

**2018/2019**  
**ANNUAL BUDGET**

**ADOPTED May 1, 2018**  
**RESOLUTIONS NO. 180503 & 180504**

# **VALLEY OF THE MOON WATER DISTRICT**

**2018/2019**

**Annual Operating & Capital Improvement Program Budget**

**Adopted: May 1, 2018 Resolutions No. 180503 & 180504**

## **BOARD OF DIRECTORS**

**Jon Foreman, President**

**Mark Heneveld, Vice President**

**Bruce Adams**

**Jennifer Linfante**

**Ronald Prushko**

<b>General Manager/Board Secretary</b>	<b>Daniel Muelrath</b>
<b>Administration &amp; Finance Manager</b>	<b>Christopher Petlock</b>
<b>Operations &amp; Maintenance Supervisor</b>	<b>Matt Fullner</b>
<b>District Counsel</b>	<b>Bold, Polisner, Maddow, Nelson &amp; Judson</b>
<b>District Auditor</b>	<b>Moss, Levy &amp; Hartzheim</b>

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# **Introduction to Valley of the Moon Water District**

## **History**

Valley of the Moon Water District (District) was formed in 1960 through a special election under Water Code Section 30000 et seq. for the primary purpose of providing a dependable supply of potable water in the Valley of the Moon.

The service area covers approximately 7,545 acres and includes the unincorporated communities of Agua Caliente, Boyes Hot Springs, El Verano, Fethers Hot Springs, Glen Ellen, and the Temeclec area of Sonoma County.

The District began operations on June 1, 1962 with the acquisition of the assets of Sonoma Water and Irrigation Company and the Mountain Avenue Water System. In 1963, the District acquired the facilities of the Glen Ellen Water Company and annexed its service area.

Today, water is purchased from the Sonoma County Water Agency and delivered through an aqueduct running from the Russian River. The District also uses wells within the service area to augment its water supply.

District customers authorized purchase and improvement of existing facilities and procurement of Russian River water through the Sonoma Aqueduct with \$1,250,000 of voter-approved 30-year General Obligation bonds, which were issued in 1962. All District assets, including land, water rights, water production, distribution and storage facilities, are by law held in trust by the District for the benefit of all property owners and customers within the District.

## **Governing Board**

The Board of Directors of the Valley of the Moon Water District consists of five members who are elected officials. They each serve four-year terms, which are staggered with elections held during November of each even numbered year.

The Board of Directors sets the overall goals for the District and the policies to accomplish those goals. The Board appoints a General Manager who is charged with carrying out the policy direction of the Board. The Board also appoints a Counsel, Auditor, and Board Secretary. All persons appointed to these positions serve at the pleasure of the Board.

The Board performs its duties during regularly scheduled Board meetings held at 6:30 p.m. on the first Tuesday of each month. The Board may also schedule special meetings of the Board. The public is notified in advance of all regular and special meetings of the Board as well as any meetings of standing committees, as required by law.

The Board may appoint standing or ad hoc committees to assist it in developing policy. It may also confer with consultants or other experienced specialists in water resource management in determining appropriate policies of the District.

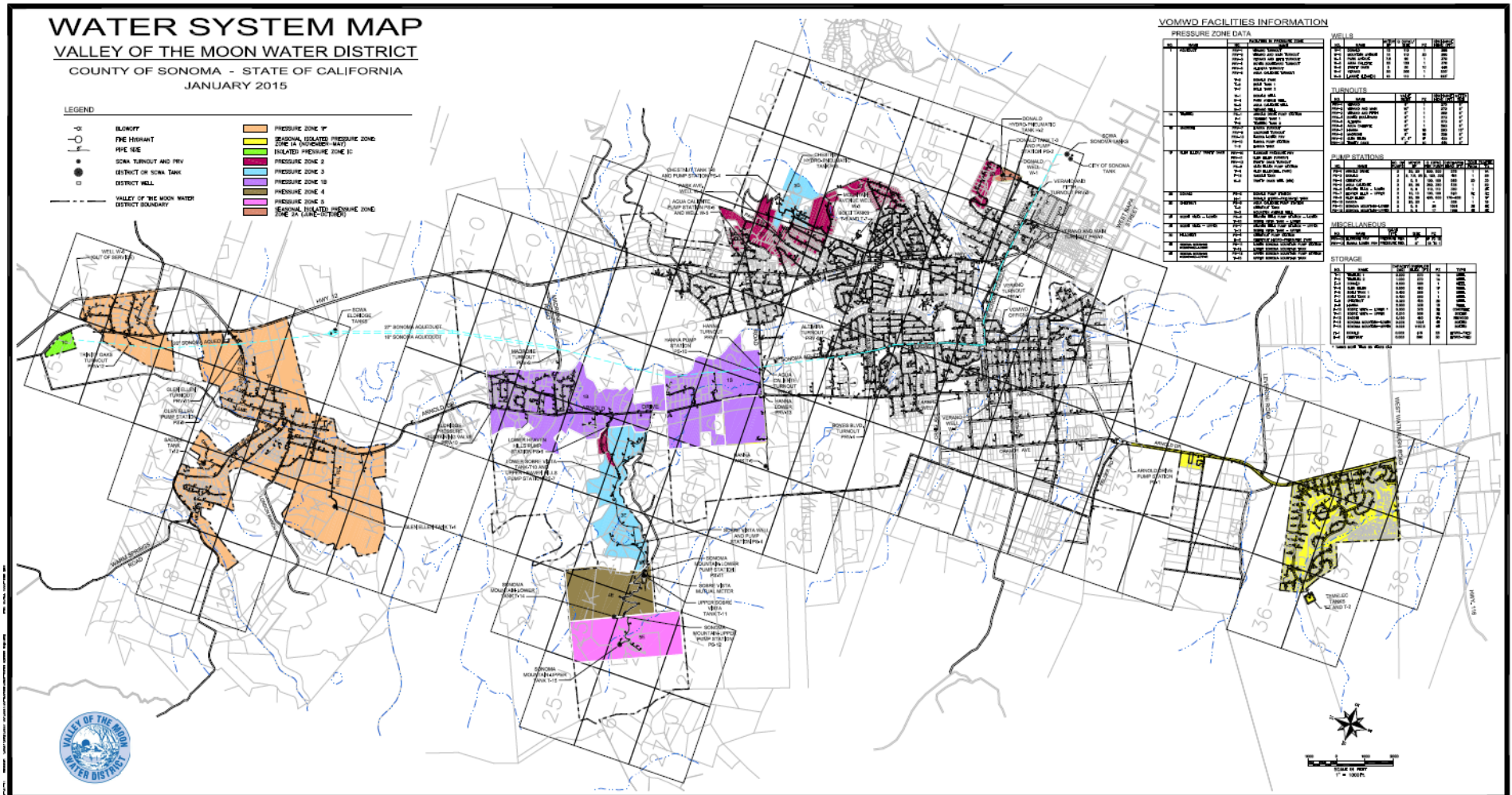
## **District Mission Statement**

It is the mission of the Valley of the Moon Water District to provide its customers with reliable, safe water at an equitable price and to ensure the fiscal and environmental vitality of the District for future generations.

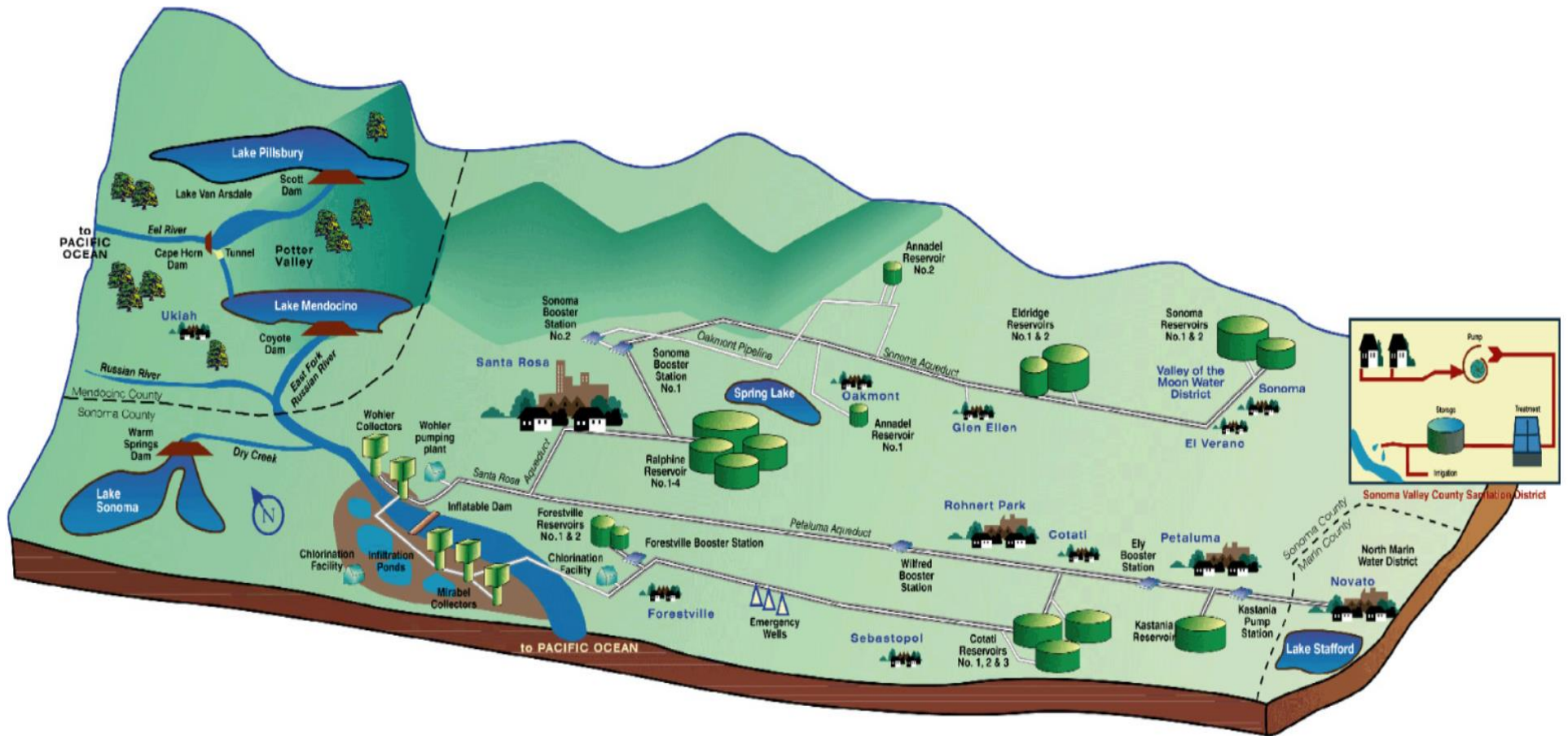
## **District Goals**

- Ensure ethical behavior in the conduct of District business.
- Conduct District business in an open manner, providing information, reasons for decisions and access to the decision-makers.
- Make decisions that result in the best value to the District.

