023	Regular	0.00	5,795.00	62802
	PRINTWEAR SALES COMPANY	03/22/2023	Regular	0.00	1,149.28	62803
1370	QUADIENT FINANCE USA, INC.	03/22/2023	Regular	0.00	300.00	62804

Check Report

Date Range: 03/01/2023 - 03/29/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1409	QUEST BUILDING SERVICES	03/22/2023	Regular	0.00	725.00	62805
1183	QUILL CORPORATION	03/22/2023	Regular	0.00	22.12	62806
1252	WECK LABORATORIES, INC.	03/22/2023	Regular	0.00	1,580.00	62807
1256	WESTERN WATER WORKS	03/22/2023	Regular	0.00	694.59	62808

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	58	0.00	457,206.58
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
	95	58	0.00	457,206.58

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	58	0.00	457,206.58
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
	<u>95</u>	<u>58</u>	<u>0.00</u>	<u>457,206.58</u>

Fund Summary

Fund	Name	Period	Amount
10	General Operating	3/2023	457,206.58
			<u>457,206.58</u>

**FEBRUARY 2023 FINANCIALS
WILL BE DELIVERED
MONDAY APRIL 3, 2023**

**ACTION/DISCUSSION
ITEMS**

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

5:30 PM Wednesday, April 5, 2023

AGENDA

7. ACTION/DISCUSSION ITEMS.

- A. Consider Board Approval of Field Superintendent Change of Title and Job Description Revisions – *Recommend Action – that Board Discussion / Approve*

STAFF REPORT

To: Honorable Board of Directors
From: Joe D. Basulto, General Manager
Meeting Date: April 05, 2023
Subject: Action Item 7A – Consider Board Approval of Field Superintendent Change of Title and Job Description Revisions

Recommendation:

Review, Discuss, and Approve

Fiscal Impact:

No negative financial impact to the District.

Background:

Discussion was held with the Administrative Committee of consideration of change in Title of Superintendent to Director of Operations and review of revisions to Job Description to reflect title change and essential job functions,

Updated essential functions include:

- Assist General Manager in overall operations field and office;
- in absence of General Manager continue to lead day to day activities of the District.
- Conduct and oversee District's Operation committee meetings.
- Conducting Board meetings / Reporting to Board in absence of General Manager.
- Attend meetings / workshops per General Manager recommendation, approval, etc.

PICO WATER DISTRICT
DIRECTOR OF OPERATIONS

Definition

Under general direction from the General Manager, plans, organizes, schedules, assigns, inspects; and reviews the construction, maintenance, repair and operation of water production and distribution systems; provides technical staff assistance and does related work as required. Assist General Manager in overall operations field and office; in absence of General Manager continue to lead day to day activities of the District.

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.

- Assures work orders created by the office are completed accurately and timely.
- Works closely with the Office Manager to see that all work performed by the District is done accurately and timely.
- Provides supervision, training, and work evaluation for all field staff.
- Makes recommendations and assists the General Manager with long-range planning for District improvements.
- Assists in the development of the annual financial budget.
- Makes periodic spot inspections of the distribution system to insure proper utilization of staff and equipment.
- Oversees the proper installation, repair and maintenance of the District's distribution system which includes coordinating new construction, repairs and maintenance with all personnel.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Performs job write-ups by estimating the amount of material and labor required to complete a given job; orders replacement inventory materials.
- Operate heavy equipment and perform minor maintenance to assigned tools and equipment.
- Inspects all field work.
- Assist crews in resolving difficult work problems.
- Works with administrative office in coordinating meter reading, billing complaints, water service complaints, water quality complaints, disconnects, new service installations, etc.
- May perform some customer service duties, including investigating and responding to sensitive customer inquiries.
- Updates District maps after new construction projects have been completed.
- Maintains a variety of records (production, inventory, vehicle maintenance, etc.).
- Responds to emergency situations.
- Implements the District's Injury and Illness Prevention Plan.
- May stand a regularly scheduled stand-by watch.
- Monitors SCADA system during and after hours, conducts changes to SCADA system as needed.
- Oversee and review monthly sampling, production of wells.
- Conduct and oversee District's Operation committee meetings.

- Maintains and submits all regulatory requirements for the State Department of Public Health Services, L.A. County Fire Dept. Health Hazardous Material reporting
- Oversees and is responsible for the proper handling of Asbestos Cement Pipe (removal, storage and disposal).
- Assigns and schedule's all field work
- Establish & Implement flushing, meter replacement, service line, valve, & hydrant programs.
- Conducts Fire Flow testing,
- Reviews construction plans.
- Meets with contractors & other regulatory agencies.
- Read AMR meters and oversees all meter reading activity / issues.
- Ensure Staff follow & Understand Safety requirements by OSHA & Watch Manual.
- Conducting Board Meeting / Reporting to Board in absence of General Manager
- Attend meetings / workshops per General Manager recommendation, approval, etc.

