

**AGENDA**  
**PANOCHÉ WATER DISTRICT**  
**ADJOURNED REGULAR BOARD OF DIRECTORS MEETING**  
**January 17, 2023 – 9:30 a.m.**

**PURSUANT TO AB 361, THE OPEN SESSION OF THIS MEETING MAY BE JOINED FROM  
YOUR COMPUTER, TABLET OR SMARTPHONE THROUGH THE FOLLOWING MEANS:**

<https://meet.goto.com/771746309>

**AND PLEASE DIAL**

**Conference call in number: (866) 705-2554    Passcode: 148 890**

**PRESIDENT’S ANNOUNCEMENT:** Pursuant to Government Code Section 54952.3, let it be known that Board Members receive no compensation or stipend for simultaneous or serial order meetings of the Panoche Water District, Panoche Drainage District, Panoche Financing Authority, and/or the Panoche Resource Conservation District.

**1. CALL TO ORDER**

**2. DETERMINATION:** The Board to review and consider a Resolution determining that during the proclaimed state of emergency due to the COVID-19 pandemic, meeting in person would present imminent risk to the health or safety of attendees (Azhderian – Tab 2);

**3. REVIEW OF AGENDA:** The Board will consider corrections and/or additions to the Agenda of items requiring immediate action that came to the attention of the Board after the Agenda was posted.

**4. ROLL CALL:** A quorum will be confirmed and the Board will consider appointment of an acting Officer(s) in the event the President, Vice-President, and/or Secretary is absent from the meeting.

**5. POTENTIAL CONFLICTS OF INTEREST:** Any Board member who has a potential conflict of interest may now identify the Agenda Item and recuse themselves from discussing and voting on the matter. [Government Code Section 87105]

**6. PUBLIC COMMENT:** The Board of Directors welcomes participation in Board meetings. The public may address matters under the jurisdiction of the Board that have not been posted in the Agenda. The public will be given the opportunity to address the Board on any item in the Agenda at this time or before the Board’s consideration of that item. If members of the public desire to address the Board relative to a particular Agenda item at the time it is to be considered, they should so notify the President of the Board at this time. Please note, California Law prohibits the Board from taking action on any matter during a regular meeting that is not on the posted Agenda unless the Board determines that it is an emergency or one of the other situations specified in Government Code Section 54954.2. During a special meeting, the Board may not take action on any matter that is not

on the posted Agenda. The President may limit the total amount of time allocated for public comment on particular issues to 3 minutes for each individual speaker.

**7. DIVISION REPORTS:**

- A. Water Operations & Maintenance – Juan Cadena
- B. Administration – Ara Azhderian
- C. Ethics, Compliance, & Human Resources – Lorena Chagoya

**8. PANOCHÉ WATER & DRAINAGE DISTRICTS JOINT CLOSED SESSION:** Conference with Legal Counsel.

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation pursuant to Section 54956.9(d), paragraph (2) or (3):

Number of Cases: Ten

**9. REPORT FROM JOINT CLOSED SESSION (GOVERNMENT CODE SECTION 54957.1)**

**10. CLOSED SESSION**

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation pursuant to Section 54956.9(d), paragraph (2) or (3):

Number of Cases: Four

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Section 54956.9(d)(1):

Names of Cases:

- i. Imani Percoats & Chris Bettencourt vs. Panoche Water District  
Fresno County Superior Court Case No. 18CECG01651
- ii. Center for Biological Diversity, et al. v. United States, et al.  
US District Court, E.D. Cal, Case No. 1:20-CV-00760 DAD-EPG
- v. North Coast Rivers Alliance, et al. v. Kenneth Salazar, et al.  
US District Court, E.D. Cal., Case No. 1:16-cv-00307-DAD-SKO
- vi. Firebaugh Canal Water District & Central California Water District v. United States, et al.  
US District Court, E.D. Cal., Case 1:88-cv-00634-LJO-SKO

**11. REPORT FROM CLOSED SESSION**

**12. CONSENT CALENDAR**

All matters listed on the Consent Calendar are considered to be routine and non-controversial and will be acted upon by a single action of the Board of Directors, unless a Board Member requests

separate consideration of the item. If such a request is made, the item may be heard as an Action Item at this meeting. The Board will review and consider (Tab 3):

- Approving DRAFT minutes from the December 13, 2022, regular meeting of the Board;
- Accepting the monthly financial statements for the period ending December 31, 2022;
- Accepting the Director’s Monthly Credit Card Usage Report.

### **ACTION ITEMS**

- 13.** The Board to review and consider approving the accounts payable (Azhderian – Tab 4).

### **REPORT ITEMS**

**14. FINANCIAL REPORTS (Tab 5)**

- A. FYE 2023 Budget-to-Actual Report;
- B. FYE 2024 Draft Budget;
- C. Other financial matters affecting the District.

**15. REPORTS UNDER DISTRICT POLICIES**

- A. Emergency COVID-19 Pandemic Response Policy;
- B. Report(s) on Brown Act Meetings & Conferences Attended at District Expense (may be written or oral and may be joint for multiple attendees);
- C. Board to Consider Update(s) or Approval(s) Required Under Any Other District Policies.

**16. GENERAL MANAGER’S REPORT (Tab 6)**

- A. Water Supplies, Deliveries, and Quality;
- B. Domestic Water Treatment Plant;
- C. Solar Project;
- D. Los Vaqueros Expansion Project;
- E. B.F. Sisk Expansion Project;
- F. Other Matters Affecting the District.

**17. REPORTS ON OTHER ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54954.2(a)(3)**

**18. FUTURE MEETING DATES**

- A. Board to Consider Action to Set Special Meeting Date(s): *January 31, 2023*.
- B. Next Regular Meeting Date: February 14, 2023.

**19. ADJOURNMENT**

- ❖ Items on the Agenda may be taken in any order.
- ❖ Action may be taken on any item listed on the Agenda.
- ❖ Writings relating to open session: Agenda items that are distributed to members of the Board of Directors will be available for inspection at the District office, excluding writings that are not public records or are exempt from disclosure under the California Public Records Acts.