# VOMWD Service Area Map



## Overview of Sonoma County Water Agency Transmission System Facilities





# **Department Descriptions**

## **Board of Directors**

The Board of Directors oversees all District operations by hiring and setting goals for the General Manager. The five member Board adopts policies to guide the General Manager and District staff in providing efficient and effective services to present and future District customers.

## **Administration**

The General Manager is responsible for organizing, supervising and directing activities of the District and carrying out policies set by the Board of Directors to ensure that efficient and effective services are provided through the approved policies and budget.

The administrative staff consists of an Administration and Finance Manager and two full-time employees. Responsibilities of this group include customer services, accounting, office services, human resources, risk management and public information.

Accounting:	Accounts receivable, accounts payable, payroll, general ledger, financial statements, collections, audits, annual/periodic reports, and budgets.
Asset Management:	Electronic tracking of all District assets, including electronic work orders.
Customer Service:	Billing, payments, and responding to water service related inquiries.
Human Resources:	Monitor employee agreements/compliance to agreements, recruitment and orientation of new hires, and employee evaluations.
Office Services:	Backflow program administrations, correspondence, report preparation, purchase orders, and meeting/travel coordination.
Risk Management:	Contracts and Insurance.
Public Information:	Public notices, newsletters, website, news releases, and annual water quality report.

## **Field Operations & Maintenance and Capital Improvements**

The Operations and Maintenance Department consists of an Operations & Maintenance Supervisor, six Water Distribution System Operators, and one Meter Reader.

The O&M Supervisor coordinates the operation and maintenance of a 24-hour water delivery system; plans, assigns and directs personnel involved; trains employees in operations, procedures and safety equipment; sets up and modifies operating and preventive maintenance schedules; prepares requisitions for stock and material for operations and maintenance of plant and pipeline; participates in annual inventory; responds to, investigates and resolves inquiries and complaints from public about water usage.

The primary responsibility of this department is to assure the uninterrupted delivery of water by locating and fixing leaks, flushing lines, repairing mains and operating wells. The department also monitors water quality, inspects construction projects in progress, performs preventive maintenance and repairs of pressure reducing valves, water level control valves and storage reservoirs, and performs building and ground maintenance of District facilities.

# Operations and Maintenance Budget

## Budget Description

The O&M budget for FY 2018/19 at \$5,607,767, including a transfer of \$1,316,000 to the capital improvement program, shows an increase of \$363,921 from the previous year's budget. The projected increase is due to a Groundwater Sustainability Agency funding contribution, proposed election costs, labor costs, increased water costs, and regulatory compliance (SWRCB permits, Sonoma County permits and paving).

The District's budgeted total revenue for FY 2018/19 increased due to an operating agreement with the Sonoma Developmental Center plus increased service and volumetric charges. However, water demands in total are budgeted down slightly to account for the loss in demands from the homes lost in the 2017 Firestorm. In addition to the decline in expected water demands, Verano well will be put into service this year, further reducing demands and costs for Sonoma County Water Agency purchased water.

Included in the O&M Budget are the following expenses:

- Wholesale water purchases (reduced due to addition of Verano Well)
- Employee salaries and benefits
- Directors compensation
- Building, vehicle and equipment maintenance
- Election costs
- Attorney costs
- Engineering support
- Professional services and service contracts
- Fuel
- Utilities
- Public information and outreach
- Interest on loans
- Office supplies
- Small equipment and tools
- Regulatory fees
- Well operations
- Non capital maintenance to tanks, water mains and service lines
- Water conservation

## Account Descriptions

**Purchased Water:** Water purchased from the Sonoma County Water Agency and leased wells.

**Safety & Clothing Allowance:** Safety & clothing allowance to field staff as per MOU.

**Vehicle Maintenance:** All repair and maintenance costs to District vehicles, including SMOG tests and certification, tire repair/replacement and lube and oil changes as necessary.

**Employee Relations:** Expenses related to improving employee relations and team building.

**Attorney Retainer:** Attorney fees for service.

**Engineering General Support:** Includes update to Master Water Plan and other non-CIP services.

**Misc. Expenses:** Includes tapes for board meetings, groundwater related expenses, etc.

**Advertising:** Public hearings, meetings, legal notices, employment openings.

**Outside Services:** Alarm monitoring, answering service, billing service, janitorial, landscaping, tree trimming, pest control services, annual weed abatement at District owned properties, and Underground Service Alert services.

**Annual Audit:** Annual financial statement audit and periodic consultation with District auditor.

**Bad Debts:** All uncollectible closed customer accounts that are sent for collection. If collection is made, an entry is made to offset the amount.

**Building Maintenance:** Maintenance and repairs to District owned facilities. Including, but not limited to slurry sealing parking lots, painting buildings, flooring, roofing and other necessary repairs.

**Customer Adjustments:** The District has a policy to adjust customers' accounts when leaks occur. An average usage is established by the prior history and any overage is charged at a reduced rate during one billing cycle.

**Dues/Subscriptions:** The District belongs to several water related associations and organizations. Membership in these organizations is very beneficial in that it keeps the District aware of changes in regulations, laws and current events in the water industry. Membership in ACWA enables the District to procure health benefits for employees and general liability, property and workers' compensation insurance through the ACWA Joint Powers Insurance Authority (JPIA). Subscriptions to newsletters, manuals, Water Code updates and other publications.

**Equipment Maintenance:** All maintenance to equipment other than vehicles and buildings.

**Fees (County & State):** Any work done by the Drinking Water Program is charged to the District at an hourly rate. Payment of these charges is mandatory. Also included under this account are the Hazardous Materials Program fees assessed by the Sonoma County Emergency Services, LAFCO annual fees, annual sewer fees, and miscellaneous permits.

**Fuel:** Fuel for District vehicles including backhoes and various pieces of equipment.

**Bank Charges:** Fees for direct deposit, stop payments, wire transfers, and miscellaneous other expenses.

**Liability Insurance:** Insurance for District owned facilities, including all buildings and structures, and also covers liability claims relating to District operations.

**Postage:** Postage for District correspondence and customer billing.

**Public Information:** Materials and services included for Proposition 218 notification, annual water quality report & billing inserts.

**Service Contracts:** Maintenance for handheld meter reader devices, copier and printer equipment, and computer system software, additions, maintenance and updates.

**Office Supplies:** All supplies required for the operation of the District.

**Telephone/Internet:** All telephone charges including cellular phones and internet.

**Tools & Equipment:** Small tools, new and replacement.

**Trash Disposal:** Weekly garbage pick-up and disposal.

**Utilities:** Gas & electricity for office, corporation building, pumps & booster stations.

**Professional Services:** All non-engineering professional services, including but not limited to the Urban Water Management Plan required every five years, rate studies, etc.

**Water Testing:** Water is tested from various locations throughout the District on a weekly basis. There are additional tests required periodically throughout the year.

**Water Main Maintenance:** Materials used in the repair and maintenance of main lines.

**Service Line Maintenance:** Materials used in the repair of service lines.

**Misc. System Expenses:** Includes materials other than to repair water mains & service lines.

**Well Maintenance:** Materials used in the repair & maintenance of wells.

**Pump Maintenance:** Materials used in the repairs & maintenance of pumping equipment.

**Storage Tank Maintenance:** Materials used in the repairs & maintenance of storage tanks.

**Water Conservation Program:** Water conserving devices, educational programs, & compliance with the Best Management Practices.















**Interest Expense:** Interest for loans.

**Equipment Replacement:** Fixed assets items less than \$5,000.

## Operations and Maintenance Budget

Valley of the Moon Water District			
Proposed Budget FY 18-19			
	Estimated Year End Actual	Approved Budget	Proposed Budget
REVENUES	17-18	17-18	18-19
Interest Income	\$ 26,144	\$ 13,992	\$ 32,256
Gain on Sale of Assets	-	0	-
Operating Revenue	5,091,732	5,162,710	5,445,666
Customer Penalties & Fees	45,559	50,004	46,487
Misc. Income	29,059	29,407	34,980
Leak Adjustments	(6,134)	(12,268)	(10,902)
SDC Operating Revenue			59,280
<b>TOTAL REVENUE -----&gt;</b>	5,186,360	5,243,845	5,607,767
<b>EXPENSES</b>			
<b>Salaries:</b>			
O&M - Operating	522,934	525,655	671,747
O&M - Transfer to Capital	(182,279)	(131,422)	(234,151)
Stand-By	27,047	26,856	28,432
Net O&M Operating Wages	367,702	421,089	466,029
Administration	372,217	377,797	442,530
<b>TOTAL SALARIES -----&gt;</b>	739,919	798,886	908,559
<b>Benefits:</b>			
O&M - Operating & Maintenance	116,002	138,771	158,762
Administration	72,814	83,238	90,140
Retirees	92,363	81,895	90,676
<b>TOTAL BENEFITS -----&gt;</b>	281,179	303,904	339,578
<b>Mandatory Costs:</b>			
<b>Workers Comp:</b>			
Operating & Maintenance	21,543	24,939	25,232
Acctg/Administration	4,335	5,904	4,049
<b>FICA/Medicare:</b>			
Operating & Maintenance	41,312	39,585	51,389
Administration	25,680	29,452	33,854
<b>District Portion/Retirement:</b>			
Operating & Maintenance	60,447	49,642	64,058
Administration	43,946	33,966	37,905
CalPERS Accrued Liability	119,017	119,017	139,017
<b>TOTAL MANDATORY COSTS ----&gt;</b>	316,280	302,505	355,504
<b>Travel, Training, Dues:</b>			
Operating & Maintenance	4,397	5,000	5,000
Administration	5,436	7,250	7,500
<b>TOTAL TRAVEL &amp; TRAINING -&gt;</b>	9,833	12,250	12,500
<b>Board of Directors:</b>			
Meeting Compensation	5,400	10,800	7,200
Travel & Training	4,900	8,000	7,000
<b>TOTAL BOARD EXPENSES -----&gt;</b>	\$ 10,300	\$ 18,800	\$ 14,200

