



Hidden Valley Lake Community Services District

Finance Committee Meeting

DATE: March 13, 2019
TIME: 12:30 pm
PLACE: Hidden Valley Lake CSD
Administration Office, GM Office
19400 Hartmann Road
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) DISCUSS AND REVIEW: Sewer Bond Annual Report
- 6) DISCUSS AND REVIEW: 2019 NBS Water, Sewer & Recycled Water Rate Study Report (Hand Carry)
- 7) DISCUSS AND RECOMMEND: Future Civic Spark engagement; I&I and LHMP
- 8) DISCUSS AND RECOMMEND: Budget clarification for RGS Consultant
- 9) PRESENT: 2019-2020 Budget DRAFT (Hand Carry)
- 10) DISCUSS AND RECOMMEND: Finance Committee Charter
- 11) DISCUSS AND RECOMMEND: Water Resources Specialist job description and salary
- 12) PUBLIC COMMENT
- 13) COMMITTEE MEMBER COMMENT
- 14) ITEMS FOR NEXT AGENDA
- 15) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hvllcsd.org/Meetings.

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

\$3,650,000

Sewer System Reassessment District No. 1

**Limited Obligation Refunding Improvement Bonds
Series 2016**

Continuing Disclosure Annual Report

Fiscal Year Ended June 30, 2018

OFFICE LOCATIONS:

Temecula – Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592

San Francisco – Regional Office
870 Market Street, Suite 1223
San Francisco, CA 94102

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Prepared by:



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

\$3,650,000

**Hidden Valley Lake Community Services District
Sewer System Reassessment District No. 1
Limited Obligation Refunding Improvement Bonds
Series 2016**

DATED: March 23, 2016

CUSIP NOS.

<u>MATURITY</u>	<u>CUSIP</u>
2021	429519BQ3
2026	429519BR1
2029	429519BS9
2032	429519BP5

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NBS has relied upon information provided by sources which are believed to be reliable without independent verification; therefore, we express no opinion as to the completeness, accuracy or suitability of such information.

1. INTRODUCTION

This report (the “Annual Report”) provides certain required information in order to comply with the provisions contained in the Continuing Disclosure Agreement (the “Disclosure Agreement”) for the \$3,650,000 Hidden Valley Lake Community Services District Limited Obligation Refunding Improvement Bonds Series 2016 (the “Bonds”) in connection with the Sewer System Reassessment District No. 1 (the “Reassessment District”). The Disclosure Agreement was executed and delivered by the Hidden Valley Lake Community Services District (the “District”) for the benefit of the holders and beneficial owners of the Bonds and in order to assist the participating underwriter in complying with S.E.C. Rule 15c2-12(b)(5). This Annual Report will be disseminated via the Electronic Municipal Market Access (the “EMMA”).

2. CONTENT OF ANNUAL REPORT

2.1 Audited Financial Statements

The audited financial statements of the District for the Fiscal Year ended June 30, 2018 will be submitted to the EMMA under a separate cover.

2.2 Principal Amount of Bonds Outstanding

As of June 30, 2018, the principal amount of Bonds outstanding was \$3,334,000.

2.3 Reserve Fund and Reserve Requirement

As of June 30, 2018, the balance in the Reserve Fund was \$175,775.64. The Reserve Requirement, as of June 30, 2018, was \$144,900.

2.4 Redemption Fund

As of June 30, 2018, the balance in the Redemption Fund was \$393,680.68.

2.5 Delinquent Reassessment Installments

The following table provides the annual assessment installments billed and collected as of June 30, 2018, in addition to the total amount of delinquent assessments for Fiscal Year 2017/18:

Assessment Installments Billed for Fiscal Year 2017/18	Assessment Installments Collected for Fiscal Year 2017/18	Delinquent Amount	Delinquency %
\$301,108.06	\$283,701.22	\$17,406.84	5.78%

2.6 Foreclosure Proceedings

As of June 30, 2018, there were no foreclosure proceedings being pursued by the District with respect to delinquent reassessment installments.

2.7 Assessed Value

As of June 30, 2018, the assessed value of all property within the Reassessment District was \$295,131,898.