Americans with Disabilities Act of 1990: Under this Act, a qualifying person may request that the District provide a disability-related modification or accommodation in order to participate in any public meeting of the District. Such assistance includes alternative formats for the agendas and agenda packets used for any public meetings of the District. Requests for assistance shall be made in person, in written form, or via telephone by calling (209) 364-6136. Requests must be received at least 18 hours prior to a scheduled public meeting.

Investment Information Disclaimer: This agenda has been prepared as required by the applicable laws of the State of California, including but not limited to, Government Code Section 54950 et seq., and has not been prepared with a view to informing an investment decision in any of the District's bonds, notes, or other obligations. Any projections, plans, or other forward-looking statements included in the information in this agenda are subject to a variety of uncertainties that could cause any actual plans or results to differ materially from any such statement. The information herein is not intended to be used by investors or potential investors in considering the purchase or sale of the District's bonds, notes or other obligations and investors and potential investors should rely only on information filed by the District on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System for municipal securities disclosures, maintained on the World Wide Web at <https://emma.msrb.org/>.

## **PANOCHÉ WATER DISTRICT RESOLUTION NO. 830-23**

**A RESOLUTION OF THE BOARD OF DIRECTORS PROCLAIMING A LOCAL EMERGENCY,  
RATIFYING GOVERNOR NEWSOM’S MARCH 4, 2020, PROCLAMATION OF A  
STATE OF EMERGENCY, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE  
LEGISLATIVE BODIES OF PANOCHÉ WATER DISTRICT THROUGH FEBRUARY 16, 2023  
PURSUANT TO BROWN ACT PROVISIONS**

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WHEREAS, the Panoche Water District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Panoche Water District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, on March 4<sup>th</sup>, 2020, Governor Newsom proclaimed a State of Emergency due to the COVID-19 pandemic and such proclamation has not as of the date of this Resolution been lifted; and

WHEREAS, due to what may be the sensitivity of some members of the public as well as to members of the Board and District staff, the contagious nature of COVID-19, including variants of the virus, and current guidance from federal, state, and local agencies that social distancing reduces the transmission of the virus, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, the Board of Directors does hereby find that the current status of the COVID-19 pandemic has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the Proclamation of a State of Emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of Panoche Water District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, District notices and agendas shall provide a reasonable means for members of the public to meaningful participate in public meetings of the District.

**NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:**

1. The Board of Directors of the Panoche Water District hereby finds and determines the above Recitals are true and correct and are incorporated herein by this reference.
2. The Board hereby proclaims that a local emergency now exists throughout the District, and meeting in person would present a significant risk to the health and safety of those participating in person.
3. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance on March 4, 2020.
4. The General Manager, or his designee, and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
5. This Resolution shall take effect on January 17, 2023, and shall be effective until the earlier of (i) February 16, 2023, or (ii) such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without strictly complying with certain provisions of the Brown Act due to the ongoing COVID-19 pandemic and resulting State of Emergency.

PASSED AND ADOPTED this 17<sup>th</sup> day of January 2023, in a duly noticed and open meeting of the Board of Directors by the following vote, to wit:

Ayes:  
Nays:  
Abstain:  
Absent:

BACK

\_\_\_\_\_  
Aaron Barcellos, President

Attest: \_\_\_\_\_  
Steve Fausone, Secretary

DRAFT

**CERTIFICATE OF SECRETARY  
OF  
PANOCHÉ WATER DISTRICT,  
A California Water District**

I, Steve Fausone, do hereby certify that I am the duly authorized and appointed Secretary of the Panoche Water District, a California Water District (the “District”); that the foregoing is a true and correct copy of that certain resolution duly and unanimously adopted and approved by the Board of Directors of the District on the 17<sup>th</sup> day of January 2023; and that said resolution has not been modified or rescinded and remains in full force and effect as the date hereof:

**IN WITNESS WHEREOF**, I have executed this Certificate on this \_\_\_\_\_ day of January 2023.

\_\_\_\_\_  
Steve Fausone, Secretary

DRAFT



**PANOCHÉ WATER DISTRICT MEETING MINUTES  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
December 13, 2022, at 9:00 A.M.**

A regular meeting of the Board of Directors was held in accordance with Resolution 826-22 proclaiming a local emergency due to the COVID-19 pandemic and authorizing the District’s legislative body to hold meetings by web and teleconference, and to make meetings accessible to the public electronically, pursuant to Assembly Bill 361. Those present at the meeting were:

- Directors Present: Aaron Barcellos, Vice-President  
Steve Fausone, Secretary  
Beau Correia, Director  
Wayne Western, Director  
Neill Callis, Director
- Directors Absent: None
- District Staff Present: Ara Azhderian, General Manager  
Juan Cadena, Water Resources Manager  
Lorena Chagoya, Ethics & Compliance Officer
- Others Present: Philip Williams, General Counsel  
Palmer McCoy, Grassland Basin Authority  
Will Gleason, West Hills Farm Services

**ANNOUNCEMENT PURSUANT TO GOVERNMENT CODE SECTION 54952.3**

Pursuant to the Brown Act, Vice-President Barcellos announced that Directors do not receive compensation or a stipend for simultaneous or serial order meetings of Panoche Water District, Panoche Drainage District, Panoche Financing Authority, and/or the Panoche Resource Conservation District.

**CALL TO ORDER**

Vice-President Barcellos called the regular meeting to order at 9:34 a.m.

**REVIEW OF AGENDA**

There were no changes to the Agenda.

**ROLL CALL**

A quorum of the Board and presence of the District’s Officers were confirmed.

**POTENTIAL CONFLICTS OF INTEREST**

No conflicts were reported.

**PUBLIC COMMENT**

There was no public comment.