## Operations and Maintenance Budget (cont.)

Valley of the Moon Water District			
Proposed Budget FY 17-18 (cont.)			
	Estimated Year	Approved	
	End Actual	Budget	Budget
	17-18	17-18	18-19
<b>SERVICES &amp; SUPPLIES</b>			
Purchased Water	\$ 1,981,977 	\$ 1,808,086	\$ 1,740,976
Safety & Clothing Allowance	4,236	7,600	7,000
Vehicle Maintenance	6,012	7,500	7,500
Election Costs	-	0	48,523
Employee Relations	1,318	3,000	3,000
Attorney Retainer	23,309	24,000	25,000
Engineering General Support	15,000	40,000	60,000
Misc. Expenses/Contributions	42,500	35,000	97,700
Advertising	(337)	500	1,000
Outside Services	24,964	30,760	24,080
Annual Audit	6,850	6,850	6,850
Bad Debts/Collections	6,817	5,000	5,000
Building Mtnc.	36,027 	34,975	21,000
Dues and Subscriptions	13,000	14,300	15,900
Equipment Mtnc./Repairs	11,153	15,100	12,000
Fees (County/State)	36,153	34,500	43,100
Fuel	18,138	17,750	18,000
Bank Charges	6,632	6,517	16,634
Liability Ins. (Incl. Losses)	42,002	40,565	28,500
Postage	21,328	27,252	24,596
Public Information	4,351	4,000	7,500
Service Contracts	29,020	37,855	44,125
Office Supplies	8,644	6,800	7,800
Telephone-Internet	8,156	9,900	11,540
Small Tools & Equipment	14,130	22,970	18,750
Trash Disposal	4,208	4,500	4,800
Utilities - PG&E	112,965 	102,000	124,500
Professional Services	 81,596	101,920	55,000
Water Testing	 21,685	18,000	42,000
Water Main Maintenance	 9,900	19,800	11,165
Service Line Maintenance	 8,916	17,400	9,602
Hydrant Repairs	-	1,800	7,000
Misc. System Maintenance	 5,637	6,768	8,269
Wells Maintenance	 3,931	6,600	5,435
Pump Maintenance	 5,705	6,600	4,152
Storage Tank Maintenance	 4,955	4,000	8,740
Water Conservation Program	 9,178	14,368	6,500
Abandoned Projects	-	-	-
Interest Expense	 57,144	71,640	68,904
Equipment Replacement	 6,074	7,353	8,600
<b>TOTAL SERVICES &amp; SUPPLIES</b>	2,693,273	2,623,528	2,660,741
<b>TOTAL EXPENSES</b>	4,050,784	4,059,873	4,291,082
<b>REVENUES LESS EXPENSES</b>	1,135,576	1,183,972	1,316,685
<b>BUDGETED ALLOCATION TO CIP</b>	(1,400,000)	(1,400,000)	(1,316,000)
<b>TRANSFER (TO) FROM RESERVES</b>	\$ 264,424	\$ 216,028	\$ -
<b>SURPLUS/(DEFICIT)</b>	-	-	685

# Capital Improvement Program Budget

## Capital Improvement Program Budget Description

The District's five-year Capital Improvement Program (CIP) is updated annually. The updated CIP Program covers fiscal years 2018/19 through 2022/23. The basis for the plan is contained in four references. These are: 1. "The Master Water Plan" by Brelje & Race, April 2007; 2. "The Strategic Water Supply Plan", by John Olaf Nelson Water Resources Management, January 1999, 3. "The Master Plan for Groundwater Development and Management", by Luhdorff & Scalmanini, April 1999; and, 4. "The Water Storage Plan", by Brelje & Race, May 1999.

The Board of Directors by Resolution No. 180504 authorized the budget for the first year CIP (FY 2018/19) for \$3,257,000. The projected CIP needs for FYs 2018/19 through 2022/23 have been reviewed by the Board and are considered best estimates at this time.

Significant projects in the CIP for FY 2018/19 include:

- Replacement of Saddle Tank (lost during 2017 Firestorm)
- Meter Replacement Program- Advanced Metering Infrastructure
- Boyes Bridge Blvd Pipeline Replacement
- Valve Replacement Program
- Walnut Ave, Oak St. & Penny Ln. Water Main Replacement
- Safety and Security Upgrades at District Office and Remote Facilities
- Engineering work for the next section of water main replacement and new well
- Preliminary engineering work for new District well

The projections for subsequent fiscal years (2019/20 through 2022/23) are \$1,149,500; \$1,652,500; \$1,462,500 and \$1,477,500 respectively.

## Sources of Funds for the Five Year Capital Improvement Program

### **Available Fund Balance:**

Total available reserves are reported to the Board monthly. The reserves are determined, as shown below, by deducting the Contingency for Emergencies and the Board Designated Reserves from the Enterprise Fund balance.

Estimated Water Enterprise Fund balance 6/30/18	\$4,639,679 <sup>1</sup>
Add : Annual CIP Allocation	1,316,000
Add : Estimated Capacity & Front-Foot	84,000
Less: Board Designated Reserves: Operations & Maintenance	(1,000,000)
Less: Board Designated Reserves: Rate Stabilization Fund	(175,000)
Less: Board Designated Reserves: CIP	(880,000)
Estimated funding available for five year CIP	<u>\$3,984,679</u>

<sup>1</sup> Amount to be adjusted at year-end close out.

**Annual Revenue from Water Use and Service Charges:**

It is anticipated that the Board, through the annual budget process, will allocate funds each fiscal year to the Capital Improvement Program (CIP) from revenues derived from water usage and service charges. The proposed 5-year CIP assumes allocations of \$1,316,000, \$1,400,000, \$1,450,000, \$1,500,000, \$1,550,000, respectively for FY 18/19 through FY 22/23. Total projected CIP needs for the 5-year period, based on 2018 dollars is \$8,999,000.

**Annual Revenue from Capacity Charges and Front Foot Charges:**

The District requires customers applying for water service to pay a Capacity Charge and if applicable, a Front Foot Charge. These charges are also used for funding the CIP. The estimated revenue for FY 2018/19 is \$84,000.

Due to the unpredictability of Capacity and Front Foot Charges as a revenue source, a conservative estimate has been included for each fiscal year based largely on past experience. Capacity charges can only be used for capital improvements that add additional capacity – new pipelines, storage facilities, and wells, etc.

**Other Sources of Funds:**

Other capital improvement funds may be obtained from outside sources, such as Federal, State or County grants, and or loans. These funds can be budgeted only after such sources are “firmed up”.

Additional sources of funds include developer-funded projects. Often District water mains must be installed or upgraded as part of new development projects. These projects are not identified in the CIP as they are unknown at this time and are neutral in terms of income versus expense and result in contributed infrastructure. These projects are booked by the District at the project cost, when completed and accepted then are reflected in the annual financial statement as “Contributions in Aid to Construction” and thereby become part of the District’s depreciable fixed assets.

Charges are also assessed at the time of connection for meters and service lines, fire hydrants, reduced pressure devices and any other materials and features needed to be supplied by the District to accommodate the new connection. These charges compensate the District for actual cash outlays including associated labor and overheads. Income from these charges is not included in the budget but is booked at the time of receipt as “Contributions in Aid to Construction”.

**Debt Repayment****Westamerica Bank**

The current outstanding balance is \$775,483 (original loan amount \$2,833,992). The annual debt service for this loan is estimated at \$213,638 per year, through FY 2021/22. The principal portion for FY 2018/19 is \$182,619.

**California Infrastructure Development Bank (I-Bank)**

The current outstanding balance is \$443,429 (original loan amount \$810,000). The annual debt service for this loan is estimated approximately \$58,000 per year, through FY2027/28. The principal portion for FY 2018/19 is \$42,015.



### 5 Year Revenue and Expense Summary

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	TOTAL
<b>Rev:</b>						
Beginning Fund Balance	4,649,679	513,045	276,275	-	-	
Annual CIP Allocation	1,316,000	1,400,000	1,450,000	1,500,000	1,550,000	\$ 7,216,000
Front Foot Charges	19,000	21,000	23,000	25,000	25,000	\$ 113,000
Capacity Charges	65,000	70,000	75,000	80,000	80,000	\$ 370,000
Beginning Fund Balance + Total Revenues	6,049,679	2,004,045	1,824,275	1,605,000	1,655,000	
<b>Less:</b>						
Capital Improvement Projects	3,257,000	1,149,500	1,652,500	1,462,500	1,477,500	\$ 8,999,000
Debt Service - Westamerica (principal pmt)	182,619	189,923	197,520	205,421		\$ 775,483
Debt Service - I-Bank (principal pmt)	42,015	43,347	44,721	46,139	47,601	\$ 223,823
Total Expenditures	3,481,634	1,382,770	1,894,741	1,714,060	1,525,101	\$ 9,998,306
<b>Less:</b>						
Operations & Maintenance Reserves	1,000,000					\$ 1,000,000
Rate Stabilization Reserve Fund	175,000	125,000	100,000	100,000		\$ 500,000
CIP Reserves	880,000	220,000	(170,466)	(209,060)	129,899	\$ 850,373
<b>Ending Fund Balance</b>	<b>\$ 513,045</b>	<b>\$ 276,275</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**5 Year Capital Improvement Plan**  
**VALLEY OF THE MOON WATER DISTRICT**  
*Five year Capital Improvement Program*

<b>CIP Proj #</b>	<b>Project Title</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>Totals</b>
9300	Meter Replacement Program	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ 1,100,000
2947	Walnut Ave, Oak St. & Penny Ln. Water Main Replacement	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
2957	Equipment Replacement	\$ 129,500	\$ 25,000	\$ 125,000	\$ 80,000	\$ 90,000	\$ 449,500
2958	Emergency Preparedness Equipment: Generator at Sobre Vista Lower Booster	\$ 40,000	\$ -	\$ -		\$ -	\$ 40,000
2966	Hillside Stabilization at Donald Tank & Booster	\$ 50,000	\$ 200,000	\$ -		\$ -	\$ 250,000
2967	Boyes Blvd. Bridge Pipeline Replacement	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
2973	Safety and Security Upgrades at District Office and Remote Facilities	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
2978	New Storage in Glen Ellen zone (Anticipated FEMA reimbursement shown in FY 19-20)	\$ 1,500,000	\$ (500,000)	\$ -	\$ -	\$ -	\$ 1,000,000
6000	Polybutylene Service Replacements (Leak Response)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
6002	Service Replacement Other Than Polybutylene	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 95,000

## 5 Year Capital Improvement Plan (cont.)

### **VALLEY OF THE MOON WATER DISTRICT**

*Five year Capital Improvement Program*

CIP Proj #	Project Title	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Totals
6003	Planned Polybutylene Service Replacements	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
8100	Valve Replacement Program	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
9100	Unanticipated Capital Expenditures	\$ 62,500	\$ 65,000	\$ 67,500	\$ 70,000	\$ 72,500	\$ 337,500
TBD	Gibson St., Riddle Rd Easement, Sobre Vista (near Lake Josephine), Brookview & Lomita Water Main Replacements	\$ 40,000	\$ 275,000	\$ -	\$ -	\$ -	\$ 315,000
TBD	Bolli Tanks Recoating & Railing Retrofit	\$ -	\$ 245,000	\$ -	\$ -	\$ -	\$ 245,000
TBD	County of Sonoma Paving Projects requiring adjustments and or relocation of District facilities	\$ 55,000	\$ 57,500	\$ 60,000	\$ 62,500	\$ 65,000	\$ 300,000
TBD	PRV upgrade GE & Trinity - SS fittings	\$ -	\$ 82,000	\$ -	\$ -	\$ -	\$ 82,000
TBD	New Well No. 9 Engineering (construction to be loan financed)	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
TBD	New Well No. 10 Engineering (construction to be loan financed)	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
TBD	Next Phase(s) of Main Replacement	\$ -	\$ 75,000	\$ 1,175,000	\$ 1,175,000	\$ 1,175,000	\$ 3,600,000
	<b>TOTAL CONSTRUCTION</b>	<b>\$ 3,257,000</b>	<b>\$ 1,149,500</b>	<b>\$ 1,652,500</b>	<b>\$ 1,462,500</b>	<b>\$ 1,477,500</b>	<b>\$ 8,999,000</b>

## Water Capacity Charges AB 1600 Annual Report for FY 2016 – 17

### VALLEY OF THE MOON WATER DISTRICT

#### Water Capacity Charges

#### AB 1600 Annual Report for FY 2016-17 (connection fees collected and expended)

	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>
<b>Beginning Balance</b>	(28,895)	37,229	4,426	(112,488)	176,581
Connection Fees Collected	109,906	243,538	185,880	525,640	175,007
Interest Earned	297	560	539	1,524	891
<b>Funds Available</b>	81,308	281,327	190,845	414,677	352,478
Projects funded from connection fees	44,079	276,901	303,333	238,096	861,983
<b>Unexpended Balance</b>	37,229	4,426	(112,488)	176,581	(509,504)

# Investment Policy

## Annual Statement of Investment Policy

### PURPOSE

The purpose of this document is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment process and to organize and formalize investment-related activities. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The ultimate goal is to enhance the economic status of the Valley of the Moon Water District (District) while protecting its pooled cash.