3. REPORTING OF SIGNIFICANT EVENTS

According to the Disclosure Agreement, significant events are as follows:

- 1) Principal and interest payment delinquencies;
- 2) Unscheduled draws on debt service reserves reflecting financial difficulties;
- 3) Unscheduled draws on credit enhancements reflecting financial difficulties;
- 4) Substitution of credit or liquidity providers, or their failure to perform;
- 5) Issuance by the Internal Revenue Service of proposed or final determination of taxability or a Notice of Proposed Issue (IRS Form 5701-TEB);
- 6) Tender offers;
- 7) Defeasances;
- 8) Rating changes;
- 9) Bankruptcy, insolvency, receivership or similar proceedings;
- 10) Modifications to the rights of Bondholders;
- 11) Optional, unscheduled, or contingent Bond calls;
- 12) Release, substitution, or sale of property securing repayment of the Bonds;
- 13) Non-payment related defaults;
- 14) The consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms; and
- 15) Appointment of a successor or additional trustee or the change of the name of a trustee.

4. CONCLUDING STATEMENT

This Continuing Disclosure Annual Report was prepared on behalf of the District in accordance with the Disclosure Agreement of the Bonds, in order to provide required information to the marketplace as provided for under S.E.C. Rule 15c2-12(b)(5). Such required information may include, but not be limited to, annual financial information, certain operating information and disclosures concerning specific events.

NBS has relied upon information provided by sources which are believed to be reliable without independent verification. The reader understands and agrees that NBS is entitled to rely on all information and documents supplied to NBS by the District or any of its agents or contractors and other government sources or proxies thereof as being accurate and correct and NBS has no obligation to confirm that such information and documentation is correct and that NBS has no liability if such information is not correct.

The information contained within this report, has been reviewed, approved and authorized for dissemination via EMMA by the District.

Hidden Valley Lake Community Services District

Kirk Cloyd
General Manager

Application Process Overview

This application is for CivicSpark project partner proposals for the 2019–20 service year. Your application will help LGC Staff understand your project, identify alignment of your project with our programmatic priorities, and ensure your project is eligible for CivicSpark support. Completion of the application form does not ensure you a placement nor does it obligate you to participate. This is merely the first step in the application and commitment process.

1. Complete and submit the Application Form below.
2. LGC staff will contact you to discuss your proposed project goals and next steps once your application is received.
3. Your agency/organization and LGC will confirm a mutual understanding of the project and complete a "Service Agreement" (contract) with LGC; this Service Agreement will outline mutual roles, expectations, responsibilities, and terms of payment.
4. Once the Service Agreement is signed by both parties, key public agency staff involved in your project will complete a "Pre-Service Capacity Assessment" survey (LGC staff will review this process with you when we discuss your application with you).
5. Your agency/organization identifies a "Site Supervisor," whom will directly supervise Fellow(s); Site Supervisors will participate in a Pre-Service Project Partner Orientation webinar, and makes all necessary preparations for Fellow(s) arrival.

All fields marked with a red *are required.

I. Organizational Information

Name of Organization *

HIDDEN VALLEY LAKE COMMUNITY S

Type of Organization *

Regional agency ▼

Website

<http://www.hvlcsd.org>

Address *

19400 HARTMANN RD, Hidden Valley Lake, CA 95467

Contact 1

First Name *

Alyssa

Last Name *

Gordon

Title *

Hidden Valley Lake

Phone *

7079879201

Email *

agordon@hvlcsd.org

You must have someone noted for each role, and one person can be noted for multiple roles. However, the first person, and only one person should be listed as the "project contact." Add additional contacts after as needed.

- *Project contact = who submitted this application, and who we work with to get the project setup.*
- *Fellow Supervisor = who will directly supervise the Fellow(s).*
- *Billing contact = who will process payments.*

Contact Role *

- Project
 Fellow Supervisor
 Billing

(Check all that apply)

Add a second contact

Contact 2

First Name *

Trish

Last Name *

Wilkinson

Title *

Full Charge Bookkeeper

Phone *

7079879201

Email *

twilkinson@hvlcsd.org

Contact Role *

- Project
 Fellow Supervisor
 Billing

(Check all that apply, you must have someone noted for each role, but one person can be noted for multiple roles)

Add a third contact

CivicSpark sends out a monthly newsletter with stories about Fellows' work, our partners, our Alumni, and often includes links to other statewide events and resources. We won't add someone without permission.

Can we add the main project contact to the CivicSpark Newsletter distribution list?

- Yes
 No

II. Project Description and Goals

Have you previously hosted CivicSpark Fellows? *

- Yes
 No

Project Title (to be used on the CivicSpark website) *

*Note: this should not be the name of the role, but a descriptive project title that captures the intent or focus of what the Fellow(s) will be doing. **

Conservation and Hazard Mitigation

Overall need and goals

CivicSpark's purpose and goal is to build the capacity of local government — to collaborate across sectors in order to address emerging environmental and/or socioeconomic resiliency challenges — through research, planning, and implementation projects.

