



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

**AGENDA**

**DATE:** Tuesday, October 10, 2023

**TIME:** 5:00 p.m.

**LOCATION:** 5055 Walnut Drive, Eureka, CA

This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b)

*The HCSD Boardroom is open to the public during open session segment(s) of the meeting. This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b). If members of the public cannot attend in person and would like to speak on an agenda item including Public Participation, please join through the Zoom website (<https://zoom.us>) entering Meeting ID 867 4479 5850 and Passcode 197244. Access may also be achieved via telephone only by dialing 1-669-900-9128.*

**A. ROLL CALL**

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

**B. PLEDGE OF ALLEGIANCE**

**C. CONSENT CALENDAR**

1. Approval of October 10, 2023 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of September 26, 2023 Pgs 3-6

**D. REPORTS**

1. General Manager
  - a) District Update Pgs 7-8
2. Finance Department
  - a) September 2023 Check Register Pgs 9-17
3. Legal Counsel
4. Director Reports
5. Other

## **E. PUBLIC PARTICIPATION \*\***

\*\*Members of the public will be given the opportunity to comment on items not on the agenda. Please use the information set forth above to participate via Zoom. The Board requests that speakers please state their name and where they are from, be clear, concise and limit their communications to 3 to 5 minutes. At the conclusion of all oral communications, the Board or staff may choose to briefly respond with information in response to comments; however, the Brown Act prohibits discussion of matters not on the published agenda. Matters requiring discussion, or action, will be placed on a future agenda.

## **F. NEW BUSINESS**

1. Consideration of Reinstating Engineering Department Utility Services Planner Classification *Pgs 19-22*
2. Consideration of Authorizing the Hire of Additional Utility Worker Staff *Pg 23*
3. Consideration of Authorizing the Hire of a Special Project/Instrumentation and Electrical Technician to Assist in Capital Improvement Project (CIP) Execution. *Pgs 25-29*

## **G. OLD BUSINESS**

## **H. ADJOURNMENT**

Next Res: 2023-13  
Next Ord: 2023-02

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, September 26, 2023, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

**A. CALL TO ORDER AND ROLL CALL**

Present upon roll call were Directors Benzonelli, Hansen, Matteoli, and Ryan. Director Gardiner arrived at 5:02 p.m. Staff in attendance: General Manager Williams (GM), Superintendent Latham, Finance Manager Montag (FM), and Maintenance Foreman Toland.

**B. PLEDGE OF ALLEGIANCE**

President Benzonelli invited those present to join in the Pledge of Allegiance.

**C. CONSENT CALENDAR**

1. Approval of the September 26, 2023 Agenda
2. Approval of Minutes of the Regular Meeting of September 12, 2023

GM requested in order to attend a critical 5:30 p.m. joint meeting comprised of the Humboldt Fire District Board of which he is a Director, Eureka City Council, and Humboldt Bay Fire JPA that New Business Item F.1 be heard following the D.1. GM Report.

Public Comment: None

DIRECTOR RYAN MOVED, DIRECTOR HANSEN SECONDED, TO ACCEPT AND APPROVE THE SEPTEMBER 26, 2023 CONSENT CALENDAR WITH REPOSITIONING OF AGENDA ITEM F.1 TO BE HEARD FOLLOWING THE D.1. GM REPORT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: GARDINER

**D. REPORTS**

1. General Manager

a) District Update

- Humboldt Fire District No. 1 (HFD) – GM detailed his need as an HFD Director to leave the meeting early in order to participate in a critical joint meeting.

- Regional Waterboard Meeting – On October 5, 2023 the City of Eureka will host a North Coast Regional Water Quality Control Board meeting to consider the Nordic Aquafarms NPDES permit as well as the City of Eureka’s NPDES permit. GM intends to attend.

**E. NEW BUSINESS**

1. Consideration of Authorizing the GM to Proceed with the Purchase of a New Sewer Camera (CCTV) Van

GM emphasized the need to update the District’s 2001 Unit 17 Sewer Closed Circuit TV (CCTV) Camera Van and detailed staff’s extensive research with hands-on demonstrations in order to determine the best equipment to serve the District’s needs. The resulting vendor, Jack Doheny Company (JDC) is an approved member of Sourcewell which enables the District to purchase the equipment directly rather than through a formal bidding process. Both the City of Eureka and City of Arcata recently purchased similar IBAK configurations and are extremely satisfied with the products and service.

GM responded to Board queries emphasizing the IBAK system is completely upgradable, including the software, so although an expensive investment, it is reasonable to anticipate the system will serve the District for 20 years. Staff assured the Board that significant research led them to the IBAK system and they are confident in its ability to meet the District’s needs. Staff confirmed verification of at least a one-year warranty will be obtained prior to placing the order, will investigate extended warranty options, and if necessary, bring back to the Board.

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR RYAN, TO AUTHORIZE THE GM TO PROCEED WITH THE PURCHASE OF A NEW SEWER CAMERA (CCTV). MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

GM left the meeting at 5:18 p.m.

**D. REPORTS (continued)**

2. Superintendent
  - a) August 2023 Construction Operations

General business included water service line replacements and repairs, broken angle meter stop replacement, vehicle and equipment maintenance, assisting with meter reading and customer service orders, landscape maintenance, valve exercising, and hauling dirt to fill sites. Work continued on the office exterior rehabilitation and 18<sup>th</sup> Street Steel Main Line Replacement Project.

b) August 2023 Operations/Maintenance

Staff cleaned 15,122 ft. of sewer main lines and 938 ft. of sewer lateral lines, serviced multiple water and sewer pumps, assisted with flow testing at several sewer lift stations, continued work on the Blackberry Street SLS Rehabilitation Project, completed annual seismic valve inspection and testing on the Blue Spruce Water Storage Tank, and welcomed new Maintenance Utility Armstrong to the District.