The investment policies and practices of the District are based on state law and prudent money management. District moneys not required for immediate expenditure will be invested in compliance with governing provisions of law (Government Code Sections 53600 *et.al.*, SB 866 and SB564) and this policy. The District will maintain adequate cash availability and maximum yield on invested funds while insuring that the principal amount invested is protected from loss. The investment of bond proceeds is to be restricted by the provisions of relevant bond documents.

Investments will be made in a range of instruments to insure diversification of the District's portfolio and liquidity of assets in an emergency situation. Deposit of funds with the State Treasurer's Local Agency Investment Fund (LAIF) in accordance with Section 16429.1 of the Government Code, or deposit of funds with the Sonoma County Pooled Investment Fund will satisfy this requirement. A policy of safety, liquidity, and yield will prevail at all times, with emphasis on safety.

### OBJECTIVE

The District has a fiduciary responsibility to maximize the productive use of all the assets entrusted to its care and to invest and manage those public funds wisely and prudently. As such, the District shall strive to maintain the level of investment of all idle funds as near 100% as possible through projected cash flow determinations, investing in those investment vehicles deemed prudent and allowable under current legislation of the State of California and the regulations of the District.

It is the policy of the District to make investments based on the following specific objectives listed in order of priority:

1. Safety: The primary objective is to safeguard the principal of funds.
2. Liquidity: The secondary objective shall be to meet liquidity needs of District.
3. Yield: The third objective shall be to achieve a return on funds

#### DEFINITION AND PROVISION OF THE GOVERNMENT CODE

The District's Board of Directors will act as the investment authority of the District. Collateral established as security for District funds will be those securities specified by law as eligible for collateral for deposits of local public agencies. Investment of District moneys not required for immediate expenditure will be made in securities or other certificates of indebtedness as provided by law for the investment of public funds. Investments will be made in accordance with this policy.

#### CASH FLOW AND AVAILABILITY

The District shall maintain, in the LAIF, or the Sonoma County Treasurer's Pooled Investment Fund, or Certificate of Deposits, money available for immediate use.

#### PREFERRED INVESTMENT INSTRUMENTS

The District investment portfolio may include, but are not limited to, the following instruments:

- State Local Agency Investment Fund
- Sonoma County Pooled Investment Fund
- Certificates of Deposit purchased from banks or savings and loan institutions
- Passbook Savings Account
- Treasury Bills & Notes
- Customer side water related improvement loans
- Additional instruments not specifically delineated in this policy require prior Board approval

#### AMOUNTS TO BE INVESTED

The District will maintain a cash flow analysis for projection of needed funds. All funds not required for immediate use will be invested.

#### GENERAL INVESTMENT & ACCOUNTING GUIDELINES

1. As far as possible, all money shall be deposited for safe-keeping in state or national banks or state or federal savings and loan association or may be invested as provided in Section 53635 of the government code.
2. Not more than 30 percent of the District funds shall be invested in any one single institution other than the following funds:
  1. The State Local Agency Investment Fund.
  2. The Sonoma County Pooled Investment Fund
3. All interest, including interest on the reserve for capital outlay, capital replacements, new connections, reserve for variation in water sales, and the general reserve, shall be credited to the appropriate funds.
4. Accounts shall be established and maintained in the District accounting records to record the surplus and inactive funds invested at all times in accordance with the

State Controller's chart of accounts as authorized by Section 53891 of the Government Code.

5. Reserve fund account balances shall be maintained separately and shall reflect at all times the balance in each reserve fund in a manner consistent with generally accepted accounting practices.
6. Depositories having custody of the District funds shall be directed to forward copies of all correspondence concerning the District funds to the Valley of the Moon Water District, P.O. Box 280, El Verano, CA 95433.
7. Verification that moneys have been on deposit at all times and collateralized in amounts equal to or in excess of funds designated by the Board of Directors as reserve funds shall be made in the annual audit records.
8. The Board of Directors shall be delegated the authority and responsibility to invest or to reinvest funds of the Valley of the Moon Water District or to sell or exchange securities so purchased in accordance with Section 53607 of the Government Code.
9. The Board should, from time to time, determine which reserve funds are surplus and which are inactive.
10. No investments shall be made in financial futures or financial option contracts which are otherwise allowed pursuant to Section 53601.1 of the Government Code.

#### GUIDELINES BY TYPE OF INVESTMENT

Certificates of Deposit: Cash will be invested only in FDIC or FSLIC insured or fully collateralized certificates of deposit. Collateral for a given investment must be 110% of principle for government securities collateral and 150% of principal for first mortgage collateral. No more than \$100,000 of the District's portfolio shall be invested in any one institution. An institution must meet the following criteria to be considered by the District:

- The District will not invest in any institution less than four years old.
- The institution must maintain a net worth to asset ratio of at least 2.5%, and a positive earnings record.
- The bank or institution must be located in California.

State Local Agency Investment Fund: The investment with LAIF may not, by State regulations, exceed \$20 million.

Sonoma County Pooled Investment Fund: The investment with the County of Sonoma is subject to the County of Sonoma Investment Policy.

#### MATURITY OF INVESTMENT

With the exception of Treasury notes, the maturity of given investment will not exceed one year. Treasury notes may be purchased for a period not to exceed three years.

#### USE OF SECURITIES DEALERS AND BROKERS

All investments will be placed by or under the supervision of the Board of Directors, with appropriate financial advice, as necessary.

#### INVESTMENT REPORTS TO THE BOARD OF DIRECTORS

Each month, the General Manager shall furnish to the Board of Directors a detailed listing of investments, date of purchase, date of maturity, institution where investment was placed, and interest rate on investment, in accordance with Section 53646(b) of the Government Code.



# Enabling Documents

## RESOLUTION NO. 180503

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON WATER DISTRICT ADOPTING THE FISCAL YEAR 2018-19 OPERATIONS AND MAINTENANCE BUDGET, THE ANNUAL STATEMENT OF INVESTMENT POLICY, AND THE ANNUAL AB 1600 REPORT

*WHEREAS*, the Valley of the Moon Water District (District) is required to adopt a final operations and maintenance (O&M) budget and an annual statement of investment policy for the fiscal year 2017-18; and

*WHEREAS*, the District desires to display its compliance with AB 1600 in the annual budget documents; and

*WHEREAS*, the Board of Directors of the District has conducted a public hearing and considered both a preliminary and a final operations and maintenance budget and an annual statement of investment policy for the fiscal year 2018-19.

*NOW, THEREFORE, BE IT RESOLVED* that the final operations and maintenance budget packet in its entirety for fiscal year 2018-19, the annual statement of investment policy, and the AB 1600 report are attached hereto and made a part hereof by reference, are hereby adopted.

THIS RESOLUTION PASSED AND ADOPTED THIS 1<sup>st</sup> DAY OF MAY, 2018, by the following votes:

Director Adams

*Aye*

Director Foreman

*Aye*

Director Linfante

*Aye*

Director Heneveld

*Aye*

Director Prushko

*Yes*

By

*[Signature]*  
President

By

*[Signature]*  
Secretary

AYES

*(5)*

NOES

*0*

ABSENT

*0*

ABSTAIN

*0*

I HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the board of Directors of Valley of the Moon Water District, held on the 1<sup>st</sup> day of May, 2018, of which meeting all Directors were duly notified and at which meeting a quorum was present at all times and acting.

By

*[Signature]*  
Secretary

RESOLUTION NO. 180504

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON WATER DISTRICT ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2018-19 THROUGH 2022-23 AND APPROVING FUNDS FOR FISCAL YEAR 2018-19 CAPITAL IMPROVEMENT PROGRAM BUDGET**

*WHEREAS*, it is desirable for the Valley of the Moon Water District (District) to have a five-year capital improvement program (CIP) to provide policy and procedural guidance for planning and accomplishing improvements to the District's water system and capital equipment; and

*WHEREAS*, staff has prepared such a CIP for the fiscal years 2018-19 through 2022-23, and presented it to the Board of Directors, with recommendation to adopt the same.

*NOW, THEREFORE, BE IT RESOLVED* that the CIP for the fiscal years 2018-19 through 2022-23, attached hereto and made a part hereof by reference is hereby adopted.

*BE IT FURTHER RESOLVED THAT* funding for fiscal year 2018-19 CIP budget is hereby approved.

THIS RESOLUTION PASSED AND ADOPTED THIS 1<sup>st</sup> DAY OF MAY, 2018, by the following votes:

Director Adams



Director Foreman



Director Linfante



Director Heneveld



Director Prushko



AYES 

NOES 

ABSENT 

ABSTAIN 

By



President

By



Secretary

I HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the board of Directors of Valley of the Moon Water District, held on the 1<sup>st</sup> day of May, 2018, of which meeting all Directors were duly notified and at which meeting a quorum was present at all times and acting.