**DIVISION REPORTS**

- A. Water Resources Manager Juan Cadena reported November water deliveries of only 260 acre-feet and that current deliveries were averaging only 6 cubic-feet per second. He said maintenance staff had cleaned the Althea Drain and set gates at two sites on the San Luis Drain in preparation for anticipate winter storms.
- B. General Manager Azhderian reported that staff had finalized the audit of the Water District’s FYE 2022 financial statements and were in the process of completing the annual State Controller’s financial reports. Work was continuing on the FYE 2023 budget he said, and staff were preparing to process the November ag water and M&I billings and the monthly reporting of water usage and payments to the San Luis & Delta-Mendota Water Authority and Reclamation. For the Drainage District, staff had completed year-end closing of books and reconciled the balance sheet accounts in preparation for Price Paige to start the audit of the FYE 2022 financial statements.
- C. Ethics & Compliance Officer Lorena Chagoya reported on risk management activities for the months of September, October, and November. She informed the Board that there were no worker’s compensation claims nor reports on the SpeakUp Hotline. However, there was one COVID-19 case at the end of November, which has been addressed and the employee has returned to work. She also reported on a meeting with the ACWA-JPIA safety advisor to review progress on the District’s liability, property, worker’s compensation and safety programs. Chagoya stated the advisor indicated that based on the two-year analysis, the District is reporting less work-related injuries and claims, which will result in lower dues and rates in the next enrollment cycle in July 2023. She also reported that the District had received recognition at the recent AWCA Conference for our efforts to keep our loss ratio low. Lastly, Chagoya reminded the Board of upcoming, mandated trainings and the Form 700 reporting of Statement of Economic Interests.

#### **THE BOARD TO REVIEW AND CONSIDER OFFICER’S APPOINTMENTS FOLLOWING THE RETIREMENT OF DIRECTOR JOHN BENNETT**

General Manager Azhderian presented a memorandum listing the District’s current officers and requested the Board consider appointments to fill the vacancy of President left in the wake of Director Bennett’s retirement. After consideration, on a motion by Director Correia, seconded by Director Callis, the Board unanimously elected Aaron Barcellos President, Beau Correia Vice-President, Steve Fausone Secretary, and Marlene Brazil Treasurer.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

#### **PANOCHÉ WATER & DRAINAGE DISTRICTS’ JOINT CLOSED SESSION**

General Counsel Williams announced that the Panoche Water and Drainage Districts Boards would meet jointly in closed session for a conference with legal counsel on anticipated litigation pursuant to Government Code Section 54956.9, Subdivision (d), Paragraphs (2) or (3).

*At approximately 9:52 a.m., President Barcellos called the joint closed session to order.*

*At approximately 10:53 a.m., President Bennett adjourned the joint closed session.*

**JOINT CLOSED SESSION REPORT**

General Counsel Williams reported the Boards met jointly with legal counsel in closed session and took no reportable action.

**CLOSED SESSION**

General Counsel Williams announced there was no need for a Panoche Water District only closed session.

**CONSENT CALENDAR**

General Manager Azhderian presented the Board with the Consent Calendar items, which included a Resolution extending remote teleconference meetings through January 12, 2023, due to the COVID pandemic; draft minutes from the November 8, 2022, regular meeting of the Board, draft minutes from the November 16, 2022, special meeting of the Board, draft minutes from the November 22, 2022; the monthly financial statements for the period ending November 30, 2022, and the Director's Monthly Credit Card Usage Report. After consideration, on a motion by Director Fausone, seconded by Director Western, the Board accepted the Consent Calendar as presented.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

**THE BOARD TO REVIEW AND CONSIDER A RESOLUTION DESIGNATING DISTRICT REPRESENTATIVE TO SERVE ON THE GRASSLAND BASIN AUTHORITY BOARD OF DIRECTORS**

General Manager Azhderian presented the draft Resolution and requested the Board consider appointment to fill the vacancy on Grassland Basin Authority Board left in the wake of Director Bennett's retirement. After consideration, on a motion by Director Correia, seconded by Director Callis, the Board unanimously adopted the Resolution and elected Wayne Western as the District's representative.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

**THE BOARD TO REVIEW AND CONSIDER ADOPTING A RESOLUTION DESIGNATING AUTHORIZED SIGNATORIES TO THE DISTRICT'S MECHANICS BANK ACCOUNTS**

General Manager Azhderian presented the draft Resolution and explained the purpose was to remove former Director Bennett and add new Director Callis to the District's Mechanics Bank list of authorized signatories. After consideration, on a motion by Director Fausone, seconded by Director Correia, the Board unanimously adopted the Resolution as presented.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None

Absent: None

**THE BOARD TO REVIEW AND CONSIDER CLAIM PRESENTED BY JOANN JOHNSON**

General Manager Azhderian presented a claim by Joann Johnson and explained that upon receipt, the District researched the public records and determined the locations of the alleged damage lie almost six miles outside the District’s northeastern boundary and that the District had not, and at no time had ever been involved, in any way, in any of the incidents described in the claim. General Counsel Williams explained the next steps to respond to the claim and recommended, given the facts, that the Board take action to reject it. After consideration, on a motion by Director Callis, seconded by Director Fausone, the Board unanimously accepted the recommendation, rejected the claim, and directed staff to take the next appropriate steps.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

**THE BOARD TO REVIEW AND CONSIDER ISSUING AN INVITATION FOR BIDS TO PURCHASE A NEW, ONE-TON PICKUP TRUCK**

General Manager Azhderian requested the Board authorize the purchase of a new, one-ton pickup. He explained the District had been replacing its aged fleet of large trucks with smaller, less expensive, more fuel efficient, mid-sized trucks but that the need had come for a full-sized truck to pull the District’s aquatic herbicide trailers. He explained the truck currently being used for the purpose has 263,156 miles and that ongoing maintenance had become unsustainable. The Board asked if the District had a written vehicle replacement plan to which Azhderian responded no. He explained over the past several years, the District had whittled down its fleet from approximately 60 vehicles to about a dozen and that replacement of at least one a year had become the practice based upon need at the time. The Board requested staff develop a vehicle replacement plan. After consideration, on a motion by Director Correia, seconded by Director Western, the Board approved the request to purchase the new truck.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