3. Finance Department

a) August 2023 Budget Statement

FM commented the Sewer Revenue is recording a bit low at this point due to the new rate effective date of August 1 rather than July 1 and that as the fiscal year progresses it will smooth. One-time annual expenses such as liability insurance, sewer pump purchases, etc. will also near even to predictions as the year progresses.

5. Director Reports

- Director Benzonelli advised both LAFCO and RREDC meetings for September were cancelled due to scheduling conflicts and that the 2x2 Ad Hoc is going well.

**E. PUBLIC PARTICIPATION**

None

**F. NEW BUSINESS (continued)**

2. Consideration of Directive to Limit Acceptance of Credit and Debit Card Payments to Ratepayer Monthly Rates and Service Charges and Retiree Health Benefits Copay

FM reviewed the report recommendation and affirmed fees can exceed \$250 if a credit card is used to pay capacity or construction charges, etc. As the scenario only recently presented itself, FM advised there is not yet a history of the District absorbing credit card transaction fees greater than the approved \$4.03 per transaction.

Board discussion addressed other methods of payment, affirmed the desire not to absorb credit card transaction fees, suggested staff also investigate local merchant

transaction organizations to be certain the District is receiving the best discounted rate on its transactions, and requested staff investigate and advise if it is possible to charge the actual percent rather than an averaged flat fee.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN, TO LIMIT CREDIT CARD PAYMENTS TO RATEPAYER SERVICES AND RETIREE HEALTH BENEFITS COPAY. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**H. ADJOURNMENT**

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF SEPTEMBER 26, 2023 AT 5:39 P.M.

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Submitted, Board Secretary

# Humboldt Community Services District

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

## MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: October 6, 2023

SUBJECT: General Manager Report for October 10, 2023 Board Meeting

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### Regional Waterboard Meeting

The North Coast Regional Water Quality Control Board (Regional Board) held a meeting at the City's Council Chambers on October 5, 2023. The agenda included consideration of renewal of Rio Dell's NPDES Permit, awarding a new NPDES Discharge Permit to Nordic Aqua Farms, and renewal of the City of Eureka's NPDES Permit. Rio Dell's permit was approved without contest. Nordic Aqua Farms' permit was eventually conditionally approved after much deliberation and modifications to the permit language. The Regional Board will be reviewing and approving a particularly sensitive work plan associated with the permit. This task is usually undertaken by the Regional Board's Executive Officer, but because of the uniqueness of the permit and activities on the North Coast, the Regional Board requested this be a condition of the permit approval.

At 3 pm the City of Eureka NPDES Permit agenda item was called. Regional Board staff made a brief presentation regarding the changes to the permit from the previous iteration:

- Described why the cease and desist would be rescinded if the new permit was adopted
- Discussed the public comments, Board and staff responses and the changes made to the permit as a result of public comment

There were a few people present that chose to make verbal comments during the meeting. Two were from the local Surf Riders chapter and one was from the Humboldt Water Keepers (formerly Humboldt Bay Keepers).

The verbal public comments presented during the meeting mostly surrounded the EcoRights Foundation's consent decree with the City of Eureka. Within that decree, the City agreed to come into full compliance with the Enclosed Bays and Estuaries Policy by 2031. The NPDES permit provides a timeline terminating in 2042 for that same compliance. The commenters mostly urged the Regional Board follow the timeline spelled out in the consent decree.

After public comment, the members of the Regional Board discussed the permit and its implications. The first comment by the Regional Board was from the Vice Chair. His comment was regarding identification of funding to assist the City financially with the implementation of the projects necessary to come into full compliance with the permit and therefore the Enclosed Bays and Estuaries Policy. His comment is of particular interest because he alluded to the fact that compliance probably will require an ocean outfall and that ocean outfalls are expensive. Regional Board staff was quick to indicate that the Regional Board will not be dictating the technology that the City will use to come into compliance but that an ocean outfall is certainly an option that the City must consider.

There was discussion among the Regional Board and staff regarding the timeline and the conflict with the consent decree. The Board's legal counsel indicated that the Board is not bound by the consent decree and that the Board has the authority to set the timeline. Further, the consent decree includes language that stipulates that the language and timeline of the consent decree will be adjusted to match the adopted NPDES permit once adopted by the Regional Board.

Ultimately, the Regional Board voted unanimously to renew the City's NPDES permit as written at about 4 pm.