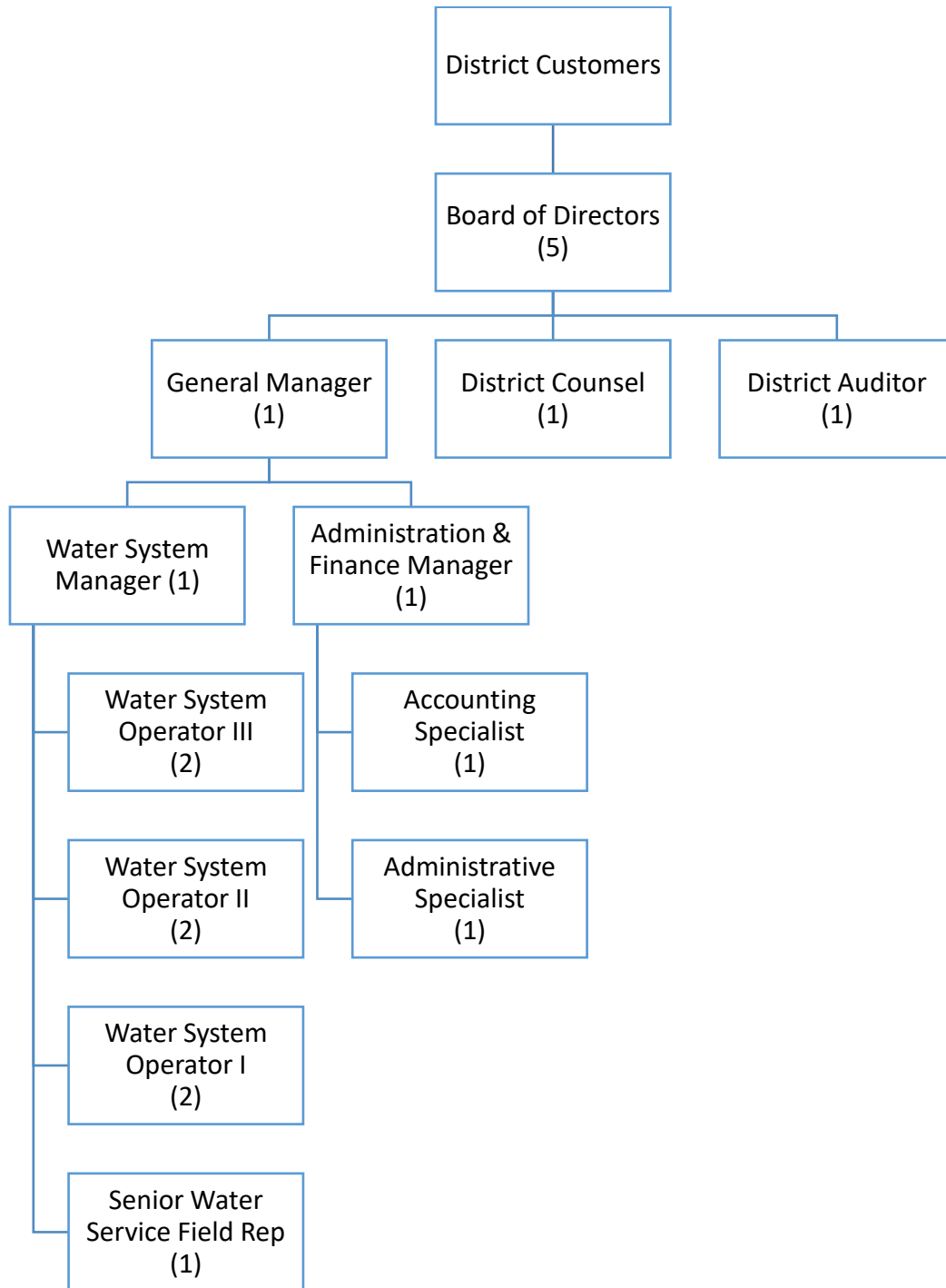
By



Secretary

# Appendix A

## Organizational Chart



## District Salary Table and Job Descriptions

Salary table at Median Salaries to Comparable Agencies<sup>2</sup>

	A	B	C	D	E	Full Time Employees
<b>Administrative Specialist</b>	4,671	4,905	5,150	5,408	5,678	1
<b>Senior Administrative Specialist</b>	5,150	5,408	5,678	5,962	6,260	0
<b>Accounting Specialist</b>	5,094	5,348	5,616	5,897	6,191	1
<b>Senior Accounting Specialist</b>	5,616	5,897	6,191	6,501	6,826	0
<b>Administration &amp; Finance Manager</b>	8,527	8,953	9,401	9,871	10,365	1
<b>Water Service Field Rep</b>	4,489	4,714	4,950	5,197	5,457	0
<b>Senior Water Service Rep</b>	4,949	5,197	5,457	5,730	6,016	1
<b>Water System Operator I</b>	5,246	5,508	5,783	6,072	6,376	2
<b>Water System Operator II</b>	5,783	6,072	6,376	6,694	7,029	2
<b>Water System Operator III</b>	6,376	6,694	7,029	7,380	7,746	2
<b>Senior Water System Operator</b>	6,772	7,111	7,467	7,840	8,232	0
<b>Water System Manager</b>	8,735	9,172	9,630	10,112	10,618	1
<b>General Manager</b>	Set by Contract					1

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<sup>2</sup> North Marin Water District, Solano Irrigation District, City of Santa Rosa, Marin Municipal Water District, Town of Windsor, City of Napa, City of Petaluma, Diablo Water District, City of Healdsburg, City of Sonoma

## VALLEY OF THE MOON WATER DISTRICT

### ADMINISTRATIVE SPECIALIST

#### Job Description

#### DEFINITION

Under general supervision from the Administration and Finance Manager, this position is responsible for customer service, processing all customer bills and payments, working directly with the District's meter reader to ensure timely and accurate bills, and implementing the administrative side of special projects (backflow compliance tracking, etc.).

#### CLASS CHARACTERISTICS

This is a journey level customer service and administrative position. This position differs from that of the Senior Administrative Specialist position by having less autonomy and discretion in performing the job duties.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administration and Finance Manager. Indirect supervision may be exercised over interns.

#### TYPICAL DUTIES

Performs all duties related to customer service and accounts receivable.

Additionally:

- Create a positive customer experience while taking payments in person and assisting customers over the phone.
- Answer customer questions, investigate and resolve complaints pertaining to utility billing procedures; compute and prepare water bills; review, audit, analyze and reconcile customer billing records and make adjustments as needed.
- Determine and resolve utility payment problems and mis-readings; research, recalculate and adjust incorrect bills.
- Prepare work orders for field staff to investigate and repair meters, disconnect, restore, or verify services and to perform other service related changes.
- Use the District's electronic asset management program for customer work orders.
- Maintain a complex set of accounting records that require the ability to review, code, post, balance, adjust and summarize fiscal transactions or statistical data.
- Reconcile data to prepare clear and accurate reports and statements.
- Compile reports including, but are not limited to; the annual backflow testing program, lead & copper testing program; preparing monthly bacterial test report, etc.
- Create purchase orders upon request.

#### KNOWLEDGE AND ABILITIES

Knowledge of:

- Proper English (spelling and grammar).

- Office equipment such as computers, copiers, and FAX machines.
- Appropriate computer software office applications.

Ability to:

- Adhere to prescribed work schedule to conduct job responsibilities.
- Read, analyze, and interpret general business correspondence and documents.
- Provide excellent customer service and working relationships with District customers, co-workers, Directors and outside agencies.
- Manage multiple projects and ensure that objectives and timelines are met.
- Understand mathematical concepts and perform necessary computations.

MINIMUM QUALIFICATION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have the following qualifications:

- A minimum of two years working in a customer service environment.
- Completion of the twelfth (12<sup>th</sup>) grade or equivalent. Associates degree in Business Administration or Public Administration is desirable, however, any combination of education, training and experience that would provide the required knowledge and abilities could be qualifying.
- Possession and retention of a valid California driver's license.

WORKING CONDITIONS

- Work at a desk for entire workday and days exceeding 8hrs
- Limited exposure to sun and walking on uneven job sites
- Work in an office environment, lift and move objects up to 25 pounds
- Sufficient finger/hand coordination and dexterity to operate office equipment
- Regularly uses a telephone for communication
- Hearing and vision within normal ranges with or without correction
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

## VALLEY OF THE MOON WATER DISTRICT

### SENIOR ADMINISTRATIVE SPECIALIST

#### Job Description

#### DEFINITION

Under general supervision from the Administration and Finance Manager, this position is responsible for customer service, processing all customer bills and payments, working directly with the District's meter reader to ensure timely and accurate bills, implementing the administrative side of special projects (backflow compliance tracking, etc.), and implementing electronic work orders.

#### CLASS CHARACTERISTICS

This is an advanced journey level customer service and administrative position. This position differs from that of the Administrative Specialist position by having more autonomy and discretion in performing the job duties.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administration and Finance Manager. Indirect supervision may be exercised over interns.

#### TYPICAL DUTIES

Performs all duties related to customer service, accounts receivable and special administrative projects.

Additionally:

- Create a positive customer experience while taking payments in person and assisting customers over the phone.
- Answer customer questions, investigate and resolve complaints pertaining to utility billing procedures; compute and prepare water bills; review, audit, analyze and reconcile customer billing records and make adjustments as needed.
- Determine and resolve utility payment problems and mis-readings; research, recalculate and adjust incorrect bills.
- Prepare work orders for field staff to investigate and repair meters, disconnect, restore, or verify services and to perform other service related changes.
- Implement the District's electronic asset management program for customer work orders.
- Maintain a complex set of accounting records that require the ability to review, code, post, balance, adjust and summarize fiscal transactions or statistical data.
- Reconcile data to prepare clear and accurate reports and statements.
- Compile reports including, but are not limited to; the annual backflow testing program, lead & copper testing program; preparing monthly bacterial test report, etc.
- Create purchase orders upon request.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

- Proper English (spelling and grammar).
- Office equipment such as computers, copiers, and FAX machines.
- Appropriate computer software office applications.

### Ability to:

- Adhere to prescribed work schedule to conduct job responsibilities.
- Read, analyze, and interpret general business correspondence and documents.
- Provide excellent customer service and working relationships with District customers, co-workers, Directors and outside agencies.
- Manage multiple projects and ensure that objectives and timelines are met.
- Understand mathematical concepts and perform necessary computations.

## MINIMUM QUALIFICATION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have the following qualifications:

- A minimum of four years working in a customer service / administrative lead environment.
- Completion of the twelfth (12<sup>th</sup>) grade or equivalent. Associates degree in Business Administration or Public Administration is desirable, however, any combination of education, training and experience that would provide the required knowledge and abilities could be qualifying.
- Possession and retention of a valid California driver's license.

## WORKING CONDITIONS

- Work at a desk for entire workday and days exceeding 8hrs
- Limited exposure to sun and walking on uneven job sites
- Work in an office environment, lift and move objects up to 25 pounds
- Sufficient finger/hand coordination and dexterity to operate office equipment
- Regularly uses a telephone for communication
- Hearing and vision within normal ranges with or without correction
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions



## VALLEY OF THE MOON WATER DISTRICT

### ACCOUNTING SPECIALIST

#### Job Description

#### DEFINITION

Under general supervision from the Administration and Finance Manager, this position maintains District accounting records, prepares financial documents and reports and performs related work as required.

#### CLASS CHARACTERISTICS

This is a journey level accounting position. This position differs from that of the Senior Accounting Specialist position by having less autonomy and discretion in performing the job duties.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administration and Finance Manager. Indirect supervision may be exercised over interns and the Administrative Specialist.