**THE BOARD TO REVIEW AND CONSIDER AUTHORIZING DISTRICT PARTICIPATION IN ASSOCIATIONS AND OTHER FORUMS SUPPORTING AGRICULTURAL WATER AND RELATED OUTREACH AND EDUCATION EFFORTS**

General Manager Azhderian presented the Board a list of organizations which the District had been supporting over the past several years. He explained the practice had become for the Board to review the list each year to determine which, if any, it would support, by how much, and said there was no requirement to do so other than whatever support may be given had to be for organizations with purposes consistent with the District’s. After consideration, on a motion by Director Callis, seconded by Director Fausone, the Board elected to support the California Farm Water Coalition, the Central Valley Project Water Association, the Family Farm Alliance, the Public Policy Institute of California, and the Water Education Foundation in the amounts presented.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

#### **THE BOARD TO CONSIDER PRESENTING CHRISTMAS BONUSES TO ALL DISTRICT EMPLOYEES**

General Manager Azhderian requested the Board consider presenting employees with a Christmas bonus. He explained that over the past few years, the Board had been awarding a \$300 bonus but recommended, given the economic circumstances of the District and inflationary pressures in general, the Board award \$500 this year in consideration of the good work and loyalty of the District's employees. The Board asked if the District should develop a bonus policy and if future bonuses should be tied to merit. Azhderian said he would research how other District's approach the matter and report back. After consideration, on a motion by Director Callis, seconded by Director Fausone, the Board accepted the recommendation to award a \$500 bonus to all employees.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

#### **THE BOARD TO REVIEW AND CONSIDER APPROVING PAYMENT OF BILLS**

General Manager Azhderian presented the Board with the District's accounts payable. The Board asked staff to check on the change in health insurance cost from one month to the other, questioned if Tirehub LLC was an online or brick-and-mortar store, and requested staff develop a proposal for the purchase of computers for the Directors use on District affairs. After consideration, on a motion by Director Fausone, seconded by Director Callis, the Board approved payment of the bills as presented.

The vote on the matter was as follows:

Ayes:	Barcellos, Correia, Fausone, Western, Callis
Nays:	None
Abstain:	None
Absent:	None

#### **FINANCIAL REPORTS**

General Manager Azhderian presented the Board the Budget-to-Actual report, noting that overall revenues were trending slightly above budget and overall expenses were trending slightly below. Azhderian also presented two potential rate modification scenarios illustrating the effect of shifting the allocation and recovery of certain costs from the water rate to a land-based fee. One scenario focused on the tasks aimed at protecting the District's water supply contracts, such as litigation, and maintaining its infrastructure, which are necessary and ongoing whether or not there is an allocation of Central Valley Project water. The second scenario added to the first the necessary and ongoing costs of the District's administrative activities that must also occur irrespective of water supply, such as financial audits and regulatory compliance. The Board discussed the alternatives and questioned how a new land-based fee

might be billed and when it should be implemented but made no decision. Further discussion will occur through the District's fiscal-year ending 2024 budgeting process with a decision expected in February.

#### **REPORTS ON OTHER ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54954.2(A)(3)**

The Board discussed the potential benefits of developing a strategic plan and requested staff look to set a date in late January for a workshop to discuss the District's strategic priorities and resultant activities.

#### **REPORTS UNDER DISTRICT POLICIES**

No report was given.

#### **GENERAL MANAGER'S REPORT**

General Manager Azhderian reviewed the District's Water Accounting Report for July, the CVP Operations Update and water supply forecasts prepared by Westlands Water District, and the District's water quality monitoring reports. He noted the sudden increase in losses following the departure of the District's former canal operator in August. He explained the utter unwillingness of the prior operator to provide any training or information to incoming District staff had adversely contributed to the situation. Since, he said, staff have been working hard to identify all of the grower's delivery points, many of which can be far away from the District's facilities and even in the middle of sections or orchards. Azhderian said the situation had been evolving for decades as growers constructed high-efficiency irrigation systems and the District allowed those to become the points of delivery for billing purposes, sometimes abandoning the meter and control structures at the District's point of diversion. He said that as new locations are identified, the meter is read, the deliveries are reconciled and billed, and that control is being restored at several District diversion points. He noted the drop in losses in October after one such discovery. Azhderian also said that changes in the volume of recycled drainage water, which is highly demand driven, will contribute to changes in the gains or losses and that this too is likely contributing to the sudden change. The Board requested staff develop a metering policy and standards and explore potential grant funding to help facilitate implementation of them.

#### **FUTURE MEETING DATES**

The next regular meeting of the Board was scheduled for January 10, 2022, at 9:30 a.m.

#### **ADJOURNMENT**

With no further business on the agenda, President Barcellos adjourned the meeting at 1:20 p.m.

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Aaron Barcellos, President

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Steve Fausone, Secretary

<b>PANOCHÉ WATER DISTRICT</b>		
<b>TREASURER'S MONTHLY FINANCIAL REPORT</b>		
<b>BALANCE SHEET-CURRENT ASSETS &amp; LIABILITIES</b>		
	<u>December 31, 2022</u>	<u>November 30, 2022</u>
<b><u>CURRENT LIABILITIES</u></b>		
ACCOUNTS PAYABLE	\$307,698	\$335,412
PREPAYMENTS/CREDIT ACCOUNTS	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$307,698</b>	<b>\$335,412</b>
<b><u>CASH AND INVESTMENT ACCOUNTS</u></b>		
O&M CHECKING	\$121,764	\$435,703
PAYROLL CHECKING	\$29,634	\$31,602
CONTRACTUAL OBLIGATION FUND MONEY MARKET	\$321,385	\$321,374
LAIF	\$4,766,311	\$5,466,311
2021 REVENUE BONDS - LAIF RESTRICTED	\$1,174,981	\$1,174,981
<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$6,414,076</b>	<b>\$7,429,972</b>
<b><u>ACCOUNTS RECEIVABLES</u></b>		
WATER	\$73,195	\$42,236
GROUNDWATER MANAGEMENT FEE	-	-
DELINQUENT ACCOUNT CHARGES	\$233,561	\$211,654
OTHER	\$304	\$157,547
GBA NOTE RECEIVABLE	\$34,159	\$51,201
PDD NOTE RECEIVABLE	\$24,100	\$36,105
CASH ADVANCE - PROP 84	\$2,310,000	\$1,660,000
<b>TOTAL ACCOUNTS RECEIVABLES</b>	<b>\$2,675,319</b>	<b>\$2,158,743</b>
<b>TOTAL CURRENT UNAUDITED ASSETS</b>	<b>\$9,089,395</b>	<b>\$9,588,715</b>
<b>NET CURRENT UNAUDITED ASSETS (NET CASH POSITION)</b>	<b>\$8,781,697</b>	<b>\$9,253,303</b>