# Accounts Payable

## Checks by Date - Detail by Check Date

User: FM  
 Printed: 10/3/2023 2:07 PM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
56526	UB*02134	CURTIS FUSON	09/08/2023	
		Refund Check		8.59
		Refund Check		18.13
		Refund Check		4.15
		Refund Check		47.86
		Refund Check		12.22
Total for Check Number 56526:				90.95
56527	C170 2280-1042928 2280-1042928	Campton Electric Supply Tracer Wire Discount Earned for Job	09/08/2023	
				137.09
				-2.51
Total for Check Number 56527:				134.58
56528	C410 August 2023 August 2023	City of Eureka: SW Humboldt Hill 21% General 79%	09/08/2023	
				30,771.72
				115,760.28
Total for Check Number 56528:				146,532.00
56529	D910 240502	Don's Rent-All Inc Electric Siphon Airless/20' Elect Scissor Lift/Air	09/08/2023	
				431.94
Total for Check Number 56529:				431.94
56530	E485 08312023 145227/3 145276/3 145653/3 145707/3 145946/3 146115/3 146293/3 146901/3	Cooney Parris and Rieke Corp Discount Earned August Voltage Tester 6-12 VDC/ Elec Tape 3/4x66 Blac FL PPBL Conser 5/16x2-3/4 Valve Toilet Antisiphon Attwood Hand Bilge Pump 24" Deck Screws Bld 14/18T 9" 5pk Neo S Pierce 9x2 Funnel	09/08/2023	
				-8.86
				28.84
				35.55
				14.00
				38.78
				29.07
				25.85
				14.54
				4.30
Total for Check Number 56530:				182.07
56531	E558 35311 356904 357865 358191 358423 358686	NAPA Auto Parts of Eureka 2.5 Blue Def x2 Purple Power Car Wash Unit #1 NapaGold Oil Filter Unit #16 Akebono Pro-Act Ultra/ Plastic Folding Adapter/ Reducer/ Vinyl Cleaner/Nat Shine PRT 2.5 Blue Def x4	09/08/2023	
				42.59
				12.01
				53.49
				90.00
				44.75
				85.17
Total for Check Number 56531:				328.01
56532	E650 88316	Eureka Ready Mix Pea Gravel	09/08/2023	
				404.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	88348	Pea Gravel/Class 2 Base		1,708.36
	88721	Pea gravel and base rock for the 18th Street SMF		2,149.61
	88802	18TH St main reolacement rock		409.45
	89062	18TH St main reolacement rock		1,305.12
Total for Check Number 56532:				5,977.51
56533	H010	Keenan Supply	09/08/2023	
	08312023	Discount Earned August		-58.46
	08312023	21 feet of 4" galvanized pipe for parking bollards		-8.12
	08312023	Service Charge		10.89
	S013182481.002	PVC CompXMip Brass Mac-Pak CPLG		1,199.61
	S013238996.001	10x17 Concrete Utility Box/Water Concete Lid		667.04
	S013269445.001	21 feet of 4" galvanized pipe for parking bollards		443.31
	S013271722.001	1x3/4x7.5 FIPXMIP Brass U Branch		155.61
	S013273094.001	4x20 Gasket BOE Plastic Pipe 160ft		640.04
	S013273363.001	Full Circle Redi-Clamp 1.32in OD 3in Wide		530.84
Total for Check Number 56533:				3,580.76
56534	H060	Harvey M. Harper Co.	09/08/2023	
	5295190	Oil filters for various District vehicles		65.15
Total for Check Number 56534:				65.15
56535	H410	Humboldt Bay Municipal Water D	09/08/2023	
	20132000	Water Purchased - August 2023		98,115.23
	20132000	Reconciliation Credit from FY 2022-2023		-205.62
Total for Check Number 56535:				97,909.61
56536	I525	Infosend	09/08/2023	
	243173	UB/Process and Mail/Bills - July 2023		1,217.40
	244332	UB/Process and Mail/Bills - July 2023		4,807.03
	245713	Mailing of rate increase notices		9,010.09
	246214	UB/Process and Mail/Bills - August 2023		3,533.34
Total for Check Number 56536:				18,567.86
56537	L200	Les Schwab Tire Center of Calif Inc.	09/08/2023	
	60900742885	Flat Tire Repair on Dump Truck		134.99
Total for Check Number 56537:				134.99
56538	M230	Mendes Supply Co	09/08/2023	
	M252019	PSCQcarbacticide 30gal/DrumDep		85.87
Total for Check Number 56538:				85.87
56539	M450	Mission Linen	09/08/2023	
	19917050	Uniforms/Mats		240.36
	519787933	Uniforms/Mats		407.32
	519830822	Uniforms/Mats		240.36
	519872370	Uniforms/Mats		407.32
Total for Check Number 56539:				1,295.36
56540	P190	Pacific Paper Co	09/08/2023	
	204091	Monitor Risers x2		66.18
	204221	Desktop Organizer		84.90
	204591	Highlighters/Post-it Notes/Legal Pads		102.94
	204785	Paper Clips/ 8-1/2x11 Fastener Folders		92.09

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56540:	346.11
56541	P430	Pierson Building Center	09/08/2023	
	08312023	Discount Earned - August		-11.91
	130476	Painters Plastic/Paint/Masking Tape		99.78
	130732	Brass Bushing/Brass Ball Valve/T-Plug/Pipe Joir		66.66
	130764	6x6 Pressure Treated Fir		123.31
	130968	Satin Ultra White/6pc Paint Tray Kit/Prem Clng		79.28
	131327	Pro 3/8x8 Slot Screwdriver		18.33
	132512	Adjust 3In Flapper/Socket Adaptor 3pc/Repl Mo		56.78
	133355	Composite Bender Board		37.90
	135372	60lb Premix Concrete x2		15.27
			Total for Check Number 56541:	485.40
56542	P557	Rexel USA Inc.	09/08/2023	
	4H65872	Circuit breakers for the Roth Court, Blackberry,		262.84
	4H65872	Circuit breakers for the Roth Court, Blackberry,		262.84
	4H65872	Circuit breakers for the Roth Court, Blackberry,		262.85
	4I12166	Blackberry SLS Panel breakers		237.73
			Total for Check Number 56542:	1,026.26
56543	S808	Statewide Traffic Safety and Signs	09/08/2023	
	09008984	(12) No Parking signs		14.53
			Total for Check Number 56543:	14.53
56544	T810	Tony Gosselin Tire Service	09/08/2023	
	112462	New tires for Unit #16		1,218.98
			Total for Check Number 56544:	1,218.98
56545	U410	United Way of Humboldt	09/08/2023	
		PR Batch 00001.09.2023 UNITED WAY	PR Batch 00001.09.2023 UNI	1.33
		PR Batch 00001.09.2023 UNITED WAY	PR Batch 00001.09.2023 UNI	2.67
			Total for Check Number 56545:	4.00
56546	V700	Valley Pacific Petroleum Services Inc	09/08/2023	
	INV 23-698379	Fuel		4,800.23
	INV 23-702234	Supreme Syn 5w30 x 43 Gallons		687.11
	INV 23-705403	Fuel		5,013.53
			Total for Check Number 56546:	10,500.87
56547	W208	Watt's Cleaning Services	09/08/2023	
	1053	Office cleaning charges for August 2023		1,745.00
			Total for Check Number 56547:	1,745.00
			Total for 9/8/2023:	290,657.81
56548	A160	ACWA-JPIA	09/14/2023	
	700649	bDental Plan - Employees Coverage Period 10/0		1,246.88
	700649	cVision Plan - Employees Coverage Period 10/0.		265.71
	700649	dLife/AD&D Plan - Employees Coverage Period		360.92
	700649	eMedical Plan - Board Members Coverage Perio		9,788.72
	700649	fDental Plan - Board Members Coverage Period		342.64