#### TYPICAL DUTIES

Performs all duties related to accounts payable, payroll, general ledger, journal entries, monthly and annual closures.

Additionally:

- Administer employee benefits and insurance policies.
- Prepare periodic and annual reports.
- Maintain bank account records.
- Maintain appropriate records concerning District projects and property.
- Maintain fixed asset and investment records.
- Take customer payments, count the daily receipts and maintain petty cash.
- Assist the Administration and Finance Manager in duties required by the Board of Directors.
- Perform front line customer service in person and via phone for District customers.
- Perform related duties as required.

This position may include cross-training, under the direction of the Administration and Finance Manager, of the Administrative Specialist duties. This may include receiving and posting customer payments, answering phones, special administrative projects, and performing other related work as required.

#### KNOWLEDGE AND ABILITIES

Knowledge of:

- Proper spelling and grammar.
- Accounting and bookkeeping principles and practices.

- Federal and State employment laws.
- Office equipment such as computers, copiers, and FAX machines.
- Appropriate computer software office applications (Word, Excel, etc.).

Ability to:

- Adhere to prescribed work schedule to conduct job responsibilities.
- Write reports and prepare written correspondence in a clear and concise manner.
- Read, analyze, and interpret general business correspondence, documents, technical journals, government regulations and construction plans.
- Ensure acceptable customer service and working relationships with District customers, co-workers, Directors and outside agencies.
- Manage multiple projects and ensure that objectives and timelines are met.
- Understand mathematical concepts and perform necessary computations.

MINIMUM QUALIFICATION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have the following qualifications:

- Minimum of two years processing payroll, AP and related accounting functions.
- Advanced proficiency in Microsoft computer programs including Word and Excel.
- Degree in business administration, accounting or related field is desired but any combination of education, training and experience which would provide the required knowledge, skills and abilities would be qualifying.
- Possession and retention of a valid California driver's license.

WORKING CONDITIONS

- Work at a desk for entire workday and days exceeding 8hrs
- Limited exposure to sun and walking on uneven job sites
- Work in an office environment, lift and move objects up to 25 pounds
- Sufficient finger/hand coordination and dexterity to operate office equipment
- Regularly uses a telephone for communication
- Hearing and vision within normal ranges with or without correction
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

## VALLEY OF THE MOON WATER DISTRICT

### SENIOR ACCOUNTING SPECIALIST

#### Job Description

#### DEFINITION

Under general supervision from the Administration and Finance Manager, this position maintains District accounting records, prepares financial documents and reports and performs related work as required.

#### CLASS CHARACTERISTICS

This is an advanced journey level accounting position. This position differs from that of the Accounting Specialist position by having more autonomy and discretion in performing the job duties, and increased involvement in the annual audit and financial statements.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administration and Finance Manager. Indirect supervision may be exercised over interns and the Administrative Specialist.

#### TYPICAL DUTIES

Performs all duties related to accounts payable, payroll, general ledger, journal entries, monthly and annual closures.

Additionally:

- Prepare audit work papers and assists in the annual audit.
- Prepare monthly financial statements and budget requests.
- Assist with annual preparation of operating and capital budgets.
- Administer employee benefits and insurance policies.
- Prepare periodic and annual reports.
- Maintain bank account records.
- Maintain appropriate records concerning District projects and property.
- Maintain fixed asset and investment records.
- Take customer payments, count the daily receipts and maintain petty cash.
- Assist the Administration and Finance Manager in duties required by the Board of Directors.
- Perform front line customer service in person and via phone for District customers.
- Perform related duties as required.

This position may include cross-training, under the direction of the Administration and Finance Manager, of the Senior Administrative Specialist duties. This may include receiving and posting customer payments, answering phones, special administrative projects, and performing other related work as required.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

- Proper spelling and grammar.
- Accounting and bookkeeping principles and practices.
- Federal and State employment laws.
- Office equipment such as computers, copiers, and FAX machines.
- Appropriate computer software office applications (Word, Excel, etc.).

### Ability to:

- Adhere to prescribed work schedule to conduct job responsibilities.
- Write reports and prepare written correspondence in a clear and concise manner.
- Read, analyze, and interpret general business correspondence, documents, technical journals, government regulations and construction plans.
- Ensure acceptable customer service and working relationships with District customers, co-workers, Directors and outside agencies.
- Manage multiple projects and ensure that objectives and timelines are met.
- Understand mathematical concepts and perform necessary computations.

## MINIMUM QUALIFICATION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have the following qualifications:

- Minimum of two years processing payroll, AP and related accounting functions.
- Advanced proficiency in Microsoft computer programs including Word and Excel.
- Degree in business administration, accounting or related field is desired but any combination of education, training and experience which would provide the required knowledge, skills and abilities would be qualifying.
- Possession and retention of a valid California driver's license.

## WORKING CONDITIONS

- Work at a desk for entire workday and days exceeding 8hrs
- Limited exposure to sun and walking on uneven job sites
- Work in an office environment, lift and move objects up to 25 pounds
- Sufficient finger/hand coordination and dexterity to operate office equipment
- Regularly uses a telephone for communication
- Hearing and vision within normal ranges with or without correction
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

## VALLEY OF THE MOON WATER DISTRICT

### ADMINISTRATION AND FINANCE MANAGER

#### Job Description

#### DEFINITION AND CLASS CHARACTERISTICS

This is a highly responsible supervisory position in the Administrative Department of the Valley of the Moon Water District. Under general supervision of the General Manager, the Administration and Finance Manager is responsible for all financial, administrative, and human resources activities of the District. Supervision is exercised over a group of skilled professional employees engaged in finance, accounting and billing activities.

#### SUPERVISION RECEIVED AND EXERCISED

Reports directly to the General Manager and provides direct supervision to all office positions.

#### TYPICAL DUTIES

Pertaining to three broad categories, typical duties include, but are not limited to:

##### Administrative:

- Serve as District Deputy Board Secretary and attend all monthly Board meetings
- Prepare appropriate notice of Board activities per the Brown Act
- Provide all Board materials including agendas, minutes, resolutions, etc.
- Ensure Board meetings follow a parliamentary procedure format
- Draft ordinances, policies, contracts, bid specifications, and other documents
- Administer construction contracts from inception through capitalization of fixed assets
- Coordinate vendors and contractors regarding District services such as telephones, IT, security systems, insurance, janitorial, etc.
- Update water supply and quality reports and file with local and state agencies
- Prepare the annual consumer confidence report
- Perform data analysis using Excel and the District's billing software
- Oversee staff that is responsible for file management, customer correspondence and other administrative duties

##### Finance:

- Develop and monitor the District's \$5 million O&M and Capital budgets
- Analyze financial requirements of the District and assist with rate recommendations
- Maintain appropriate funds for the District's CalPERS retirement obligation
- Manage Prop 218 rate noticing requirements
- Ensure District finances are performed in accordance with proper accounting principles
- Arrange and participate in the annual financial audit
- Coordinate banking and investment activities including maintaining appropriate signature authorization records
- Supervise financial and customer service staff that maintain the general ledger, accounts receivable/payable, bank transfers, payroll, customer deposits and counter support
- Resolve elevated or sensitive customer service or financial issues

#### Human Resources:

- Manage the recruitment process for all new hires from advertising through pre-employment screening and new employee orientation
- Maintain the employee handbook to reflect current labor laws and practices
- Adhere to all public employee compensation requests
- Administer employee benefits and workers' compensation programs

Performs all other related duties as required.

#### Qualifications

Individual must be able to review and interpret accounting and finance documents to ensure accuracy of information and calculations and conformance with policies, procedures, and guidelines; utilize a strong sense of financial accountability and budgetary decision-making skills; demonstrate proactive leadership and communication skills to assist the District and its staff in being a high-performance, team-based organization; develop strong interpersonal relationships with all levels of staff within the District, as well as, with the District's customers; and work collaboratively with the General Manager and Board of Directors.

#### Skills and Abilities

##### Knowledge of:

- Correct English spelling and grammar
- Accounting and bookkeeping principles and practices
- Federal and State employment laws
- Human Resources principles and practices
- Office management techniques and practices
- Office equipment such as computers, copiers, and FAX machines
- Appropriate computer software office applications

##### Ability to:

- Adhere to prescribed work schedule to conduct job responsibilities
- Work irregular hours or extended work hours in order to meet project deadlines
- Write reports and prepare written correspondence in a clear and concise manner
- Present oral reports and respond to questions concerning such reports
- Read, analyze, and interpret general business correspondence, documents, technical journals, government regulations and construction plans
- Ensure acceptable customer service and working relationships with District customers, co-workers, Directors and outside agencies
- Manage multiple projects and ensure that objectives and timelines are met
- Understand mathematical concepts and perform necessary computations

#### Education and/or Experience

- College degree in Business Administration or Public Administration is desirable, however, any combination of education, training and experience that would provide the required knowledge and abilities could be qualifying
- A minimum of two years previous supervisory experience is required

- Working knowledge of construction processes and contracts is desirable

#### Certificates, Licenses and Registrations

- Possession and retention of a valid California driver's license
- Possession and retention of a valid Notary Public commission for the State of California, preferably prior to employment, but no later than within six months of employment

#### Physical Demands

- Work at a desk for entire workday
- Limited exposure to sun and walking on uneven job sites
- Work in an office environment, lift and move objects up to 25 pounds
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment
- Regularly uses a telephone for communication
- Hearing and vision within normal ranges with or without correction
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

VALLEY OF THE MOON WATER DISTRICT

**WATER SERVICE FIELD REPRESENTATIVE**

Job Description

DEFINITION

Under general supervision, performs varied field and office duties in support of District's water utility revenue, customer service and water use efficiency activities; these responsibilities include:

- Manually reading meters
- Assisting in the District's transition to Advanced Metering Infrastructure (AMI)
- Resolving customer questions and complaints
- Replacing and repairing meters
- Detecting and reporting damaged or unusual meter conditions
- Performing water audits and home inspections for rebate programs
- Checking for suspected leaks and
- Performing other related and unrelated work as required

CLASS CHARACTERISTICS

The duties of this position require: Walking seven to ten miles daily reading water meters to provide information from which water bills are generated, reading under all weather conditions; regularly bending, stooping and lifting objects weighing up to 50 pounds; responding to questions raised by customers in connection with this function, with service in general, or with problems arising from the defacement of water meters; informing customers of the District policies and procedures; investigating leaks; installing and replacing water meters; taking initiative to help District transition to AMI; run computer reports for leak alerts, etc.; and assisting the District in responding to water main breaks or other water system maintenance.

SUPERVISION RECEIVED AND EXERCISED

This position receives direct supervision from the Water System Manager. Technical and functional supervision may be provided by Meter Reader/Field Services Technician II or WSO II and higher.