**General Ledger Detail Report**  
 Jan 17, 2023 – PWD Adjourned Regular Board Meeting – PACKET  
**Summary Report for Period 01 Thru 10 Ending 12/31/2022**

**PANOCHÉ WATER DISTRICT (PWD)**




<b>Account Number/Description</b>	<b>Beginning Balance</b>	<b>Debit</b>	<b>Credit</b>	<b>Net Change</b>	<b>Ending Balance</b>
13112-000 MECHANIC CKNG #*****8566	142,411.21	24,444,655.68	24,465,302.51	20,646.83-	121,764.38
13412-000 MECHANIC PR#*****7895	28,911.18	1,422,255.45	1,421,532.50	722.95	29,634.13
13465-000 2021 REVENUE BONDS - LAIF	1,167,888.30	7,093.05	0.00	7,093.05	1,174,981.35
13470-000 CONTRACTUAL OBLIGATION FUND #9745	346,609.19	622,558.91	647,783.35	25,224.44-	321,384.75
13520-000 LOCAL AGENCY INVESTMENT FD	3,973,256.98	6,793,054.28	6,000,000.00	793,054.28	4,766,311.26
<b>Report Total:</b>	<b>5,659,076.86</b>	<b>33,289,617.37</b>	<b>32,534,618.36</b>	<b>754,999.01</b>	<b>6,414,075.87</b>



RETURN SERVICE REQUESTED

PANOCHÉ WATER DISTRICT  
 O & M ACCOUNT  
 52027 W ALTHEA AVE  
 FIREBAUGH CA 93622-9401

**Managing Your Accounts**

-  Client Services 800.797.6324
-  Online [www.mechanicsbank.com](http://www.mechanicsbank.com)
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UP TO \$100,000

**Prime +0%**  
APR

LIMITED TIME OFFER  
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All loans and credit products subject to program eligibility, collateral, underwriting approval and credit approval. Offer is for new lines of credit and does not apply to renewing lines of credit. Subject to change or cancellation without notice. Offer is effective as of 3/17/2022 and subject to change or cancellation without notice. Prime Rate is defined as "the Prime Rate as published daily in the Money Rates section of the Wall Street Journal." For the current Prime Rate, talk to a banker or visit <https://www.wsj.com/market-data/bonds/moneyrates>.

**WATCH OUT FOR CARD OR ACCOUNT LOCKED SCAMS**

Criminals contact you via phone, text or email pretending to be your bank or a credit card company, and tell you that your account is "locked" or "frozen" from fraudulent attempts to access it. They then ask for your card number, account number, password or PIN to "unlock" the account. **Learn how to spot this scam at [www.MechanicsBank.com/Security](http://www.MechanicsBank.com/Security).**

**Summary of Accounts**

Account Type	Account Number	Ending Balance
PUBLIC CHECKING	XXXXXXXX8566	\$184,014.26






P.O. Box 6010  
Santa Maria, CA 93456-6010  
800.797.6324  
www.mechanicsbank.com

RETURN SERVICE REQUESTED

PANOCHÉ WATER DISTRICT  
PAYROLL ACCOUNT  
52027 W ALTHEA AVE  
FIREBAUGH CA 93622-9401

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APR

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### Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC CHECKING	XXXXXXXX7895	\$32,640.21





# Mechanics Bank®

Jan 17 2023 – PWD Adjourned Regular Board Meeting – PACKET

P.O. Box 6010  
Santa Maria, CA 93456-6010  
800.797.6324  
www.mechanicsbank.com

**RETURN SERVICE REQUESTED**

PANOCHÉ WATER DISTRICT  
CONTRACTUAL OBLIGATION FUND  
52027 W ALTHEA AVE  
FIREBAUGH CA 93622-9401

## Managing Your Accounts



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**BUSINESS LINE OF CREDIT  
UP TO \$100,000**

**Prime +0%**  
APR

LIMITED TIME OFFER

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The "Per Check Charge" defined on your statement represents a \$15 charge for each check that exceeds the six check limitation on your account. Refer to Mechanics Bank's Account Agreement for additional information.

## Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC MONEY MARKET	XXXXXXXX9745	\$321,384.75



**PANOCHÉ WATER DISTRICT**  
**AGED ACCOUNTS RECEIVABLE - Delinquent**  
**As Of 12/31/2022**

Name	31-60 Days	61-90 Days	Over 90 Days	Total A/R	Current Balance
Brown, Lupe	2.53	-	-	2.53	
Bryant L. Jolley	179.75	-	-	179.75	
Cecilia Echeveste Survivor's Trust	6,003.94	7,109.70	28,258.04	41,371.68	
Correia, Beau and Katherine	546.90	-	-	546.90	
Imperial Merchants USA, LLC	3.53	3.53	256.33	263.39	
John S. Diedrich Farms,	5,331.84	2.44	389.03	5,723.31	
KB Family Farm	1,640.70	364.60	-	2,005.30	\$0
Maverick Pistachios, LLC	-	-	24,582.34	24,582.34	\$0
McGrath, Mary K.	174.33	-	-	174.33	
Olam West Coast, Inc. (OSVI)	364.04	7.66	579.36	951.06	\$440.64
Old Oak Land Company	194.37	-	-	194.37	
Thiel Air Care, Inc.	19.23	-	-	19.23	
	14,461.16	7,487.93	54,065.10	76,014.19	
<u>Other</u>					
Camp 13 Drainage District	-	-	57,050.97	57,050.97	
Central California Irrigation District	-	-	71,456.33	71,456.33	
Grassland Basin Authority	-	-	29,039.88	29,039.88	
	-	-	157,547.18	157,547.18	
<b>Total Accounts - Delinquent</b>	<b>14,461.16</b>	<b>7,487.93</b>	<b>211,612.28</b>	<b>233,561.37</b>	