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	700649	gVision Plan - Board Members Coverage Period		62.52
	700649	hLife/AD&D Plan -Board Members Coverage P		26.07
	700649	iMedical Plan -Retired Members Coverage Perio		26,418.98
	700649	jDental Plan - Retired Members Coverage Perio		1,411.44
	700649	kVision Plan - Retired Members Coverage Perio		359.49
	700649	ICOBRA - Medical Coverage Period 10/01/31/2		3,343.37
	700649	mCOBRA - Dental Coverage Period 10/01/31/23		106.12
	700649	nCOBRA - Vision Coverage Period 10/01/31/23		15.63
	700649	aMedical Plan - Employees Coverage Period 10/		41,886.76
Total for Check Number 56548:				85,635.25
56549	C036	Corporate Payment Systems	09/14/2023	
	242042932263115	TL/DRI Crash Plan		29.97
	242316832214000	WP/Harbor Freight: shop tools		48.79
	242316832414000	JM/Harbor Freight: Misc tools for maintenance		134.45
	242409832206001	TW/FMCSA: Clearing House Query Plan		62.50
	242697932220009	WP/Pacific Motorsport: Air filter for Unit #1 ger		48.95
	242697932340009	TW/Babes Pizza: Post AE Interview Lunch/TK/		40.00
	244273332197402	TW/Murphy's: CSDA Meeting Refreshments		13.99
	244309932274008	TL/Microsoft		69.93
	244310632412076	JM/Humboldt Recycling: Electronic waste		80.60
	246921632211019	DT/Verizon: phone screen saver and case		97.48
	246921632221026	MM/Amazon: Monitor Privacy screens		53.86
	246921632251053	MM/Amazon: Car inverter for Laptop		35.43
	246921632281073	TW/Amazon: Front Door Chime		31.01
	247333432390290	TW/Oaxaquena: Eng Recruitment		50.00
Total for Check Number 56549:				796.96
56550	C180	Canon Solutions America Inc.	09/14/2023	
	6005357029	Office/Black Copies WXD03492- 1698		19.11
	6005357029	UseTaxRecoveryFee/OfficeCopier		7.53
	6005357029	Office/Color Copies WXD03492- 2421		175.27
Total for Check Number 56550:				201.91
56551	C430	City of Eureka: WA	09/14/2023	
	08312023	Water Purchased - August 2023		60,374.00
	INV04925	Water Purchased - July FY 23-24		3,739.00
Total for Check Number 56551:				64,113.00
56552	C495	Colantuono, Highsmith, Whatley, PC	09/14/2023	
	57486	Legal Services: Cell Tower Services Through 08		980.00
Total for Check Number 56552:				980.00
56553	D270	Dell Financial Services	09/14/2023	
	09052023	New server		7,872.19
Total for Check Number 56553:				7,872.19
56554	E170	Employee Relations	09/14/2023	
	95719	Pre Employment Background Report		122.07
Total for Check Number 56554:				122.07
56555	E890	Express Employment Professionals	09/14/2023	
	29584081	Temporary Personnel - Construction PPE 09/03/		736.68
	29584081	Temporary Personnel - Construction PPE 09/03/		315.72
	29584081	Temporary Personnel - Finance PPE 09/03/2023		2,383.26