Please provide a brief description (no more than 400 words) of your resiliency capacity needs and goals for the project.

Description should include 1–2 sentences on each of the following:

- *Organizational background.*
- *Broad environmental (e.g. climate, water, etc.) and/or socioeconomic (e.g. affordable housing, mobility, etc.) challenges the Fellow(s) will be working to address.*
- *Overview of the Fellow(s) role in addressing these needs.*

*The description should be as compelling and appealing as possible, to entice Fellows applying for the program. Your text will be used on our website for the descriptions Fellows see when applying. **

affordable, and resilient water supply to its customers. As a testimony to this commitment, HVLCSD has been identifying and repairing Infiltration and Inflow (I&I) issues that would otherwise compromise its ability to meet its discharge requirements. Previous CivicSpark fellows have been instrumental in spearheading this project, and moving this project along farther than HVLCSD would have been able to do on its own. We are looking to build upon the successes achieved thusfar, while helping CivicSpark fellows enhance their GIS, project management, public outreach, reporting, and writing skills in a professional environment.

Capacity building activities and anticipated outcomes

Each Fellow must work on capacity building projects that impact at least 1 (but not more than 3) specific "beneficiaries." Beneficiaries can be individual local government agencies, departments within agencies, or program units. Each capacity building project should have well defined outcomes that will help each beneficiary address their environmental (e.g. climate, water, etc.) or socioeconomic (e.g. affordable housing) resiliency needs .

*Please provide a brief description (no more than 400 words) of at least one specific capacity building project for a specific agency, department, or program initiative and please describe how the Fellow's service will provide resources, systems, or engagement that increases the public agency's capacity to address their resiliency challenges in the future. **

Hazard Mitigation has far reaching benefits. We know that wildfires and floods, for example are blind to city, county, or even state boundaries. Building a Local Hazard Mitigation Plan will tangibly benefit HVLCSD as well as our county neighbors, specifically Lake County Special Districts.

Organizational and Community Highlights

Many of our candidates are recent college graduates and/or are considering service in a community or state they have never lived in before. Additionally, if your organization is in a less familiar region of California, candidates may not know much about your community. In order to help our candidates understand and appreciate your organization and your community culture please provide some insights into what it's like to work in your organization and live in your community.

Please provide a brief description (no more than 400 words) touching on; the workplace culture and environment; what about serving with your organization will be a good professional development experience; and what about your community makes it an interesting place to live and work.

*As with other sections we will use this information to craft the overall placement description, and your response in this section can really help potential candidates get excited about working with you and living in your community. **

Lake County is a beautiful and unique place. Rolling hills and valleys belie a complex system of unique geography, rocks and soils, and lots of water! HVLCS D takes its stewardship of this bountiful area quite seriously, and works hard to keep up its infrastructure to maintain the highest quality of water and wastewater services possible to its customers. We are a staff of twelve, six in administration and six in field operations. The CivicSpark fellows help both departments in building capacity, by working outside geo-locating infrastructure (GNSS, and ESRI Collector), replacing infrastructure (manhole lid replacement project), as well as administratively,

Returning Partners

As a previous partner, you understand that CivicSpark's purpose and goal is to build capacity for local governments. It is important that AmeriCorps resources (i.e., CivicSpark Fellows) are not used to "sustain" on going projects or initiatives, but rather to build new capacity for the organizations benefiting from CivicSpark through increased resources, new products and activities, or new organizational capacity.

*Please provide a brief description (no more than 400 words) of how the specific activities and outcomes described above address an unmet capacity need, and do not simply continue to sustain activities or programs started by and/or fill roles occupied by previous Fellows. **

HVLCS D has invested in the long term improvement of its infrastructure with new tools designed to enhance maintenance and operations activities. Tablets and apps, in conjunction with the GNSS device enhance geo-locating of sewer lines, manholes, and lift stations. Teledyne ISCO 2150 flow monitors monitor flow where flow has never been monitored before. ArcGIS for desktop and ArcPRO has been updated with data that is quickly approaching the level of a "Geometric network" for the District. All of these examples of the great work that has been done thusfar by Fellows, will turn into SOPs that ultimately get transferred to Field Operations and Water

Are you collaborating with any other organizations on this project? *

Yes No

III. Project Categorizations

The following section includes a series of dropdown options for you to categorize your project and establish a project profile. Categories include target regions, activities, topics, and outputs.

We will use this project categorization to a) match projects more closely with Fellow applicant interests, and b) rank project applications in accordance with our programmatic priorities.