TYPICAL DUTIES

Include but are not necessarily limited to the following:

- Reading all styles of water meters in an assigned area and record the readings using computerized meter reading equipment and AMI.
- Turning water on and off.
- Auditing water demand and rate of previous consumption for the unusual condition.
- Checking for inoperative, defaced or damaged water meters.
- Checking for changes in street names, house and meter numbers.
- Installing and replacing meters, and performing minor maintenance such as replacing meter boxes and lids, cleaning meters, meter boxes and valves.
- Trimming and cleaning areas adjacent to meters as necessary.
- Filling out forms using accurate spelling and legible penmanship.
- Answering customer inquiries.



- Following applicable safety rules and regulations.
- Delivering notices or documents for District business.
- Shutting water off for non-payment or other valid reasons.
- Making appointments and meeting the customer at their service site.
- Providing customer service by explaining operating policies and procedures and accepting information in the field to update or establish accounts.
- Using appropriate hand power tools or other equipment to accomplish assigned work.

This position includes cross-training under the direction of the Operations and Maintenance Supervisor, of the Water Distribution System Operator I duties.

### KNOWLEDGE AND ABILITY

Knowledge of: Local geography; principles of basic mathematics to make arithmetical computations with speed and accuracy, methods of routine record keeping; methods and techniques for resolving customer inquiries and complaints, often in situations where relations may be strained.

Ability to: Write legibly; understand and carry out written and oral instructions; deal effectively with those contacted in the course of work; read and interpret street maps; work outside in all weather conditions; perform extensive walking and climbing; use safe work practices; work independently in the absence of supervision; interpret, apply and explain a variety of policies and procedures; analyze customer complaints and determine appropriate solutions; read and interpret maps and drawings; prepare accurate reports, and deal tactfully and courteously with the public.

### MINIMUM QUALIFICATIONS

Education and Experience: Completion of the twelfth (12<sup>th</sup>) grade or equivalent and some experience involving field work such as: meter reading, water distribution, water treatment, or other trades.

License and Certification: Shall possess a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company. Within 18 months must obtain 1) a valid, Grade 1 or higher Water Distribution Operator Certificate, issued by the State of California, 2) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross, and 3) a Qualified Water Efficient Landscaper certification meeting EPA WaterSense criteria.

### WORKING CONDITIONS

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, fuel, cleaning chemicals, and solvents. Incumbents will: walk over rough, uneven, or rocky surfaces, carry objects weighing up to 50 pounds, direct traffic and make continuous or repetitive arm-hand movements. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris, tools, equipment and pipes into trucks often requires lifting arms above shoulder level. Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Checking USA mark outs before digging requires the ability to discriminate among colors. Assignments include work in small cramped areas such as trenches, vaults and pits. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.

## VALLEY OF THE MOON WATER DISTRICT

### SENIOR WATER SERVICE FIELD REPRESENTATIVE

#### Job Description

#### DEFINITION

Under general supervision, performs varied field and office duties in support of District's water utility revenue, customer service and water-use efficiency activities.

#### CLASS CHARACTERISTICS

This is the journey level class within the Water Service Field Representative series. Employees in this class perform meter reading, water revenue protection, customer service, and water-use efficiency. This position differs from that of the Water Service Field Representative position by having more autonomy and discretion in planning and completing a wide variety of tasks.

#### SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Water System Manager. Technical and functional supervision may be provided by Water System Operator III or higher.

#### TYPICAL DUTIES

Each employee in this classification may not perform all of the duties listed below. Duties may include, but are not limited to the following:

- Co-lead the implementation of the District's AMI project.
- Assist with new demand water calculations.
- Turning water on and off.
- Auditing water demand and rate of previous consumption for the unusual condition.
- Running computerized reports from the District's AMI system.
- GPS locating District assets.
- Assist with implementation of the District's asset management software.
- Reading all styles of water meters in an assigned area and record the readings using computerized meter reading equipment and AMI.
- Checking for inoperative, defaced or damaged water meters.
- Checking for changes in street names, house and meter numbers.
- Installing and replacing meters, and performing minor maintenance such as replacing meter boxes and lids, cleaning meters, meter boxes and valves.
- Trimming and cleaning areas adjacent to meters as necessary.
- Answering customer inquiries.
- Delivering notices or documents for District business.
- Shutting water off for non-payment or other valid reasons.
- Making appointments and meeting the customer at their service site.
- Providing customer service by explaining operating policies and procedures and accepting information in the field to update or establish accounts.
- Using appropriate hand power tools or other equipment to accomplish assigned work.
- Assist with traffic control.

This position includes cross-training under the direction of the Operations and Maintenance Manager, of the Water System Operator I duties.

### KNOWLEDGE AND ABILITY

Knowledge of: Local geography; principles of basic mathematics to make arithmetical computations with speed and accuracy, methods of routine record keeping; methods and techniques for resolving customer inquiries and complaints, often in situations where relations may be strained; and current water use efficiency standards.

Ability to: Write legibly; understand and carry out written and oral instructions; deal effectively with those contacted in the course of work; read and interpret street maps; work outside in all weather conditions; perform extensive walking and climbing; use safe work practices; work independently in the absence of supervision; interpret, apply and explain a variety of policies and procedures; analyze customer complaints and determine appropriate solutions; read and interpret maps and drawings; prepare accurate reports, and deal tactfully and courteously with the public.

### MINIMUM QUALIFICATIONS

Education and Experience: Completion of the twelfth (12<sup>th</sup>) grade or equivalent and three years experience involving field work such as: meter reading, water distribution, water treatment, or other trades.

License and Certification: Shall possess a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company. Within 18 months must obtain 1) a valid, Grade 1 or higher Water Distribution Operator Certificate, issued by the State of California, 2) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross, 3) AWWA Water Conservation Practitioner Level II Certificate, and 4) a Qualified Water Efficient Landscaper certification meeting EPA WaterSense criteria.

### WORKING CONDITIONS

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, fuel, cleaning chemicals, and solvents. Incumbents will: walk up to 10 miles in a single day over rough, uneven, or rocky surfaces, carry objects weighing up to 50 pounds, direct traffic and make continuous or repetitive arm-hand movements. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris, tools, equipment and pipes into trucks often requires lifting arms above shoulder level. Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Checking USA mark outs before digging requires the ability to discriminate among colors. Assignments include work in small cramped areas such as trenches, vaults and pits. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.

## VALLEY OF THE MOON WATER DISTRICT

### WATER SYSTEM OPERATOR I

#### Job Description

#### DEFINITION

Under general supervision performs a variety of unskilled and semi-skilled tasks in the maintenance, installation, and repair of water distribution system facilities; and performs related duties as assigned.

#### CLASS CHARACTERISTICS

This is the entry level class within the Water System Operator (WSO) series. Employees in this class assist in the duties involved with the installation, maintenance, and repair of the water distribution and treatment system facilities. This position differs from that of the WSO II position by having less autonomy and discretion in planning and completing a wide variety of tasks.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water System Manager. Technical and functional supervision may be provided by WSO II or higher personnel.

#### TYPICAL DUTIES

Each employee in this classification may not perform all of the duties listed below. Duties may include, but are not limited to the following:

- Regularly operate varied mechanical equipment, such as dump trucks, vacuum trucks, air-compressor, jackhammer & tampers, as well as, shovel and digging bar for the maintenance, installation and repair of water lines, valves and hydrants, and other related facilities;
- Back fill trenches and apply temporary paving;
- Assist with traffic control;
- Operate valves and hydrants;
- Read water and electric meters, and makes written entries on standardized forms;
- Load and unload heavy construction material and tools; and
- Perform miscellaneous work as needed.

This position may include cross-training, under the direction of the Water System Manager, of the Water Service Field Representative duties. This may include reading water meters in an assigned area to record water consumption for a given period; detecting and reporting damaged or unusual meter conditions; investigating customer complaints; checking for suspected leaks; delivering notices or documents for District business; and performing other related work as required.

#### KNOWLEDGE AND ABILITIES

Knowledge of: Use and purpose of a variety of construction tools and equipment; basic math; and safe work practices.

Ability to: read and write English at a level appropriate for successful job performance; perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities; perform heavy manual labor; understand and follow oral and written instructions in order to accomplish assigned tasks in a timely manner; accurately complete simple form reports; perform basic math calculations; establish and maintain effective working relations with supervisors, employees, and the public; and learn the basic technical information related to the operation and maintenance of a public water system.

### MINIMUM QUALIFICATION

Education and Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, completion of the twelfth (12<sup>th</sup>) grade or equivalent and six (6) months experience in construction or water system operations and maintenance would provide such opportunity.

License and Certification: Shall possess 1) a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company, 2) a valid, Grade 1 or higher Water Distribution Operator Certificate, issued by the State of California, at the time of appointment or obtain such certificate within 18 months of the date of employment and 3) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross.

### WORKING CONDITIONS

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris tools, equipment and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control mechanism. Assignments include work in small cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.

## VALLEY OF THE MOON WATER DISTRICT

### WATER SYSTEM OPERATOR II

#### Job Description

#### DEFINITION

Under general supervision performs a variety of semi-skilled and skilled tasks as a member of a crew, or independently, in the maintenance, installation, and repair of water distribution system facilities; and performs related duties as assigned.

#### CLASS CHARACTERISTICS

This is the full journey level class within the Water System Operator (WSO) series. Employees within this class perform the full range of duties involved with the installation, maintenance, and repair of the water distribution system facilities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the WSO III in that the latter may have lead responsibility.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water System Manager. Technical and functional supervision may be received from WSO III personnel. May provide in-direct supervision to WDSO I personnel.

#### TYPICAL DUTIES

Each employee in this classification may not perform all of the duties listed below. Journey level duties may include, but are not limited to the following:

- Train other workers as assigned;
- Collect water samples;
- Perform well maintenance;
- Assist with SCADA system improvements;
- Regularly operate varied mechanical equipment, such as dump trucks, vacuum trucks, air-compressors, jackhammers & tampers, as well as, shovels and digging bars, a variety of hand tools and plumbing tools such as tapping machines, pipe cutters, threaders, wrenches, drills, etc., for the maintenance, installation and repair of water lines, valves and hydrants, and other related facilities;
- Back fill trenches and apply temporary paving;
- Assist with traffic control;
- Operate valves and hydrants;
- Read water and electric meters, and makes written entries on standardized forms;
- Load and unload heavy construction material and tools; and
- Perform miscellaneous work as needed.

This position may include cross-training, under the direction of the Water System Manager, of

Water Service Field Representative duties. This may include reading water meters in an assigned area to record water consumption for a given period; detecting and reporting damaged or unusual meter conditions; investigating customer complaints; checking for suspected leaks; delivering notices or documents for District business; and performing other related work as required.

## KNOWLEDGE AND ABILITY

Knowledge of: Water distribution and treatment systems and related facilities; methods, materials, tools, equipment, practices and procedures used in the construction, installation, operation and maintenance of water system facilities. These are in addition to knowledge requirements of WSO I.