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56555:	3,435.66
56556	H610 110822EL015	Humboldt Co Elections Expenses for Board election: Director	09/14/2023	6,209.82
			Total for Check Number 56556:	6,209.82
56557	H690 491854 494083	Humboldt Fasteners and Tools Shop tools Milwaukee tool	09/14/2023	201.81 113.60
			Total for Check Number 56557:	315.41
56558	H810 1000002648	Humboldt Waste Management Auth Green Waste Self Haul	09/14/2023	8.00
			Total for Check Number 56558:	8.00
56559	J800 167577	Johnson's Mobile Rentals LLC Ridgewood tank rehab fence rental	09/14/2023	252.78
			Total for Check Number 56559:	252.78
56560	M340 110385 110515	Mercer Fraser Co Cold Mix Base rock for the 18th Street SMR Project	09/14/2023	1,684.14 776.33
			Total for Check Number 56560:	2,460.47
56561	M560 1345	The Mitchell Law Firm LLP Legal Services - August 2023	09/14/2023	112.00
			Total for Check Number 56561:	112.00
56562	O400 551076	O and M Industries Welding modifications to the Brier Lane water st	09/14/2023	2,280.04
			Total for Check Number 56562:	2,280.04
56563	P550 1023833653 1023833653 1023833653	Pitney Bowes Inc Qtrly Rent Base C Series Qtrly Rent Base C Series Equipment Service Agreement	09/14/2023	40.91 84.36 11.23
			Total for Check Number 56563:	136.50
56564	R250 30920128	Recology Humboldt County Garbage Service - August 2023	09/14/2023	586.44
			Total for Check Number 56564:	586.44
56565	U091 23USB148636	USA N Ca Nev Benefit of DS Board CA Annual Fee Regulatory Costs	09/14/2023	674.27
			Total for Check Number 56565:	674.27
56566	U330 223050499-001	United Rentals, Northwest Inc Shoring Fluid 8oz x 6	09/14/2023	69.93
			Total for Check Number 56566:	69.93
56567	U730	USA Bluebook	09/14/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	INV00092041	ABA Clamp/Clear Braid PVC Hose		56.42
	INV00113872	107425 / 108287 / Disp Nozzle / 115V Motor		537.95
Total for Check Number 56567:				594.37
56568	V500 9937835017	Verizon Wireless Cellular Service - June 2023	09/14/2023	463.50
Total for Check Number 56568:				463.50
56569	W730 115788	Wienhoff Drug Testing Inc Pre EE Test/ Addition to Consortium - CA	09/14/2023	170.00
Total for Check Number 56569:				170.00
Total for 9/14/2023:				177,490.57
56570	UB*02135	MARIA DEL MAR HERNDON Refund Check Refund Check Refund Check Refund Check Refund Check	09/29/2023	6.14 1.89 15.47 5.72 1.00
Total for Check Number 56570:				30.22
56571	UB*02136	BLACK ROCK REAL ESTATE INVESTM Refund Check Refund Check Refund Check	09/29/2023	90.54 6.14 26.37
Total for Check Number 56571:				123.05
56572	A360 301455	AFLAC Supplemental Health Premium - September 2023	09/29/2023	149.68
Total for Check Number 56572:				149.68
56573	A800 45552	Joseph A Bonomini trouble shoot battery draw	09/29/2023	253.50
Total for Check Number 56573:				253.50
56574	B705 4281 Walnut Dr	Alan Bongio Refund Sewer Inspect Deposit for 4281 Walnut I	09/29/2023	150.00
Total for Check Number 56574:				150.00
56575	C301 25060	Chris Cringle's Saw & Chain repair leaf blower	09/29/2023	158.37
Total for Check Number 56575:				158.37
56576	E890 29624341 29624341 29624341 29661836 29661836 29661836	Express Employment Professionals Temporary Personnel - Maintenance PPE 09/10/ Temporary Personnel - Construction PPE 09/10/ Temporary Personnel - Finance PPE 09/10/2023 Temporary Personnel - Finance PPE 09/17/2023 Temporary Personnel - 18th Street PPE 09/17/20 Temporary Personnel - Construction PPE 09/17/	09/29/2023	526.20 315.72 1,583.70 1,707.84 210.48 420.96

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56576:	4,764.90
56577	F049	Fastenal Company	09/29/2023	
	CAEUR128659	GrtFlpDisc/Saftey Glasses/EarPlug Pack/WD-40		217.62
	CAEUR129088	XL Flex Guard Gloves/6" 14TPI Recip		149.82
	CAEUR129088	XL OR Disposable Gloves/JT 10.4"x11 Towel 5:		18.64
	CAEUR129224	Black Chisel Marker		3.72
	CAEUR129224	XL OR Disposable Gloves		102.27
			Total for Check Number 56577:	492.07
56578	F050	Fastenal Industrial	09/29/2023	
	CAEUR129095	316 Wing 3/8-16 / 3/-16x2" CB 316SS		385.76
	CAEUR129136	G70 Chain 5/16 Gold		44.60
	CAEUR129330	Thrubolt/FW/HCS 316/FHN 316/L-W 316		350.16
	CAEUR129358	Center Pull White Paper Towels		59.98
	CAEUR129358	5/16" ChnClv Grab Hook		30.09
			Total for Check Number 56578:	870.59
56579	H045 ENG-8269	Harper and Associates Engineering Inc. Construction assistance and quality control inspe	09/29/2023	
			Total for Check Number 56579:	23,430.00
56580	H710 0007591	Humboldt Fence Co 4" Bollard pipe for the Office ADA Project	09/29/2023	
			Total for Check Number 56580:	109.00
56581	M099 A0126864/126161	Mad River Community Hospital Pre Employment/ CA	09/29/2023	
			Total for Check Number 56581:	580.00
56582	M350 5199960 5199961 5200590	Mid-City Motor World Shocks for Unit #12 Shocks for Unit #19 Transmission fluid for the shop	09/29/2023	
			Total for Check Number 56582:	1,106.36
56583	M780 013486	Municipal Maintenance Equipmen Smal unoader valve for the auxillary water pump	09/29/2023	
			Total for Check Number 56583:	770.61
56584	N710 7231	North Coast Unified Air Qualit Annual Renewal Fees/Diesel Generators for 7/1/.	09/29/2023	
			Total for Check Number 56584:	5,517.79
56585	P006 028881470 028882303 028887736 028892407 09292023	PACE Supply Corp. (2) 12" couplings for water main line repairs on l (2) 12" couplings for water main line repair on P (25) 16" bolts,and nuts for water main line repair 5/8 Flat washers for water main line repair on Pii Discount Earned Sept	09/29/2023	
			Total for Check Number 56585:	6,273.18