Note: for some of the sections you will estimate the percentage of the project that fits that criteria. Each category should total 100%. For example; General Activity Types: 50% research, 0% Planning, 50% implementation.

General Activity Areas

What kinds of activities will the Fellows focus on? Can be a mix of some or all types below. Enter zero if none in a given section. Total should equal 100.

Research *	Planning *	Implementation *	100%
<input type="text" value="25"/>	<input type="text" value="25"/>	<input type="text" value="50"/>	

Geographic Focus

Where will the project be focused? Can be a mix of geographies. Enter zero if none in a given section. Total should equal 100.

Rural *	Suburban *	Urban *	100%
<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

General Resiliency Project Areas (check any that apply) *

- Climate Mitigation
- Climate Adaptation
- Water Management
- Water Policy
- Affordable Housing
- Alternative or Multimodal Transportation
- Rural Broadband
- Other

Primary Target Audience and/or Industry

*What is the main audience for this project?**

Secondary Target Audience and/or Industry

If needed, what is the secondary audience for this project?

Primary Project Focus

*What is the primary focus for this project?**

Secondary Project Focus

If applicable, what is the secondary focus for this project?

Other ▼
Hazard Mitigation

Primary Project Outputs / Deliverables

*Please highlight the major product, activity, or deliverable the Fellow will work on or contribute to. **

Implementation Plan ▼

Secondary Project Outputs / Deliverables

If applicable, please highlight the secondary product, activity, or deliverable the fellow will work on or contribute to.

Local Hazard Mitigation Plan ▼

IV. Desired Fellow Skills and Support For Fellow

Desired Skills and Traits for Fellow Placement

In order to best identify the Fellow(s) who will be most successful in your project, we ask you to identify the most important traits or skills you hope your Fellow(s) to have.

*Please provide a brief description (no more than 200 words) of the 2 most important traits or skills you would like to see in a Fellow. Note: our primary Fellow applicant demographic is recent college graduates. We may not be able to accommodate a need for advanced degrees or highly technical skills. This description will be used on our website in conjunction with the project description, for Fellows to view when applying to the program. **

An interest in local government day to day operations. Ideally, the fellow will have enthusiasm to learn all aspects of operations and the willingness to manage projects to improve operations. The use of skills such as strong Microsoft Office (Excel) ability, formal writing for correspondence with local, state and federal agencies will be a key to success. The ability to dedicate oneself to a project, and its completion despite ambiguity, changes in scope, and various other setbacks. Experience with ArcGIS for desktop and ArcPRO is also preferred. A love for the outdoors, and an interest in finding the nexus between natural resource stewardship and basic business

Primary Desired Skills

*What are the primary skills or activities this project will require?**

Project Management ▼

Secondary Desired Skills

If applicable, what are the secondary skills or activities this project will require?

Data Collection / Analysis ▼

Supervisor Responsibilities

CivicSpark is committed to nurturing the next generation of sustainability leaders by providing a strong professional development experience for Fellows. A critical part of that experience is placing Fellows under the guidance of a Site Supervisor who can help the Fellow(s) learn, grow, and benefit from exposure to their host organization and network. Hosts may have local partners take a role in supervision, but as the host organization you are agreeing to identify one Site Supervisor for the Fellow(s) during the 11-month service year.

Site Supervisor responsibilities include:

- *Completing an initial and closing assessment of the fellow's performance;*
- *Supporting the Fellow(s) professional goals;*
- *Conducting weekly check-ins with Fellows;*
- *Overseeing Fellow(s)' project work; and*
- *Serving as a bridge between CivicSpark and the host organization.*

*

I certify that our organization will identify one Site Supervisor who will fulfil the responsibilities outlined above.

Will you have a suitable and dedicated workspace (desk, cubicle, appropriate office technology, shared office etc.) for your Fellow(s)? *

Yes

No

Inability to provide suitable and dedicated workspace for your Fellow(s) may affect the project viability.

V. Target Local Public Agencies

This section asks for information about the project beneficiaries (target local public agencies, departments or programs within a single agency) that will receive support through your project. This information is required, and must be provided before the start of service (8/25/19).

- You must identify at least 1 beneficiary per Fellow hosted.
- If your organization is not a local public agency and/or the project is benefiting a different public agency, provide information about that agency. NGOs or State Agencies CAN NOT be beneficiaries.

- If your organization is a public agency that a Fellow will be supporting, respond with information about your own agency.
- If multiple departments or programs within a single agency are being served, you only need to answer the three questions below once as the answers apply to the whole agency and you can use the questions below to answer now.
- If you complete the spreadsheet you can skip the three questions below.