Other Duties

- Monitors employee certification, training, and safety programs.
- Assists with the shut-down of main lines in emergencies.
- May help in the distribution of customer notices.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of

- Principles, methods, and practices used in communications-control equipment installation, operation, maintenance, and repair.
- Chemical and quality testing of water conditions.
- Principles, methods, and practices used in water treatment plant maintenance and construction work.
- Rules, regulations, and codes applicable to District water treatment and distribution functions.
- District policies, rules, regulations, and procedures.
- Work safety standards and requirements.
- Principles and practices of personnel administration.
- Procedures, methods, tools and equipment in the operation and maintenance of water production equipment and appurtenances.
- Computers
- Mathematical principles related to the computation of flows, volumes, and chemical dosages.
- Record keeping.
- Safety requirements relating to electricity, confined space, chemical handling and rotating machinery.

Ability to

- Oversee the establishment and maintenance of certification, training, and work safety programs.

- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, plant uses, and time requirements.
- Ensure the proper maintenance, construction, operation, and repair of District treatment plants and distribution systems.
- Develop and control budgets.
- Organize, direct and supervise the installation, maintenance and repair of water service and distribution systems.
- Direct meter installation, testing, maintenance and repair.
- Oversee field customer service activities.
- Provide supervision and training to all field staff.
- Read and interpret plans, diagrams, and blueprints; assess work conditions.
- Develop information and prepare reports.
- Effectively represent District water service functions with the public, contractors, and other organizations.
- Establish and maintain cooperative working relationships.
- Write clear memos and letters.

Typical Physical Activities

- Works both in an office and outdoor environment.
- Travels regularly by automobile to inspect District facilities and operations.
- Communicates orally with District Board members, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Walks on uneven terrain.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

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: Broad and extensive work experience in performing water treatment functions and plant operations, as well as operations, maintenance, and repair of distribution systems. Work experience must have included substantial experience with SCADA systems, at least two years in a management or supervisory capacity supervising staff, good writing skills and good organizational skills. Two years of college education in project management, water resource management, engineering or related subject would be preferred.

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.

Required to possess or attain within one year of hiring a California State Department of Public Health Water Distribution Grade D3 certificate and California State Department of Public Health Water Treatment Grade T2 certificate or any other required certificates.

General Certifications: Other appropriate certification maybe required such as: CalOSHA Safety Certification, etc.

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 this job description from my Supervisor.

Employee Signature

Date

Supervisor Signature

Date

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

5:30 PM Wednesday, April 5, 2023

AGENDA

7. ACTION/DISCUSSION ITEMS.

- B. Consider Board Approval to Establish New Office Position (Office Assistant) to be created and amended to Organization Chart – *Recommend Action – that Board Discussion / Approve*

STAFF REPORT

To: Honorable Board of Directors
From: Joe D. Basulto, General Manager
Meeting Date: March 24, 2023
Subject: Action Item 7B – Consider Board Approval to Establish New Office Position (Office Assistant)

Recommendation:

Review and Discuss

Fiscal Impact:

TBD – by Finance Committee / Salary survey is in progress

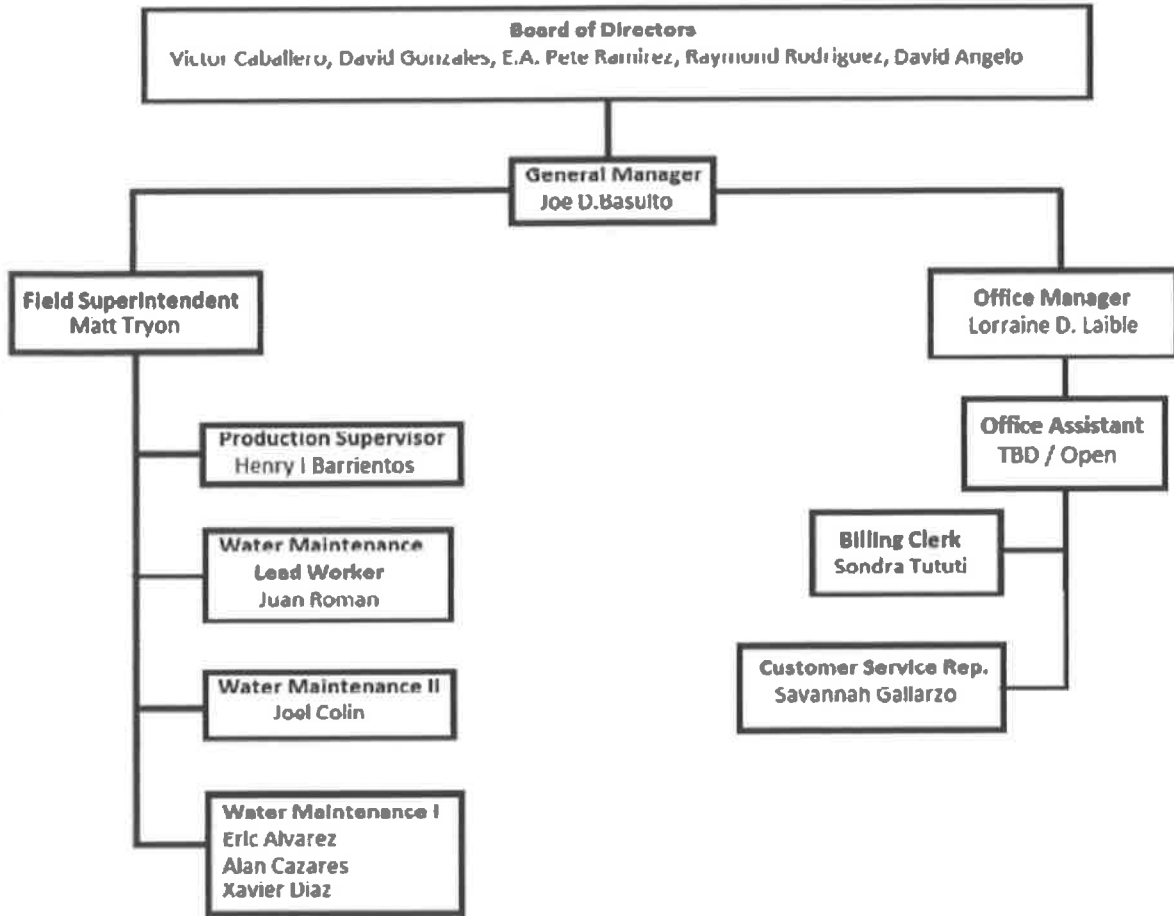
Background:

Discussion was held with the Administrative Committee of consideration to add new office position to the Pico Water District Staff and amend to Organization Chart

New position title would be Office Assistant, this position under general direction from the Office Manager & General Manager, provides a variety of accounting work involved in maintaining financial and statistical records; performs payroll functions and related duties; performs accounts payable functions; performs difficult and complex office support work; assists in the preparation and distribution of the Board agenda; assists with the maintenance of the official records of Board proceedings and actions, as well as performing other work related as required. And be the responsible person for day-to-day operations in absence of Office Manager.

This position would contribute to the workload and how operations are to be conducted within the office flow of work. And to alleviate some of the work load functions currently conducted by our Office Manager and assist in day-to-day operations with customer service and billing as needed, would be part of management team.

Proposed New Pico Water District Organization Chart:



PICO WATER DISTRICT

Office Assistant

Definition

Under general direction from the Office Manager & General Manager, provides a variety of accounting work involved in maintaining financial and statistical records; performs payroll functions and related duties; performs accounts payable functions; performs difficult and complex office support work; assists in the preparation and distribution of the Board agenda; assists with the maintenance of the official records of Board proceedings and actions, as well as performing other work related as required. Responsible for day-to-day operations in absence of Office Manager.

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.

- Assists with the compilation of material and other information needed to prepare and distribute the Board agenda under general direction from the Office Manager & General Manager.
- Assist with the development and maintenance of the Board minutes and attend Board Meetings as required.
- Maintain of the official records of Board proceedings and actions under the direction of the District Secretary.
- Prepare correspondence and other items as delegated by the General Manager; assists with the establishment and maintenance of a variety of records and files.
- Prepare accurate and timely invoicing to municipalities, businesses, and retail customers as directed by the General Manager.
- Creates and implements internal systems to ensure proper accountability.
- Assist Office Manager when required with outside payroll system in the preparation of monthly, quarterly and year-end reports related to payroll.
- Processes and maintains information for personnel files.
- Is responsible for the preparation of Accounts Payable.
- Verifies coding of cash receipts and posts to customer accounts; posts and maintains cash balances on accounts.
- Establishes and implements centralized records management system.
- Reconciles and prepares daily bank deposits using district data bases.
- Assist with the preparation of Data of the monthly financial statements.
- Assist in the preparation and monitoring of the annual budget as requested by the Office Manager.
- Assist the Office Manager in preparing materials requested by an outside auditor hired by the District's Board of Directors.
- Serves as backup for Billing Clerk & Customer Service Representative to take payments from customers, as directed by the Office Manager

- Conduct, participate, and oversee District's Operation committee meetings.
- Attend meetings / workshops per. Manger's recommendation, approval, etc.
- Works with confidential information.

