



**REGULAR MEETING OF THE
WATER RESOURCES AND OPERATIONS COMMITTEE
MONDAY, NOVEMBER 21, 2016 10:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252
AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
- Page 2 6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
 - November 1, 2016 Regular Meeting of the Water Resources and Operations Committee
- Pages 3-8 7. COMPLIANCE COORDINATOR POSITION
8. REMOTE METERS
9. STAFF REPORT
10. ADJOURNMENT

INFORMATION

During "Public Comment", please use the podium microphone. State your name and have your information prepared and be ready to provide your comments. The District is interested and appreciates your comments. A 3-minute time limit will be imposed. Thank you. Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE WATER RESOURCES AND OPERATIONS COMMITTEE
Tuesday, November 1, 2016
61750 Chollita Road, Joshua Tree, CA 92252

1. CALL TO ORDER 10:24 a.m.

2. PLEDGE OF ALLEGIANCE

Committee Members Present: Mickey Luckman, Vice President
Bob Johnson, Director

Staff Present: Curt Sauer, General Manager
Seth Zielke, Director of Water Resources and Operations

Guests: 4

3. DETERMINATION OF QUORUM

A quorum is present.

4. APPROVAL OF AGENDA

MSC/Johnson/Luckman 2/0 to approve the Agenda for the August 29, 2016 Regular Meeting of the Water Resources and Operations Committee.

5. PUBLIC COMMENT

None.

6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

MSC Luckman/Johnson 2/0 to approve minutes from the August 29, 2016 Regular Meeting of the Water Resources and Operations Committee.

7. UPDATE ON PAVING OF OFFICE PARKING LOT – No further discussion.

8. STAFF REPORT - On October 28th 2016, the District received back from Ditch Witch a fully equipped and mounted vacuum and valve exercising machine on the Dodge 3500 flatbed truck that was purchased for this use. The District's valve exercising procedure is in its final review and will be the guiding document for who, how, when, etc. the valve exercising vehicle is used. The DWRO will provide a brief PowerPoint slide of photos at one of the upcoming Board of Director Meetings.

9. ADJOURNMENT

MSC/ Fuller/Johnson 2/0 adjourned the meeting at 11:43 a.m.

Respectfully submitted;

Curt Sauer, General Manager



MEMORANDUM

To: C. Sauer, General Manager

From: S.J. Zielke, Director of Water Resources and Operations 

Subject: Regulatory Compliance Coordinator Position Justification

The need for this position is a result of the District's requirement by law to comply with various regulatory codes and acts that are overseen and administered by various regulatory agencies.

The District must comply with Titles 17 and 22 of the California Code of Regulations for Drinking Water ("Title 17 & 22"), as prescribed by the District's water supply permit and overseen by the State Water Resources Control Board ("SWRCB"). Within Title 17 & 22 some of the regulatory requirements the District must comply with, including but not limited to are: Public Notification reporting requirements (example Consumer Confidence Reports), Sanitary Survey inspections of the water system by SWRCB, and subsequent implementation and response to repairs and recommendations, Bacteriological monitoring and reporting regulations for both source water and system water, Groundwater Rule compliance, Water System facility permit amendments for new facility permitting requirements, Disinfection By-product Rule compliance, monitoring, and reporting, Lead and Copper compliance, monitoring, and reporting, Title 22 water required water quality monitoring compliance and reporting, conservation reporting requirements.

The District must comply with the air quality regulatory requirements that are overseen and administered by the Mojave Desert Air Quality Management District ("MDAQMD"). The regulatory requirements specified in the MDAQMD Rule Book that the District must comply with are related to the District's fleet vehicles and equipment emissions standards and regulations, equipment and vehicle particulate system ratings and compliance, permitting and maintaining permitting of District vehicles and equipment, MDAQMD onsite inspections, and document requests. In addition to air quality regulatory requirements, the MDAQMD also regulates the District's fuel reservoir and fuel supply which the District maintains at a facility, which the District is required to comply with permitting, inspections, and other regulatory monitoring and reporting for.

The District must comply with various environmental regulations and acts such as California Environmental Quality Act and the National Environmental Policy Act as they pertain to the development of facilities the District owns, maintains, and plans on building. These acts require the District to initiate, perform, and manage regulatory environmental impact reports and

assessments. The statutes within these acts require state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible.

The District's operational discharges and some water quality management are regulated by the regulatory agency the Colorado River Regional Water Quality Control Board ("Board"). The Board oversees the District's National Pollutant Discharge Elimination System permit, which requires the District to comply with regulatory requirements as specified in the Board's Basin Management Plan and other regulatory documents.