[Click here to download Excel spreadsheet to complete this section for multiple local governments](#)

Send the completed excel sheet to ahernandez@lgc.org.

Beneficiary information agreement *

- I agree to provide any necessary beneficiary information and will ensure that related local government staff complete pre-service capacity assessments prior to the program start date (8/25/19).

Names of local public agency/agencies (or departments or programs within a single agency) that are the focus of or lead for the specific capacity building activities described above. *

Water Resources, Field Operations

Eligibility

Please respond to the question below with respect to the community the agency named above serves and/or for the agency itself. Answering "yes" below indicates that you meet the eligibility criteria, (ie. have a need for capacity), and are therefore eligible to receive CivicSpark support.

These conditions are tiered; that is, if you meet any of the conditions on the first question, you do not need to answer the second or third question. If you DO NOT meet any of the first question conditions but do meet the second condition, you do not need to meet the third. If you don't meet either the first or second conditions, you must meet the third condition to be eligible.

Does your community meet ANY of the following conditions?

- Contains census tracts that are >33 on [CalEnvirScreen](#)
- Scores >50 on the [Distressed Community Index](#)
- Community wide [unemployment](#) is above the current state average
- [Regional Opportunity Index](#) (People or Place) is below state average

- Yes – the community meets at least one of these criteria
- No – the community does not meet any of these criteria
- Unknown

Please describe the conditions your community meets.

73.6 DCI Score

Does this local agency NEED to adopt a comprehensive and up-to-date strategy (plan, element or other) to fully address the resiliency issue you are seeking assistance for?

OR, if the local agency does have an adopted and up to date strategy, does the agency NEED additional funding, programs, policies, or plans to fully implement this strategy?

- Yes – the local agency needs to adopt a strategy
- Yes – the local agency needs to update the strategy
- Yes – the local agency needs additional resources to implement the strategy
- No – the strategy is adopted and up to date, and the local agency has the resources needed to implement it
- Unknown
- N/A – answered yes to the previous question

Please describe the resilience strategy need (e.g., what specific strategy does the agency lack or need to update; or what resources are needed in order to implement the strategy). Please briefly describe the current status of this strategy, and provide a link to the relevant plan (if applicable).

I&I Repairs – Use and expand upon existing tools to improve the wastewater infrastructure as per the Regional Water Board requirements. Develop ongoing maintenance and operations plan to integrate advances in technology.

Does the local agency have specific agency-defined goals for this particular resiliency issue that they are NOT ABLE TO ACHIEVE (e.g., adopted by governing board, or included in an approved plan, etc. but not allocated sufficient resources) without assistance?

- Yes – there are defined goals that the local agency is not yet able to achieve
- No – there are not defined goals that the local agency is not yet able to achieve
- Unknown
- N/A – answered yes to either of the previous questions

VI. Fiscal Contribution

AmeriCorps programs are funded in part by the Corporation for National and Community Service, and in part by participating local governments. Receiving CivicSpark support requires a fiscal contribution; public agencies or third parties can provide that fiscal contribution. Rates for CivicSpark support are all-inclusive (e.g., covers workers compensation, liability insurance, workplace costs, member personnel benefits, job travel support, etc.); and is based solely on project work.

To proceed with CivicSpark services, LGC requires completion of a signed Service Agreement (contract) and a 10% down payment of total service cost. Service Agreement and down payment must be received prior to the start of CivicSpark Fellow service. The remaining cost of service will be paid monthly throughout the term of service.

For additional details on costing and service information for each period refer to the "[Fiscal Contribution](#)" section of our website.

Number of Fellows requested for this project (\$26,000 for 1300+ project hours/Fellow or \$51,000 for 2 Fellows) *

2

This represents the general pricing structure and the floor for pricing, but some variations may exist depending on terms and conditions of specific placements.

If you are interested in a "half-time Fellow" (650 hrs), please get in touch. While we have supported half-time Fellow placements, they have to be matched locally with another partner also requesting a half-time Fellow. This option can be hard to realize. If possible consider requesting a full Fellow or identifying a matching partner prior to applying, as CivicSpark may not be able to find a match in all circumstances.

Please list known sources for the fiscal contribution. If sources are not yet known, please indicate potential sources and expected timeframe for securing funding.

*Note: if your organization is a nonprofit, we may ask for fiscal references or additional fiscal capacity information before contracting with you. **

Net revenues, possible SRF funding, possible CalOES funding.

Please separate each source with a comma.