Ability to: Trouble shoot problems, work from technical sketches and blueprints; mark and locate water lines. These are in addition to the ability requirements of WSO I.

## MINIMUM QUALIFICATION

Education and Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, completion of the twelfth (12th) grade or equivalent and two (2) years of experience in construction or maintenance work, or one (1) year of experience in water related work would provide such opportunity.

License and Certification: Shall possess 1) a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company, 2) a valid, Grade 2 or higher Water Distribution Operator Certificate, issued by the State of California, 3) a valid, Grade 1 or higher Water Treatment Plant Operator Certificate, issued by the State of California, and 4) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross.

## WORKING CONDITIONS

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris tools, equipment and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control mechanism. Assignments include work in small cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.

## VALLEY OF THE MOON WATER DISTRICT

### WATER SYSTEM OPERATOR III

#### Job Description

#### DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for installation, maintenance and repair activities of water distribution system facilities; and perform a variety of technical tasks relative to assigned areas of responsibility.

#### CLASS CHARACTERISTICS

This is the advanced journey level class in the Water System Operator (WSO) series. Employees at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including lead responsibility for the installation of water distribution system facilities. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water System Manager. May provide supervision to WSO I and II personnel.

#### TYPICAL DUTIES

Each employee in this classification may not perform all of the duties listed below. Advanced journey level duties may include, but are not limited to the following:

- Train all WSO I and II employees
- Acts as lead person for crews engaged in the maintenance, installation and repair of water distribution and treatment system facilities;
- Interpret drawings, blueprints and diagrams;
- Create field as-built plans operate
- Collect water samples;
- Perform advance well maintenance;
- Independently perform updates and upgrades to SCADA system;
- Regularly operate varied mechanical equipment, such as dump trucks, vacuum trucks, air-compressors, jackhammers & tampers, as well as, shovels and digging bars, a variety of hand tools and plumbing tools such as tapping machines, pipe cutters, threaders, wrenches, drills, etc., for the maintenance, installation and repair of water lines, valves and hydrants, and other related facilities;
- Operate valves and hydrants;
- Load and unload heavy construction material and tools; may collect water samples;
- Perform miscellaneous work as needed.
- Act as Operation and Maintenance Supervisor's tasks in the absence of Supervisor, as assigned.



- Perform inspections for Capital Improvement Projects.

This position may include cross-training, under the direction of the Water System Manager, of Senior Water Service Field Representative. This may include reading water meters in an assigned area to record water consumption for a given period; detecting and reporting damaged or unusual meter conditions; investigating customer complaints; checking for suspected leaks; delivering notices or documents for District business; and performing other related work as required.

### KNOWLEDGE AND ABILITIES

Knowledge of : Water distribution systems and related facilities; methods, materials, tools, equipment, practices and procedures used in the construction, installation, operation and maintenance of water system facilities and applicable laws, regulations, codes and standards related to water system construction projects, principles and procedures of records keeping. These are in addition to the knowledge requirements of WSO I and II.

Ability to: Lead and perform skilled installation, maintenance and repair of water distribution system facilities; train and oversee lower level maintenance staff; work independently in the absence of supervision; maintain a variety of records. These are in addition to the ability requirements of WSO I and II.

### MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, completion of the twelfth (12th) grade or equivalent and three (3) years of experience in construction or maintenance work, or two (2) years of experience in water related work would provide such opportunity.

License and Certification: Shall possess 1) a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company, 2) a valid, Grade 3 or higher Water Distribution Operator Certificate, issued by the State of California, 3) a valid, Grade 2 or higher Water Treatment Plant Operator Certificate, issued by the State of California, and 4) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross.

### WORKING CONDITIONS

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris tools, equipment and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such

as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control mechanism. Assignments include work in small cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.

## VALLEY OF THE MOON WATER DISTRICT

### SENIOR WATER SYSTEM OPERATOR

#### Job Description

#### DEFINITION

Under general direction, may supervise water maintenance and construction crews and participate in the installation, maintenance and repair activities of the District's water distribution system facilities. Performs the duties of the Water System Manager, when required, with all attending responsibilities of that position. Inspects the District's construction projects in various stages of construction for conformance with approved plans and specifications and, in that capacity, coordinates with the Project Engineer / Contractor and other District personnel. Coordinates and monitors the District's cross connection program.

#### CLASS CHARACTERISTICS

This is a single position classification. Performs the more difficult and responsible types of duties related to the water distribution system of the District including performing the duties of the Water System Manager and overseeing the inspection of the District's construction projects and related construction management functions.

#### SUPERVISION RECEIVED AND EXERCISED

General supervision to this position is provided by the Water System Manager. This position may provide direct supervision to the Water System Operators.

#### TYPICAL DUTIES

Employee in this classification may perform all of the duties listed below. Duties may include, but are not limited to the following:

- Train all WSO I, II and III employees
- Coordinate and monitor the cross-connection inspection and control program
- Monitors the enforcement of the District's program to prevent the installation of unprotected connections
- Acts as lead person for crews engaged in the maintenance, installation and repair of water distribution and treatment system facilities;
- Reads and interpret plans, specifications, blueprints and schematics
- Create field as-built plans
- Collect water samples
- Operate valves and hydrants;
- Provides technical assistance to the Water System Manager in resolving difficult repair and maintenance problems;
- Independently perform updates and upgrades to SCADA system;
- Regularly operate varied mechanical equipment, such as dump trucks, vacuum trucks, air-compressors, jackhammers & tampers, as well as, shovels and digging bars, a variety of hand tools and plumbing tools such as tapping machines, pipe cutters, threaders,

wrenches, drills, etc., for the maintenance, installation and repair of water lines, valves and hydrants, and other related facilities;

- Perform miscellaneous work as needed.
- Perform Water System Manager's tasks in the absence of Manager, as assigned.

## KNOWLEDGE AND ABILITIES

Knowledge of: Water distribution system and related facilities; methods, materials, tools, equipment, practices and procedures used in the construction, installation, operation and maintenance of water distribution facilities; applicable laws, regulations, codes and standards related to water system construction projects; state regulations concerning cross connection control devices, techniques of cross connection device installation; principles and procedures of records keeping; knowledge of computers and related computer software, including Microsoft Word and Excel.

Ability to: Lead and perform skilled installation, maintenance and repair of water distribution system facilities; train and oversee lower level maintenance staff; work independently in the absence of supervision; maintain a variety of records; review developer plans and prepare service cost estimates; type and use a keyboard with acceptable speed and accuracy; Interact with internal and external customers with tact and courtesy; perform computations with acceptable speed and accuracy; interpret and apply regulations and requirements.

## MINIMUM QUALIFICATIONS

Education: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, completion of the twelfth (12<sup>th</sup>) grade or equivalent would provide such opportunity. Completion of college level course work in water quality, water distribution or related topics is highly desirable.

Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, three (3) years of progressively responsible journey level experience in water production and/or distribution related work would provide such opportunity.

License and Certification: Shall possess 1) a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company, 2) a valid, Grade 4 or higher Water Distribution Operator Certificate, issued by the State of California, 3) a valid, Grade 2 or higher Water Treatment Plant Operator Certificate, issued by the State of California, 4) a valid AWWA Cross Connection Control Program Specialist Certificate, and 5) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross.

## WORKING CONDITIONS

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris tools, equipment and pipes into trucks and

working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control mechanism. Assignments include work in small cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.

## VALLEY OF THE MOON WATER DISTRICT

### WATER SYSTEM MANAGER

#### Job Description

#### DEFINITION AND CLASS CHARACTERISTICS

This is a highly responsible management position in the operation and maintenance of the Valley of the Moon Water District water supply system. Reports directly to the General Manager. Work involves responsibility for maintaining efficient water service to customers through supervising and coordinating the operation and maintenance of a water supply system and in the construction of new facilities. An employee of this class exercises independent judgment in accomplishing desired results. Work is performed in accordance with established practices and procedures under the general supervision of the General Manager and reviewed for compliance with desired results. Supervision is exercised over a group of skilled and semi-skilled employees engaged in operational, maintenance and construction activities.

#### SUPERVISION RECEIVED AND EXERCISED

Reports directly to the General Manager and provides direct supervision to all field positions.

#### TYPICAL DUTIES

Organizes, assigns, and directs the work of supervisory and operational personnel engaged in the operation, maintenance, repair, and construction of water supply systems and pumping plants, reservoirs, aqueducts, service systems, capital projects and related water system facilities. Develops estimates of materials and personnel needs for given projects; analyzes utilization of personnel and equipment in an effort to gain full efficiency from both. Prepares activity summaries and progress reports; maintains time worked and leave records; supervises the maintenance of source documents for job costing; requisitions stock and material required for the operation and maintenance of plant and pipeline. Directs and participates in the yearly inventory. Responsible for District's safety and emergency response program, cross-connection inspection & control program, water quality monitoring, and safe disposal of hazardous materials. Liaison with Sonoma County Water Agency, California Division of Drinking Water and other public utility agencies. Prepares technical reports as required, including service cost estimates based on review of developer plans. Has responsibility for corporation yard, shop and all equipment, materials, and rolling stock used for day to day operation and maintenance of system. Performs related work as required.

#### KNOWLEDGE AND ABILITY

Thorough knowledge of: Methods, materials, tools, and practices used in the operation, maintenance, and construction of a water treatment and distribution system. Considerable knowledge of the principles and practices of water supply, treatment, and distribution. Working knowledge of construction and maintenance work related to a water treatment and distribution system, including SCADA systems; and knowledge of computers and related computer software, including Microsoft Word and Excel.

Ability to: Plan, organize, assign and supervise the activities of skilled and semi-skilled employees, read and write English, and communicate effectively to other employees and the public; prepare requisitions of supplies and materials using basic arithmetic calculations; interpret data to ensure compliance with regulations; perform basic chemical water tests using accepted practices and procedures; prepare complex written reports; establish and maintain effective working relations with District employees, other agency personnel, and the public; may include working weekends and holidays; effectively train others and evaluate the work of subordinates; maintain storage reservoirs at safe and proper levels for short and long-term uses; use a standard office computer to create reports and make modifications to data base applications where necessary.

### MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, completion of the twelfth (12th) grade or equivalent and five (5) years of experience in operation and maintenance of a modern water supply system, including at least two (2) years in a supervisory capacity. Three (3) years of the required experience may be substituted by a bachelor's degree.

License and Certification: Shall possess and maintain 1) a valid California Class C driver's license and safe driving record, 2) a valid Grade 4 or higher Water Distribution Operator Certificate, issued by the State of California, and 3) a valid Grade 2 or higher Water Treatment Plant Operator Certificate, issued by the State of California.

To be obtained within 18 months of hire: 1) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross and 2) Cross Connection Control Program Specialist Certificate, issued by the American Water Works Association.

Desirable: Water Conservation Practitioner Certificate issued by the American Water Works Association (AWWA).

### WORKING CONDITIONS:

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris tools, equipment and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control mechanism. Assignments include work in small cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.