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
56586	P010	Pacific Gas and Electric-GN	09/29/2023	
	10062023	cFW/MR Water System		959.71
	10062023	aWA Pump & District/Cummings		8,243.36
	10062023	eKS/HH Sewer System		1,863.50
	10062023	fOffice/Yard		8,372.83
	10062023	gSpark energy Gas/LP Gas Chgs		35.44
	10062023	dGeneral Sewer System		4,721.14
	10062023	bHH Water System		12,536.79
			Total for Check Number 56586:	36,732.77
56587	P130	Pacific Gas and Electric-St	09/29/2023	
	10092023	Street Lights: 09/2023		6,236.95
			Total for Check Number 56587:	6,236.95
56588	S310	Low Voltage Security Inc	09/29/2023	
	220019058	(2) keys for Unit #17		5.46
			Total for Check Number 56588:	5.46
56589	S490	SHN Consulting Engineers	09/29/2023	
	118130	Compaction testing for the Christian Lane SMR		630.80
			Total for Check Number 56589:	630.80
56590	S750	Standard Insurance Company	09/29/2023	
	10012023	Short & Long Term Employee Disability Period:		1,366.93
			Total for Check Number 56590:	1,366.93
56591	S850	Optimum	09/29/2023	
	10162023	Internet: 09/24/23 - 10/23/23		525.04
			Total for Check Number 56591:	525.04
56592	U410	United Way of Humboldt	09/29/2023	
		PR Batch 00002.09.2023 UNITED WAY	PR Batch 00002.09.2023 UNI	2.00
		PR Batch 00002.09.2023 UNITED WAY	PR Batch 00002.09.2023 UNI	2.00
			Total for Check Number 56592:	4.00
56593	V500	Verizon Wireless	09/29/2023	
	945010185	Cellular Service: 08/22/23 - 09/21/23		464.22
			Total for Check Number 56593:	464.22
56594	ZSW066	Dan Cruz	09/29/2023	
	445 Westgate	Refund Pavement Replacement Charge for 445 \		1,260.00
			Total for Check Number 56594:	1,260.00
56595	ZSW067	Ben Brown	09/29/2023	
	4898-4900 Amigo	Refund Inspection Deposit for 4898-4900 Amigo		150.00
			Total for Check Number 56595:	150.00
			Total for 9/29/2023:	92,155.49



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Report Total (70 checks):	560,303.87

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# Humboldt Community Services District

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

## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: October 10, 2023

**AGENDA ITEM:** F.1 (New Business)

**TITLE:** Consideration of Reinstating Engineering Department Utility Services Planner Classification

**PRESENTED BY:** Terrence Williams, General Manager

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### **Recommendation:**

Motion and roll call vote to reinstate the Engineering Department Utility Services Planner Classification and approve the corresponding job description.

### **Summary:**

Since the separation of the Assistant Engineer, District staff have been recruiting to fill that role. In the interim, members of District staff have stepped up to fill the void, particularly with respect to the ongoing activities that have historically been associated with the District Planner. These include responding to building referrals, quoting capacity fees for new development, managing regulatory compliance, implementing the District's pretreatment program compliance and inspecting new construction for both District and non-District projects. With Tim's retirement eminent and the engineer solicitation moving much more slowly than hoped, the transition of knowledge and skill is becoming critical. District staff have determined that reinstatement of the Utility Planner Classification and promotion of a key staff member into that role is the best path forward for maintaining institutional knowledge and continuity of service.

The 2023-24 budget included salary and benefits for the Assistant Engineer. Given that the Assistant Engineer separated from the District before the start of the Fiscal Year, there is sufficient budget to support the reinstating this classification and filling the role, even if we are able to identify an engineering candidate and bring them onboard by November 1. Additionally, the person in this role will be instrumental in assisting the newly onboarded engineer with their transition into District operations. An updated Job Description (including salary schedule) is incorporated into this report for the Board's consideration and approval.

Please consider reinstating the Engineering Department Utility Services Planner classification effective November 1, 2023.

### **Fiscal Impact:**

None

## HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:

### UTILITY SERVICES PLANNER

Effective November 1, 2023

#### Definition

Under general direction with supervision from the Engineer or Superintendent; District liaison with contractors, customers, developers, consultants, governmental bodies, and planning agencies concerning District sewer and water policy, conditions and requirements, makes field inspections of contract and new development construction projects, ensuring compliance with plans and specifications, reviews construction plans; and related work as required.

#### Essential Functions

- Supervises the work of and delegates work to others in the department
- Coordinates and collaborates with other departments to accomplish the workload of the District
- Assists contractors and the general public with questions regarding District policy, inspections and fees.
- Meets with developers and outside engineers to discuss and review concepts and general requirements for new projects.
- Develops and recommends revisions to plans and specifications.
- Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, technical groups, and developers.
- Investigates and responds to planning referrals.
- Coordinates, inspects and tracks new subdivision development.
- Prepares capital asset, construction estimates and easement descriptions.
- Observes construction methods and materials to ensure compliance with plans, specifications, codes and District ordinances.
- Provides code enforcement.
- Completes field sketches of projects and maintains accurate as-built plans.
- Prepare, organize, and track construction plans and requested service for District construction crews.
- Develops and analyzes short- and long- term planning goals.
- Plans, organizes, and implements the District's Source Control and FOG Programs.
- Implements and maintains the District Backflow Prevention and Cross Connection Control Programs
- Compliance reporting as required
- Implements, maintains, and provides training on multiple District plans and programs
- Coordinates required training activities as necessary
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.
- Duties as assigned

#### Knowledge/Skill/Ability

Knowledge of: Methods, materials, tools, and equipment used in the construction, design, and planning of water development and distribution, wastewater collection and treatment, and

other hydraulic projects and facilities; contract administration; programs, functions, purposes, and activities of the District; District ordinances and regulations, Uniform Plumbing Code, applicable laws, and codes; Principles and practices of wastewater treatment processes, pretreatment systems, source control monitoring, and backflow prevention

Ability to: provide critical thinking to assigned projects; Inspect construction projects and detect flaws in construction methods and materials; Maintain detailed records and information; Understand and interpret water and sewer engineered drawings, specifications, and cost estimates; in the event of an emergency, work rotating shifts, weekends, holidays, and remain available; maintain effective working relationships.

Skills to: Communicate clearly and concisely both orally and in writing with District staff, Board, other public agencies, and general public; interpret and follow process control plans and specifications; effective and courteously interact with the public; effectively use a variety of computer software such as word processing, spreadsheets, databases; maintain detailed records and information. Read, write and update technical plans and reports such as the Sanitary Sewer Management Plan, Local Hazard Mitigation Plan, Capital Improvement Plan, Source Water Supply and Demand Report, Urban Water Management Plan among others.