Will any part of your fiscal contribution come from federal sources? If so, LGC will need confirmation prior to the start of services that the federal agency providing funds approves of the use of funds for AmeriCorps services. *

Yes No

VII. Contractual Understanding

For this final section, we want to be sure you understand certain conditions and priorities we have for the program. Please review and when ready agree to the following questions and linked requirements.

As a federally funded program, AmeriCorps programs are required to track service to participating public agencies (see link below). Once you have reviewed these requirements, please check below that you agree to provide necessary information and contacts as needed to comply with our program guidelines whether before or during the service year.

[Click here to review eligibility requirements.](#) *

I agree

As a federally funded program, CivicSpark Fellows are only allowed to work on contracted activities, are not allowed to engage in fund-raising, and are prohibited from engaging in certain activities. Please review the list of restrictions on Fellow activities (see link below). Once you have reviewed this list, please check below that you understand these restrictions and agree that Fellows will only engage in allowable activities during implementation of your project scope.

[Click here to review restrictions.](#) *

I agree

CivicSpark is committed to recruiting a strong and diverse cohort of Fellows who can have a positive impact on the communities they serve. Part of our success in building a strong cohort is recruiting widely and locally. In support of this, we ask that all Project Partners regularly share information about the program and current fellowship openings through their local networks through online postings, sharing information at meetings, etc. Templates and flyers will be provided by LGC. Please check below that you agree to support fellow recruitment in your community. *

I agree

PLEASE NOTE: After you submit you should receive an email confirmation. Please check (and check your spam filter) to be sure you receive this confirmation. If you don't your application may not have been submitted. If you do not receive a confirmation please get in touch right away.

SUBMIT



Hidden Valley Lake Community Services District

WATER RESOURCES SPECIALIST JOB DESCRIPTION

Reports to: General Manager	Hourly Salary Range				
Status: Non - Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date: 1/15/19	\$34.28	\$36.00	\$37.80	\$39.69	\$41.67

Definition/Summary

Under general supervision; a Water Resource Specialist plans and conducts technical studies and special projects to support District operations and policy/program development; develops and maintains a variety of technical databases; compiles various regulatory reports on a regular basis; manages the District's GIS and SCADA programs and databases; oversees various vendors that provide services to the District; applies for and administer grants and loans; represents the District in various state and local boards and public forums; and performs related duties as assigned.

Essential Functions

- Collects, assembles, analyzes and interprets data pertaining to a variety of water and wastewater resource management issues including supply/demand projections, water use and treatment, wastewater treatment, water quality, water conservation, financial analysis, and historical trends. Provides data for use in feasibility studies.
- Assists with the development and maintenance of water production, treatment, and/or water use computer databases. Assists in documentation and database management of daily water and wastewater rounds, and monthly drawdowns. Monitors service orders for water loss calculations.
- Prepares narrative and statistical reports and in accordance with regulatory requirements (such as the Field Operations Report, Watermaster Report, Groundwater Monitoring Report, Water Loss Report, Monthly Billed Consumption, Solar Monitoring).
- Assists in the development and adoption of District initiatives through research and analysis.
- Researches and drafts Standard Operating Procedures (SOPs) for review and approval by the General Manager.
- Represents the district at public and utility-related organizations, makes oral presentations, presents findings, and assists with the preparation and presentation of water resources exhibits at community events.
- Provides support to management during emergencies (such as fire, floods, power outages).
- Manages multiple vendors in accordance with contract terms and support needs.

- Develops and submits grant and loan applications; administers grants and loans according to relevant terms.
- Assists in the Closed Bid and Request for Proposal process. Coordinates bid selections, awards of contract, and notices to proceed.
- Provides support and administration to the District Supervisory Control and Data Acquisition (SCADA) System. Troubleshoots issues and escalates if necessary. Facilitates upgrades as needed.
- Manages the ArcGIS database and mapping environment. Performs data collection and data entry to the database to expand the capacity of maps. Develops and maintains a geometric database for water and wastewater infrastructure, recycled water, and hydraulic modeling. Generates maps to assist in field operations, troubleshooting, and maintenance plans.
- Use the District's in-house Utility Billing software for budgeting and project management activities, and to generate data for water consumption, water loss, and sewer use reports. Generates "average sewer use" figure annually for billing staff. Supports billing staff during high call volumes.
- Performs lead activities to oversee the District's CivicSpark fellowship and internship program.

Other Duties

- Performs other related duties as required.