\*\* Checks were received through the holiday week, but applied to the account after 1/1/23. \*\*

Aaron Barcellos

Dec 7th, 2022

Review Period: 11/5/2022 – 12/6/2022

Statement and documentation made available: 01/6/2023

I have reviewed the credit card documentation for the Westamerica Bank VISA account ending in 8512.

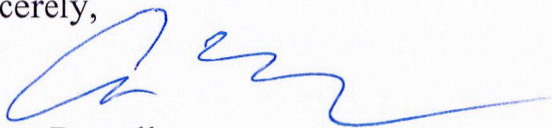
Included in the packet were credit card statement detail and supporting documentation. Activity for this time period include charges from the following cardholders:

Mr. Ara Azhderian – General Manager

Mr. Juan Cadena – Director of Operations

All charges reviewed appear to be valid district related expenses complete with supporting documents.

Sincerely,



Aaron Barcellos

BACK



PANOCHE WATER DISTRICT				
ACCOUNTS PAYABLE LIST				
PAYMENTS RUN FROM 12/14/2022 THRU 1/10/2023				
MECHANICS O & M CHECKING # 8566				
DATE	CHECK NUMBER	NAME	CHECK AMOUNT	MEMO
12/14/2022	40794	DEPARTMENT OF PUBLIC HEALTH	\$ 781.00	PERMIT FOR DOMESTIC TREATMENT PLANT \$ 182.00 & PERMIT FOR AUTO SHOP \$ 599.00
12/14/2022	40795	GRASSLAND WATER DISTRICT	\$ 5,580.00	OCTOBER 2022 GROUNDWATER WELL PRODUCTION L2 EXCHANGE WELL #12 - 18 AF @ \$ 45 = \$ 4,770.00 & WELL # 13 - 106 AF @ \$ 45 = \$ 4,770.00
12/14/2022	40796	RAIN FOR RENT	\$ 24,995.15	MAINLINE RENTAL FOR WELL # 12 & # 13
12/14/2022	40797	XEROX FINANCIAL SERVICES	\$ 593.87	COPIER LEASE
12/22/2022	40798	AMAZON/SYNCH	\$ 1,402.96	SUPPLIES FOR OFFICE, DISTRICT VEHICLES, DISTRICT HOUSES & ETHICS & COMPLIANCE
12/22/2022	40799	APPL, INC.	\$ 200.00	WATER SAMPLES - IRRIGATION & GBP
12/22/2022	40800	APPLIED BEST PRACTICES	\$ 2,500.00	FINALIZED & FILED FY 2021-22 CONTINUING DISCLOSURE ANNUAL REPORT (CDAR)
12/22/2022	40801	BAKER MANOCK & JENSEN	\$ 363.13	SEPTEMBER & OCTOBER 2022 LEGAL SERVICES
12/22/2022	40802	JUSTIN'S TIRE & AUTO	\$ 68.17	REPAIRS FOR # 13A, # 12 & # 11A
12/22/2022	40803	BRENNTAG PACIFIC, INC.	\$ 824.16	5 DRUMS OF CHLORINE FOR THE DOMESTIC TREATMENT PLANT
12/22/2022	40804	CALIFORNIA FARM WATER COALITION	\$ 5,871.00	2023 MEMBERSHIP DUES
12/22/2022	40805	CENTRAL VALLEY PROJECT WATER ASSOCIATION	\$ 3,661.14	2023 MEMBERSHIP DUES
12/22/2022	40806	CLARK PEST CONTROL	\$ 614.00	PEST CONTROL FOR OFFICE, SHOP & DISTRICT HOUSES
12/22/2022	40807	CPU TREND	\$ 7,874.70	APRIL, MAY & JUNE 2022 IT SERVICES & PROOFPOINT EMAIL SECURITY
12/22/2022	40808	LIGHTHOUSE DOCUMENT TECHNOLOGIES, INC.	\$ 649.50	OCTOBER & NOVEMBER 2022 LEGAL SUPPORT
12/22/2022	40809	FENNEMORE DOWLING AARON	\$ 245.00	OCTOBER 2022 AUDIT RESPONSE
12/22/2022	40810	FAMILY FARM ALLIANCE	\$ 5,747.55	2023 MEMBERSHIP DUES
12/22/2022	40811	FEDERAL EXPRESS	\$ 573.35	SHIPPING - PDD & GBP
12/22/2022	40812	FENTON & KELLER	\$ 7,251.50	SEPTEMBER & OCTOBER 2022 LEGAL SERVICES
12/22/2022	40813	CORELOGIC INFORMATION SOLUTIONS	\$ 200.00	NOVEMBER 2022 APN RESEARCH
12/22/2022	40814	FRESNO WIRE ROPE & RIGGING	\$ 578.97	PARTS FOR # 48
12/22/2022	40815	GRASSLAND WATER DISTRICT	\$ 15,750.00	NOVEMBER 2022 GROUNDWATER WELL PRODUCTION L2 EXCHANGE WELL #12 - 174 AF @ \$ 45 = \$ 7,830.00 & WELL # 13 - 176 AF @ \$ 45 = \$ 7,920.00
12/22/2022	40816	HOFFMAN SECURITY	\$ 341.40	JANUARY 2023 DISTRICT SECURITY
12/22/2022	40817	HOLT OF CALIFORNIA	\$ 231,416.54	PURCHASE 2022 CATERPILLAR BACKHOE LOADER MODEL 450
12/22/2022	40818	ANGIE JENSEN	\$ 800.00	ACWA LODGING
12/22/2022	40819	LAW OFFICE OF WILLIAM C. HAHESY	\$ 455.00	NOVEMBER 2022 LEGAL SERVICES
12/22/2022	40820	LOOPUP	\$ 213.94	NOVEMBER 2022 CONFERENCE LINE
12/22/2022	40821	MARFAB	\$ 232.08	DISTRICT & SHOP SUPPLIES
12/22/2022	40822	MCCORMICK BARSTOW LLP	\$ 1,479.50	OCTOBER & NOVEMBER 2022 LEGAL SERVICES
12/22/2022	40823	MC REGIONAL WASTE MANAGEMENT AUTHORITY	\$ 19.00	TRASH REMOVAL OLD FENCE IN YARD
12/22/2022	40824	NAPA AUTO PARTS	\$ 427.48	VEHICLE & SHOP SUPPLIES
12/22/2022	40825	PRICE PAIGE & COMPANY	\$ 2,129.00	COMPLETION OF YE 2022 AUDIT
12/22/2022	40826	PUBLIC POLICY INSTITUTE OF CALIFORNIA	\$ 500.00	2023 MEMBERSHIP DUES
12/22/2022	40827	RICK'S SMOG SHOP	\$ 50.00	SMOG TEST # 13B
12/22/2022	40828	SAVEMART SUPERMARKET	\$ 757.31	OFFICE SNACKS
12/22/2022	40829	SORENSEN'S TRUE VALUE	\$ 652.41	YELLOW SAFETY PAINT - SLD
12/22/2022	40830	STREAMLINE	\$ 7,200.00	ANNUAL WEBSITE SUPPORT FEE FOR 2023 - PWD \$ 6,600 & PFA \$ 600 (HOLDING)
12/22/2022	40831	SUMMERS ENGINEERING INC.	\$ 1,296.57	CONTOUR CANAL LINING PROJECT
12/22/2022	40832	TORO PETROLEUM CORPORTATION	\$ 1,527.28	55 GALLONS MOTOR OIL @ \$ 27.77/GAL
12/22/2022	40833	VALLEY IRON INC.	\$ 1,246.77	WELDING SHOP SUPPLIES
12/22/2022	40834	WATER EDUCATION FOUNDATION	\$ 1,000.00	2023 ASSOCIATION DUES
12/22/2022	40835	WATERMAN INDUSTRIES	\$ 6,813.07	GATES FOR DISTRICT
	<b>CHECK</b>	<b>NAME</b>	<b>CHECK</b>	