The District is also subject to the regulatory requirements of the California Department of Toxic Substance Control. The District must comply with regulatory permitting, inspections, monitoring, and handling of any hazardous waste that is generated or stored at District facilities such as oils, solvents and paints.

The District is required to comply with the County of San Bernardino's excavation permitting regulations and program in order to conduct various works within a County road.

In addition to the above existing regulatory requirements the District is currently preparing to be in full compliance by the year 2020 with a recently revised regulation for Chromium six pursuant to the SWRCB's Title 22 regulatory revisions and requirements. This newly developed regulatory requirement has already impacted the District. The District was recently required by the regulatory agency the SWRCB to develop and submit a compliance plan to the SWRCB that outlines the District's plan on how it will become compliant with the new Chromium six regulations by the year 2020. Within this plan the District has identified the need to construct and utilize numerous groundwater treatment facilities in order to treat water and comply with the Chromium Six regulation. Pursuant to the SWRCB's regulations these facilities will require permitting through the regulatory agency, monitoring to be established, reporting to be performed, and permitting for the chemical use and storage at these facilities, along with various environmental compliance that will be regulated by various agencies listed above.

As of current, the District does not have a dedicated staff member to oversee the ever increasing regulatory requirements, changes, and compliance. The District recognizes that it has been lucky thus far to not have received a major violation, by not having a dedicated staff member to maintain compliance with all regulatory requirements. The District also recognizes that it cannot continue to ignore the growing regulatory requirements and compliance it is facing. Because of the immense potential for liability the District has elected to pursue filling this void by developing the job description for a Regulatory Compliance Coordinator.

Thank you



JOB DESCRIPTION

POSITION	Regulatory Compliance Coordinator	ESTABLISHED DATE	TBD
REPORTS TO	Director of Water Resources and Operations	REVISION DATE	N/A
SALARY RANGE	\$52,945 – \$88,213	CLASS/GROUP	MSC Group
HOURS – FT/PT	Full Time	FLSA STATUS	Exempt

SUMMARY

Under general direction of the Director of Water Resources & Operations, oversees and manages the District’s compliance with all regulatory programs and laws required by the state, county, region, and federal regulatory agencies, including but not limited to: the State Water Resources Control Board Division of Drinking Water, Environmental Protection Agency, National Environmental Policy Act, California Environmental Quality Act, Mojave Desert Coast Air Quality Management District, San Bernardino County Fire Department, Department of Toxic Substance Control, Department of Water Resources, Colorado River Regional Water Quality Control Board, and any other regulatory agencies as may be applicable.

DISTINGUISHING CHARACTERISTICS

This incumbent in this position is required to exercise independent judgement in order to oversee and manage the District’s regulatory compliance programs, and performs a variety of highly skilled administrative duties; develops technical documents and correspondence; interacts with District management and all levels of staff on a variety of technical matters related to regulatory compliance. The incumbent must have the ability to write at a college level. Excellent communication and organizational skills are necessary characteristics to meet required regulatory deadlines. Must possess the competence to manage and oversee complex and large scale projects, and determine priority.

SUPERVISION RECEIVED/EXCERSED

The incumbent will report to the Director of Water Resources and Operations. This incumbent will not supervise any staff, but will manage, supervise, and oversee the District's compliance with all regulatory requirements.

The incumbent will have the independent authority to request information, data, documents, from all levels of staff as necessary to respond to any and all compliance related matters facing the District. This incumbent will have the independent authority to set due dates and deadlines as necessary to receive information, data, and documents from all levels of staff as necessary to respond to any and all compliance related matters facing the District. This incumbent will have the independent authority to request clarification, revisions, corrections, and updates to any information, data, and documents received from all levels of staff as necessary to respond to any and all compliance related matters facing the District. This incumbent will have the independent authority to request and schedule meetings with all levels of staff as necessary to respond to any and all compliance related matters facing the District.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. The omission of specific statements of duties do not exclude them from the position if the work is similar, related, or a logical assignment to this class.

Essential Functions:

- Manages, oversees and, implements District wide regulatory compliance programs.
- Prepares schedules and coordinates inspections, data collection, and testing required by all state, federal, and operating permits.
- Researches and compiles data from various sources, ensures data accuracy, prepares, and submits required environmental and regulatory plans and reports.
- Implements, updates and monitors the District's various regulatory compliance programs, reviews and responds to notices, and submits compliance reports.
- Creates, develops, maintains updates and tracks projects, forms, databases, logs, files, records and reports. Organizes, maintains and updates files, documents and records; downloads, creates and updates electronic and graphic files.
- Prepares, submits, and maintains regular monthly, quarterly, and annual regulatory compliance reports for the District's regulators while ensuring timely submission.
- Analyze regulatory requirements and determine the impacts to the District as a result of these requirements (including financial and resources impacts).
- Advise the District of required or recommended corrective measures related to regulatory compliance.