Other Duties

- Performs related duties as assigned.

Job Standards/Specifications

Should have Knowledge of or the ability to learn

- Basic theory and methods of data processing systems.
- Federal, State, and local laws and regulations regarding District administrative operations.
- Legal notice requirements applicable to the District.
- Modern office practices and technology.
- Filing methods and recordkeeping systems.
- Principles and practices of effective administration of support functions.
- Basic mathematics.
- Policy and procedure development.
- Proper supervisory methods and techniques.
- Correct English usage, spelling, grammar and punctuation.

Ability to

- Assist in the preparation of financial reports.
- Perform a variety of complex and responsible administrative support work for the Office Manager and General Manager.
- Prepare agenda, minutes, and records for the Board Secretary.
- Perform research and prepare documents, reports, and correspondence.
- Use computers and applicable software Microsoft Word, Excel, Outlook, etc. in the performance of assignments.
- Perform a variety of difficult and complex financial record keeping and fiscal support work; skillfully use computerized financial record keeping and payroll systems software.
- Make mathematical calculations quickly and accurately.
- Assist in preparation and verification of payroll including related taxes, insurance and pension statements and related reports.
- Performs Customer service and Billing Clerk responsibilities during times of staff shortage.
- Establish and maintain cooperative working relationships with co-workers and the public.
- Organize data, maintain records, and prepare reports.
- Utilize computer systems and software packages.
- Must be able to work with confidential information.

Typical Physical Activities

- 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

Four years' experience performing accurate accounting procedures to include – accounts payable, accounts receivable, payroll, administrative duties to include – preparation of correspondence, minutes and agendas, strong customer relations. Any combination of education and experience which would likely provide the necessary knowledge and abilities may qualify.

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

Graduation from an accredited college with an Associates of Arts in Accounting, Business Administration or related field.

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.

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

INFORMATIONAL ITEMS

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

5:30 PM Wednesday, April 5, 2023

AGENDA

9. INFORMATIONAL ITEMS.

A. Change in Operations / Office Working Hours and Schedule

INFORMATIONAL REPORT

To: Honorable Board of Directors
From: Joe D. Basulto, General Manager
Meeting Date: April 05, 2023
Subject: Informational Items: Change in Operations / Office Working Hours and Schedule

Fiscal Impact:

No negative financial impact to the District.

Background:

Currently the District operates on a 9/80 work schedule; Field staff hours are 7am to 4:30pm and the Office Staff hours are 7:30am to 5pm. with alternate Fridays off and working Fridays Field staff hours are 7am to 3:30pm and the Office Staff hours are 7:30am to 4pm.

Discussion was held with Administration committee, a change to a 4/10 work schedule; Field and Office Staff would work four ten-hour days, Monday through Thursday; All staff working hours would be 6:30am to 5:00pm with the office open from 7:00am to 4:30pm.

Reason for change is to increase employee productivity, reduce employee stress and limit burnout, although Employees are still working 40 hours a week. By working 10hour days staff would be able to accomplish more work by working longer and with knowing that the Friday is schedule to be an off day it is an added incitive to work / power through the schedule working days, accomplishing / completing their task in a timely fashion.

With a 4/10 work schedule, employees benefit from having an extra day off that can be used to rest and be rejuvenated before returning to work, which increased employee satisfaction and productivity. Employees would have less commuting, which would save them time and money. This proactive approach to mental health and physical health can limit long-term fatigue, sickness, and burnout. With the extra day off would provide employees time outside of work for appointments and personal needs, which would benefit the District with better attendance.

Lastly, I feel that the District would benefit from this schedule to increase our work output with working 10-hour days and help our customers by opening up earlier to address their needs.

In order to execute this change, the Pico Water District Staff had a discussion evaluated the pros and cons. And on March 27th District Staff held an election and voted unanimously 11 to 0 in favor for schedule change.

Letter of notification was created / reviewed by legal counsel and submitted to the Division of Labor Standards Enforcement on March 28th.

Plan on starting new schedule on May 1st. Customers are being notified 30days in advanced through there bill or with post card.

Notification shall be posted on our website, social media platform and in the front office.

Exhibit 1:

New Work Scedule - 6:30am to 5:00pm

4/10

**4 workdays
10 hours per day
1-week period**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	10	10	10	10	OFF	OFF	OFF
Week 2	10	10	10	10	OFF	OFF	OFF