DATE	NUMBER		AMOUNT	MEMO
12/22/2022	40836	WATER RECLAMATION EQUIPMENT	\$ 102.36	AIR VENT WELL # 4
12/22/2022	40837	WESTSIDE TRUCK REPAIR INC.	\$ 1,453.55	DOT INSPECTIONS FOR # 32 & # 67T
12/22/2022	40838	WESTSIDE WATER	\$ 11,556.14	NOVEMBER 2022 WEEKLY SERVICE, REPAIRED WATER LINE, & INSTALLED ABB SOFT START
12/22/2022	40839	WINDECKER INC.	\$ 4,138.92	1,300 GALLONS UNLEADED @ \$ 3.18
12/22/2022	40840	XIO, INC.	\$ 94.00	DECEMBER 2022 CLOUD BASED MONITORING SERVICE - DOMESTIC SYSTEM
12/22/2022	40841	LIEBERT CASSIDY WHITMORE	\$ 1,700.00	OCTOBER 2022 LEGAL SERVICES
1/10/2023	40842	ACWA/JPIA	\$ 32,395.59	FEBRUARY 2022 INSURANCE - MEDICAL \$ 27,737.66, DENTAL \$ 2,035.81, VISION \$ 389.76, LIFE \$ 96.53 & M LINNEMAN \$ 2,135.83
1/10/2023	40843	DARRELL ARENA	\$ 150.00	ELECTRICAL REPAIR HOUSE # 4
1/10/2023	40844	APPL, INC.	\$ 2,190.00	WATER SAMPLES - PDD, DMC WELLS & GBP
1/10/2023	40845	JUSTIN'S TIRE & AUTO	\$ 294.18	REPAIRS FOR # 01AA & # 16B
1/10/2023	40846	CHRIS CARLUCCI	\$ 150.00	BOOT REIMBURSEMENT
1/10/2023	40847	COMMERCIAL LIGHTING	\$ 572.83	SHOP LIGHTS
1/10/2023	40848	FEDERAL EXPRESS	\$ 404.02	SHIPPING - GBP
1/10/2023	40849	FRONTIER COMMUNICATION	\$ 683.00	DECEMBER 2022 TELEPHONE
1/10/2023	40850	GILTON SOLID WASTE INC.	\$ 405.22	DECEMBER 2022 WASTE SERVICE
1/10/2023	40851	HCL MACHINE WORKS INC.	\$ 22.51	PIPE FOR SLD GATES
1/10/2023	40852	HERC RENTALS	\$ 1,153.63	VAC TRAILER RENTAL - CLEAN STATION # 6E
1/10/2023	40853	HOLT AG SOLUTIONS	\$ 782.96	DIAGNOSTICS # 75A
1/10/2023	40854	J & M ENTERPRISES	\$ 762.00	REFUND FOR OVERPAYMENT MADE
1/10/2023	40855	MANUEL'S TIRE SERVICE	\$ 179.95	REPAIR # 13A
1/10/2023	40856	DIANA MOSES	\$ 22.50	MILEAGE REIMBURSEMENT
1/10/2023	40857	NAPA AUTO PARTS	\$ 56.81	HEADLIGHTS # 18A
1/10/2023	40858	OFFICE CITY	\$ 226.75	COPY PAPER
1/10/2023	40859	PACIFIC GAS & ELECTRIC	\$ 33,761.69	ELECTRICAL POWER
1/10/2023	40860	PITNEY BOWES	\$ 489.85	POSTAGE MACHINE LEASE
1/10/2023	40861	PURCHASE POWER	\$ 320.99	REFILL POSTAGE
1/10/2023	40862	PROVOST & PRITCHARD	\$ 2,954.24	NOVEMBER 2022 SURVEY FOR SUBSIDENCE MONITORING
1/10/2023	40863	SANTOS FORD	\$ 1,442.17	REPAIR # 04B
1/10/2023	40864	SWRCB ACCOUNTING OFFICE	\$ 570.00	DOMESTIC WATER SYSTEM ANNUAL FEES 2022/2023
1/10/2023	40865	TEE-DEE-US AUTO	\$ 90.00	DIAGNOSTICS # 04B
1/10/2023	40866	THARP'S FARM SUPPLY	\$ 2,005.04	PARTS FOR # 12 & # 6B
1/10/2023	40867	UNWIRED BROADBAND, INC.	\$ 549.99	JANUARY 2023 INTERNET SERVICE
1/10/2023	40868	VERIZON WIRELESS	\$ 893.94	DECEMBER 2022 CELL PHONES
1/10/2023	40869	WATER RECLAMATION EQUIPMENT	\$ 2,267.70	PARTS FOR STA #2, CHECK ELECTRICAL STA #7W, #T4 & PULL MOTOR & INSPECT RECIRCULATION PUMP #3
1/10/2023	40870	WESTAIR GASES & EQUIP, INC.	\$ 525.55	OXYGEN & ACETYLENE FOR THE SHOP
1/10/2023	40871	XIO, INC.	\$ 94.00	DECEMBER 2022 CLOUD BASED MONITORING SERVICE - DOMESTIC SYSTEM
12/15/2022	W000000822	SLDM WATER AUTHORITY	\$ 33,905.16	NOVEMBER 2022 SLDMWA CONVEYANCE COSTS SLC \$ 33,255.92 & DMC \$ 649.24
12/15/2022	W000000823	US BUREAU OF RECLAMATION	\$ 10,726.77	NOVEMBER 2022 USBR WATER COSTS SLC \$ 4,305.56 & DMC \$ 4,605.28, NOVEMBER 2022 WARREN ACT COSTS SLC \$ 624.67, NOVEMBER 2022 RESTORATION WATER COSTS SLC \$ 485.68 & DMC \$ 705.58
12/15/2022	W000000824	WELTY WEAVER & CURRIE	\$ 8,981.26	NOVEMBER 2022 LEGAL SERVICES
12/16/2022	JE-231	TRANSFER FUNDS FOR PAYROLL	\$ 70,000.00	PAYROLL DATED 12/20/2022
12/28/2022	W000000825	WESTAMERICA VISA	\$ 4,361.12	CALIBRATION SOLUTION - GBP, FUEL, PERMIT FOR MODULAR TRAILER, CHEMICAL JUG DISPOSAL, ENDPOINT PROTECTION FOR ALL COMPUTERS, BATTERY FOR YSI METER - GBP, ICE FOR GBP, MEAT FOR CHRISTMAS PARTY, LUNCH - GBP, REPLACEMENT PLATES PWD # 03, BUSINESS LUNCHESES, REPAIR # 18A, ACWA CONFERENCE, UBER FOR ACWA & DISTRICT EMAIL
1/3/2023	JE-242	TRANSFER FUNDS FOR PAYROLL	\$ 60,000.00	PAYROLL DATED 1/5/2023
			\$ 638,318.89	
<b>MECHANICS PAYROLL CHECKING # 7895</b>				
	<b>CHECK</b>	<b>NAME</b>		