Job Standards/Specifications

Knowledge of:

- Rules of English grammar, punctuation, and spelling;
- MS Office products (such as Word, Excel, and Outlook), Publisher, and Adobe Acrobat Writer;
- Principles of database management;
- Supervisory Control and Data Acquisition (SCADA) systems and software;
- Basic operation, equipment, and terminology associated with water treatment, wastewater treatment, and distribution systems; and
- ArcGIS database software.

Ability to:

- Perform basic mathematical computations;
- Compile and interpret water resources data;
- Write technical reports regarding various water and wastewater reporting and compliance issues;
- Write grant proposals, loan proposals, and Requests for Proposals;
- Direct the planning and administration of grant and loan programs;

- Plan and conduct analytical and research studies;
- Manage projects, including performing scheduling and overseeing vendor activities;
- Operate a variety of computer programs, including word processing programs, databases, spreadsheets, graphics and desktop publishing programs;
- Learn and apply the District's Utility Billing Software;
- Set up and maintain computer records and databases;
- Prepare effective educational and informational written materials;
- Make effective oral presentations to Board of Directors and public groups;
- Represent the District at various state and local boards and groups;
- Make sound independent decisions within procedural guidelines; and
- Establish and maintain effective working relationships with in-house personnel, the public and outside agencies.

Education and Experience:

Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed above. A typical way to obtain the required knowledge and abilities would be:

- a) Graduation from a four-year college or university with major coursework in water resources, planning, engineering, natural resources, public policy or administration, or a related field, and/or
- b) Three years of experience with a water supply/management organization

Typical Physical Activities

The physical demands described here are representative of those necessary to successfully perform the essential functions of the Water Resources Specialist position.

Employee must be able to perform tasks requiring both sitting and standing for extended periods of time; walking short to moderate distances; occasional bending, stretching, stooping, reaching, twisting, and turning. Must be able to lift, push or pull at least 25 pounds. Must possess hand and finger dexterity sufficient to operate a computer keyboard and some hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio; attentiveness and concentration necessary to perform multiple tasks concurrently.

Environmental Factors

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of the Water Resources Specialist position. Reasonable accommodations may be made to enable individuals with disabilities to

perform essential functions. While performing the duties of this job, the employee works primarily in an office environment with moderate noise levels and controlled temperature conditions. Employee may also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employee may interact with upset public representatives, private representatives, and contractors in interpreting and enforcing District policies and procedures.

License Certificate Registration Requirement(s)

A valid California driver's license and satisfactory driving record to maintain insurability is required.

DRAFT

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date



Hidden Valley Lake Community Services District

ASSOCIATE WATER RESOURCES SPECIALIST JOB DESCRIPTION

Reports to: General Manager	Hourly Salary Range				
Status: Non - Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date: 1/15/19	\$26.77	\$28.11	\$29.52	\$31.00	\$32.56

Definition/Summary

Under general supervision; an Associate Water Resource Specialist participates in technical studies and special projects to support District operations and policy/program development; maintains a variety of technical databases; compiles various regulatory reports on a regular basis; administers the District's GIS and SCADA programs and databases; oversees various vendors that provide services to the District; may administer grants and loans; may represent the District in various state and local boards and public forums; and performs related duties as assigned.

Essential Functions

- Collects, assembles, analyzes and interprets data pertaining to a variety of water and wastewater resource management issues including supply/demand projections, water use and treatment, wastewater treatment, water quality, water conservation, financial analysis, and historical trends. Provides data for use in feasibility studies.
- Assists with maintenance of water production, treatment, and/or water use computer databases. Monitors service orders for water loss calculations.
- Prepares narrative and statistical reports and in accordance with regulatory requirements (such as the Field Operations Report, Watermaster Report, Groundwater Monitoring Report, Water Loss Report, Monthly Billed Consumption, Solar Monitoring).
- Assists in the development and adoption of District initiatives through research and analysis.
- Researches and drafts Standard Operating Procedures (SOPs) for review and approval by the General Manager.
- May represent the district at public and utility-related organizations, and assists with the preparation and presentation of water resources exhibits at community events.
- Provides support to management during emergencies (such as fire, floods, power outages).
- Works with multiple vendors in accordance with contract terms and support needs.
- Administers grants and loans according to relevant terms.

- Assists in the Closed Bid and Request for Proposal process. Coordinates bid selections, awards of contract, and notices to proceed.
- Provides support and administration to the District Supervisory Control and Data Acquisition (SCADA) System. Troubleshoots issues and escalates if necessary.
- Maintains the ArcGIS database and mapping environment. Performs data collection and data entry to the database to expand the capacity of maps. Develops and maintains a geometric database for water and wastewater infrastructure, recycled water, and hydraulic modeling. Generates maps to assist in field operations, troubleshooting, and maintenance plans.
- Use the District's in-house Utility Billing software to generate data for water consumption, water loss, and sewer use reports. Generates "average sewer use" figure annually for billing staff. Supports billing staff during high call volumes.