### Working Conditions/Physical Requirements

Position requires prolonged sitting, standing, walking – frequently on uneven terrain, reaching, twisting, turning, kneeling, bending, squatting, stooping, and moving objects up to 50 lbs. in the performance of daily activities. Also requires grasping, repetitive hand movement, and coordination in reviewing constructions plans, statistical reports and data, and using a keyboard. Additionally, the position requires near and far vision in reading reports, reviewing plans and blueprints, and using the computer. When visiting construction sites or existing District facilities the position may require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards.

### Special Requirements

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

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

Possession of a valid Grade 2 Water Distribution Operator Certification issued by the California Department of Health Services

Cross Connection Control Specialist certification highly desirable.

### Desirable Education and Experience

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

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

Completion of a Bachelor Degree in Planning, Business, Public Administration or closest related field. Three (3) years of increasingly responsible experience in the planning, design and inspection of water treatment and distribution, wastewater collection and treatment and urban development.

**Other Requirements:**

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

**Salary Schedule:**

Step	1	2	3	4	5
Hourly Wage	\$41.02	\$43.07	\$45.22	\$47.49	\$49.86

**Employee Acknowledgement:**

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have reviewed this Job Description with the General Manager, fully understand it, and freely agree to its terms.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# Humboldt Community Services District

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

## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of:** October 10, 2023

**AGENDA ITEM:** F.2 (New Business)

**TITLE:** Consideration of Authorizing the Hire of Additional Utility Worker Staff

**PRESENTED BY:** Terrence Williams, General Manager

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### **Recommendation:**

Motion and roll call vote to authorize the hire of one additional Utility Worker Staff Member

### **Summary:**

The District's Fiscal Year 2023-24 Budget includes the addition of two additional Utility workers. Historically, the District maintained two full-time Utility Customer Service staff until late in 2021. At that time, one of the Utility Customer Service staff laterally transferred to the Maintenance Department and part-time meter reading duties were allocated to a member of the Construction Department as it was anticipated the work load could be met. Unfortunately, that has proven not to be the case. At this time, staff has determined it is necessary to implement an additional full-time Utility worker.

To fill the gap during the past several months, the district turned to Express Professionals for temporary candidates. One of the individuals has proven capable, reliable, and dedicated to learning the idiosyncrasies of the District and performing the duties associated with the Utility worker position. With the approval of the Board to implement an additional full-time Utility worker, it is our intention to offer a regular full-time permanent position to that individual.

The individual has been cross trained to work in all three of the District's field departments (Maintenance, Construction and Customer Service) and will also be available to assist with the implementation of the SCADA system. With several field employees nearing retirement and the difficulty we have experienced identifying qualified field technicians, District staff feels that it is prudent to keep this high-quality individual on staff.

The last time staff increased in number occurred in 2015 with the addition of a third front-office Customer Service Representative. It is now necessary to address staff shortages within the Utility Customer Service, Construction and Maintenance departments.

### **Fiscal Impact:**

\$75,000, already included in FY 2023-34 budget and offset by temporary employment expenses

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# Humboldt Community Services District

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## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of:** October 10, 2023

**AGENDA ITEM:** F.3 (New Business)

**TITLE:** Consideration of Authorizing the Hire of a Special Projects Electrical and Instrumentation Technician to Assist in Capital Improvement Project (CIP) Execution

**PRESENTED BY:** Terrence Williams, General Manager

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### **Recommendation:**

Motion and roll call vote to authorize the hire of a Special Projects Electrical and Instrumentation Technician to assist with Capital Improvement Project (CIP) implementation and approve the job description.

### **Summary:**

Significant design, development and testing progress has been made toward the implementation of the District's new SCADA system. At this point, we need to ramp up assembly, installation and deployment of the new system. As everybody knows, the District's staff is stretched thin with day to day operations, not to mention CIPs and emergency response. SCADA assembly and deployment requires specialized skills and training that existing (and very busy) District support staff don't necessarily possess. District staff has determined that the best path forward is to hire a Special Projects Electrical and Instrumentation Technician to assist the District with assembling, deploying, commissioning, and project management for the SCADA system. This will be a project life (not permanent) full time position that will be filled as needed to assist with this multiyear project. The salary and benefits will be funded through the approved and budgeted CIP project for SCADA upgrade implementation.

For review, consideration, and approval, attached is Staff's proposed corresponding job description and salary schedule.

### **Fiscal Impact:**

\$125,000

# HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:

## SPECIAL PROJECTS/ELECTRICAL and INSTRUMENTATION TECHNICIAN

Effective: November 1, 2023

### **Definition:**

Under general supervision of the General Manager or Engineer, this regular full-time non-exempt hourly classification performs a full range of electrical, electronic, and electro-mechanical tasks including design review, implementation, assembly, deploying, commissioning, trouble-shooting, maintaining and upgrading/improving various systems, and performs other related duties as required.

### **Distinguishing Characteristics**

The Electrical and Instrumentation Technician possesses an advanced level of knowledge and experience, as well as confidence to perform a wide variety of duties including installation, maintenance, troubleshooting, repairing, adjusting, programming and calibrating a variety of electrical, electronic, and electro-mechanical equipment, Supervisory Control and Data Acquisition (SCADA) system equipment, programmable logic controllers (PLC's), Remote Terminal Units (RTUs), SCADA server's, wireless and radio communications systems, water and sewer pumps, control panels and telemetry systems.