Other Duties:

- Implements, updates and monitors the District's National Pollutant Discharge Elimination System (NPDES) compliance program. Review and respond to notices and correspondences. Prepare and submit compliance reports ensuring deadlines are met.
- Implements, updates and monitors the District's Mojave Desert Air Quality Management District (AQMD) compliance program. Review and respond to notices and correspondences. Prepare and submit compliance reports on time.
- Implements, updates and monitors the District's Certified Unified Program Agency (CUPA) permits in San Bernardino County. Review and respond to notices and correspondences. Prepare and submit compliance reports.
- Creates, develops, maintains, updates and tracks projects, forms, databases, logs, files, records and reports (e.g. permits, backflow reporting, and sampling/lab data); develops and maintains spreadsheets requiring data interpretation and manipulation.
- Assists the Director of Water Resources & Operations with water quality and water resource issues and duties or as directed.
- Accompany regulatory agencies during inspection of District wells, reservoirs, treatment plants, treatment systems, equipment, and other permitted facilities.
- Prepare the Annual Consumer Confidence Report.
- Organizes, maintains and updates files, documents and records; downloads, creates and updates electronic and graphic files.
- Attends hearings, workshops, meetings, and seminars on compliance issues.
- Present, update, educate, and inform the Board of Directors and General Manager at Board meetings, special committees, workshops, etc. as necessary.
- Special projects as assigned.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Experience: Minimum of six months' experience overseeing regulatory programs related to water utilities including reviewing, monitoring, and responding to regulations related to a water utility.

Education and/or Training: Associate's Degree or Technical Degree in the field of science, administration, writing, or a related field required. Bachelor degree desirable.

Certificates, Licenses, Registration: Must be certified, at a minimum, as a DDW Distribution Operator II at the time of appointment. Possession of DDW Treatment Operator II is desirable at the time of appointment, or must obtain this certification within 18 months of appointment.

Other: Must possess and maintain valid California Class C Driver's License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge:

- Working knowledge of federal and state drinking water regulations and familiarity with CEQA, NPDES, AQMD, EPA, CUPA, SWRCB DDW, and other regulatory compliance standards.
- Working knowledge of basic research techniques, methods, and procedures.
- Extensive knowledge of excel, word processing, Gantt charting, graphing, and the development of other technical documents and correspondence.

Skills:

- Possess strong organizational skills.
- Possess very strong computer skills in Word, Excel, and PowerPoint.
- Possess college level writing skills both in the drafting of technical documents and professional correspondence.
- Strong verbal and written communication skills.

Abilities:

- Ability to develop (write) and prepare correspondence and reports on behalf of the District in response to various regulatory agencies.
- Ability to write and read at a college level.
- Ability to think critically and independently with very little oversight.
- Ability to interpret data, documents, regulatory codes, acts and regulations, then determine what the District's compliance obligations are and how the District will accomplish them.
- Ability to represent the District in a professional manner at meetings with various regulatory officials, and other meetings as necessary.
- Ability to effectively work with all levels of staff in order to acquire data and information.
- Ability to stay on strict time sensitive schedules and meet project and reporting due dates.
- Ability to organize, archive, and maintain project files and data
- Ability to work efficiently, independently and productively when completing work tasks.
- Ability to prepare written technical reports regarding compliance related topics
- Ability to review and interpret new rules and regulations promulgated by the various regulatory agencies.
- Ability to work closely and effectively with regulatory agencies.
- Ability to communicate effectively orally and in writing.
- Ability to understand and carryout verbal instructions.
- Ability to read and understand water district terminology.
- Ability to solve mathematical calculations with speed and accuracy.

- Ability to organize and set priorities; interpret, apply and explain in accordance with regulations, policies and procedures.
- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work.
- Ability to maintain accurate records.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks. Ability to stoop, kneel and crouch routinely. Sits for extended time periods and uses office equipment such as computer terminals, copies and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** On seldom occasion climbing, crawling, or balancing may be required during inspection tours of facilities.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected.

Equipment Use: Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows proper safety practices at all times.

Travel: On occasion the incumbent in this position may be required to attend hearings, workshops, meetings, and seminars on compliance issues.

Other: Position subject to extended work hours and attend evening meetings.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties may be required from time to time in order to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

I have been given a copy of this job description.

Print Employee Name

Employee's Signature

Date