Other Duties

- Performs other related duties as required.

Job Standards/Specifications

Knowledge of:

- Rules of English grammar, punctuation, and spelling;
- MS Office products (such as Word, Excel, and Outlook), Publisher, and Adobe Acrobat Writer;
- Principles of database management;
- Supervisory Control and Data Acquisition (SCADA) systems and software;
- Basic operation, equipment, and terminology associated with water treatment, wastewater treatment, and distribution systems; and
- ArcGIS database software.

Ability to:

- Perform basic mathematical computations;
- Compile and interpret water resources data;
- Write technical reports regarding various water and wastewater reporting and compliance issues;
- Conduct analytical and research studies;
- Support project activity, including scheduling and overseeing vendor activities;
- Operate a variety of computer programs, including word processing programs, databases, spreadsheets, graphics and desktop publishing programs;
- Learn and apply the District's Utility Billing Software;
- Maintain computer records and databases;
- Prepare effective educational and informational written materials;
- Make effective oral presentations to Board of Directors and public groups;

- Represent the District at various state and local boards and groups;
- Make sound decisions within procedural guidelines; and
- Establish and maintain effective working relationships with in-house personnel, the public and outside agencies.

Education and Experience:

Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed above. A typical way to obtain the required knowledge and abilities would be:

- a) An Associates Degree with major coursework in water resources, planning, engineering, natural resources, public policy or administration, or a related field, and/or
- b) One year of experience with a water supply/management organization

Typical Physical Activities

The physical demands described here are representative of those necessary to successfully perform the essential functions of the Associate Water Resources Specialist position.

Employee must be able to perform tasks requiring both sitting and standing for extended periods of time; walking short to moderate distances; occasional bending, stretching, stooping, reaching, twisting, and turning. Must be able to lift, push or pull at least 25 pounds. Must possess hand and finger dexterity sufficient to operate a computer keyboard and some hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio; attentiveness and concentration necessary to perform multiple tasks concurrently.

Environmental Factors

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of the Associate Water Resources Specialist position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee works primarily in an office environment with moderate noise levels and controlled temperature conditions. Employee may also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employee may interact with upset public representatives, private representatives, and contractors in interpreting and enforcing District policies and procedures.

License Certificate Registration Requirement(s)

A valid California driver's license and satisfactory driving record to maintain insurability is required.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date



Hidden Valley Lake Community Services District

WATER RESOURCES SPECIALIST JOB DESCRIPTION

Reports to: General Manager	Hourly Salary Range				
Status: Non - Exempt	Step A	Step B	Step C	Step D	Step E
Current:	\$29.32	\$30.86	\$32.49	\$34.20	\$36.00
Effective Date: July 1, 2018	\$31.48	\$33.06	\$34.71	\$36.45	\$38.41

Definition/Summary

Under general supervision; plans and conducts technical studies and special projects to support District operations and policy/program development; performs related duties as assigned.

Essential Functions

- Collects, assembles, analyzes and interprets data pertaining to a variety of water resource management issues including supply/demand projections, water use and treatment, water quality, financial, and historical trends.
- Prepares narrative and statistical reports and makes recommendations in connection with these studies.
- Assists in the development and adoption of District initiatives through research and analysis.
- Assists with the development and maintenance of water production, treatment, and/or water use computer databases.
- Assists with the preparation and presentation of water resources exhibits at community events.
- Attends meetings, makes oral presentations and presents findings.

Other Duties

Perform other related duties as required.

Job Standards/Specifications

Knowledge of:

Compilation and interpretation of water resources data, research techniques, database management, report writing, rules of English grammar, punctuation and spelling; modern office equipment, procedures and practices.

Ability to:

Plan and conduct analytical studies; operate a variety of computer programs, including

database, spreadsheet, graphics and desktop publishing programs; maintain computer records and databases; prepare effective educational and informational written materials; make effective oral presentations; make sound independent decisions within procedural guidelines; establish and maintain effective working relationships with in-house personnel, the public and outside agencies.

Education and Experience:

Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed above. A typical way to obtain the required knowledge and abilities would be:

- a) graduation from a four-year college or university with major coursework in water resources, planning, engineering, natural resources, public policy or administration, or a related field, and
- b) Three years of experience with a water supply/management organization

Typical Physical Activities

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License Certificate Registration Requirement(s)

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I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date