### **Essential Duties:**

Install, inspect, maintain, repair, troubleshoot, calibrate, program, modify, upgrade and test a wide variety of electrical/electronic/electro-mechanical instrumentation equipment and software related to pumping stations, water storage, water treatment, emergency back-up power, and SCADA systems; systems may include, transmitters, recorders, PID loop controllers, atmosphere testers, PLCs, remote telemetry units (RTU's), ultrasonic meters/sensors, network servers, related communication devices (radios and antennas), soft start equipment, variable frequency drive (VFD) systems and pneumatic and telemetry equipment; verify equipment compatibility with existing devices; proficiently reads and interprets circuit diagrams, such as, electrical schematics, piping and instrumentation diagrams (P&ID's), ladder logic, function block diagrams, construction drawings, and service and repair manuals; prepares plans and specifications for the procurement of parts and supplies on assigned projects. Ensures that proper safety precautions and safe work methods are followed; assists with the preparation of standard operating procedures (SOP's); inspect contract construction projects and submittals; inspect and test equipment; develop punch lists for work to be completed or corrected during construction; and perform other duties as assigned. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

### **Knowledge/Skill/Ability:**

Knowledge of: In depth knowledge of electrical/electronic/electro-mechanical instrumentation equipment as it relates to SCADA systems, industrial controls, communication devices, telemetry, and their operational and maintenance software programs; methods, tools, and equipment used to install, deploy, commission, maintain, repair, test, troubleshoot, calibrate and perform preventative maintenance on electrical, electronic, electro-mechanical, instrumentation and SCADA systems; safe work practices, applicable codes, laws and ordinances, circuit diagrams, and shop mathematics

Skill to: Use electrical and electronic tools and equipment skillfully and safely; read, interpret and follow electrical and process control plans and specifications; examine and diagnose causes of electrical and

electronic failures; respond quickly in emergencies; interact effectively and courteously with the public; communicate clearly and concisely, orally and in writing; keep accurate records.

Ability to: Work independently and exercise good judgment; diagnose malfunctions in a variety of electrical, electronic, electro-mechanical, SCADA and instrumentation systems; use and care for tools and test equipment used in maintaining and repairing electrical, electronic and instrumentation systems; ability to create new, and modify existing computer aided design (CAD) documents; make cost estimates of labor and materials, maintain detailed records; follow oral and written directions. read and interpret electrical and process control drawings, plans and specifications; Establish and maintain effective work relationships with those contacted in the performance of required duties; maintain effective audio-visual discrimination and perception needed for making observations, communication with others, and reading, writing, and operating assigned equipment; apply good judgment and practical knowledge to help resolve unusual or irregular problems in the area of work assigned.

### **Examples of Knowledge/Skill/Ability:**

- Principles and practices of electrical and electronic repair and maintenance
- Repair, maintenance, and operational adjustment procedures for water and sewer pumping, water distribution, sewer collection, and water treatment plant equipment
- Methods, materials, tools, and testing equipment used in the installation, maintenance, calibration, and repair of electrical and electronic equipment
- Measuring, monitoring, and calibrating devices used in electrical, mechanical, instrumentation, and relay troubleshooting and repair
- Repair and calibration of instrumentation and relays
- Experience with the implementation, operation, maintenance, and troubleshooting of SCADA Systems
- Experience with the programming of SCADA servers, PLCs RTUs and HMIs and the associated programming software such as Schneider Electric's Remote Connect, Control Expert, Geo-SCADA, Clear-SCADA, ViewX, Virtual ViewX and iX Developer.
- Experience with wired and wireless telemetry technologies and the troubleshooting and maintenance methods employed with them
- Experience with project development, specification and interconnection CAD work associated with the implementation of new equipment and or control technologies
- Safety laws, regulations, and rules relating to electrical system and electronic maintenance and repair work.
- Safe work practices including necessary electrical clearances and lockout / tagout procedures
- Operation of computers, automated equipment and standard applications software
- Develop cooperative working relationships. Use teamwork to effectively solve practical problems, and coordinate work among a small, close-knit workforce

### **Education and Experience:**

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED
- Associate degree in electronics, instrumentation, electrical technology, or closely related field is highly desirable.
- Five-to-ten years of journey-level experience as an Industrial Instrumentation and Control Technician, electrical and electronic construction, repair and maintenance, preferably with some direct experience at a water or wastewater treatment plant, hydro-electric plant, or similar

facilities. Completion of a formal apprenticeship or its equivalent in the electrical, electronics, or instrumentation fields are highly desirable.

- Grade II Treatment and/or Distribution certificates desirable
- California Water Environment Association (CWEA) Electrical/Instrumentation Technologist Level II certification or higher is highly desirable

### **Special Requirements:**

- Must possess a valid California Driver's license issued by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.

### **Working conditions/Physical Requirements:**

Individuals selected for appointment to this position must pass a pre-employment medical examination and drug screening at District expense. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

A person employed in this position must be able to:

- Investigate and solve complex problems involving the ability to:
  - Perform visual inspections
  - Hear normal versus abnormal noises
  - View and respond to operational control screens (including alarms)
  - Think critically
- Sit for extended periods of time
- Operate a desktop computer
- Operate motor vehicles and other equipment
- Operate a variety of hand and electric tools
- Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity
- Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions
- Wear a respirator and other personal protective equipment
- Understand and carry out oral and written directions
- Communicate well with others, both verbally and in writing
- Work cooperatively and get along well with other people
- Read and understand complex electrical diagrams and communicate electrical processes contained in such diagrams
- Draw electronic diagrams and communicate electrical processes contained in such diagrams

**Other Requirements:**

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

**Salary Schedule:**

Step	1	2	3	4	5	6	7	8	9	10
Hourly Wage	\$40.00	\$42.00	\$44.10	\$46.31	\$48.62	\$51.05	\$53.60	\$56.28	\$59.10	\$62.05

**Employee Acknowledgement**

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

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I have received and read this Job Description, fully understand it and freely agree to its terms.

**Dated** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_