DATE	NUMBER			MEMO
12/19/2022	PR-1462	NET PAYROLL	\$ 38,941.51	PAYROLL DATED 12/20/2022
12/20/2022	JE-232	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$ 2,518.17	STATE PAYROLL TAX DEPOSIT
12/20/2022	JE-233	INTERNAL REVENUE SERVICE	\$ 13,697.74	FEDERAL PAYROLL TAX DEPOSIT
12/20/2022	JE-234	JOHN HANCOCK	\$ 9,305.44	401K RETIREMENT
12/20/2022	JE-241	JOHN HANCOCK	\$ 91.34	401K RETIREMENT
12/21/2022	PR-1463	NET PAYROLL	\$ 10,000.00	BONUS CHECKS
12/22/2022	3209	PRINCIPAL LIFE INSURANCE COMPANY	\$ 631.70	EMPLOYEE PAID INSURANCE
12/23/2022	JE-236	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$ 132.11	STATE PAYROLL TAX DEPOSIT
12/23/2022	JE-237	INTERNAL REVENUE SERVICE	\$ 1,612.41	FEDERAL PAYROLL TAX DEPOSIT
12/23/2022	JE-238	JOHN HANCOCK	\$ 682.48	401K RETIREMENT
1/4/2023	JE-245	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$ 6,340.58	STATE PAYROLL TAX DEPOSIT
1/4/2023	JE-246	INTERNAL REVENUE SERVICE	\$ 15,693.43	FEDERAL PAYROLL TAX DEPOSIT
1/4/2023	JE-247	JOHN HANCOCK	\$ 7,996.84	401K RETIREMENT
1/4/2023	PR-1464	NET PAYROLL	\$ 42,780.37	PAYROLL DATED 1/5/2023
			<b>\$ 150,424.12</b>	

BACK



PANOCHÉ WATER DISTRICT					
FYE 2023 BUDGET (March 1, 2022 - February 28, 2023) - Adopted Feb 22, 2022					
March thru December - 83%		Budget	Actual	REMAINING BALANCE	
<b>Operating Revenues</b>					
1	Supplemental Water	\$ 10,362,366	\$ 9,332,645	\$ 1,029,721	90%
2	Operations & Maintenance	\$ 5,861,058	\$ 4,310,591	\$ 1,550,467	74%
3	Fresno/Merced Counties - 2021 CVP Bond	\$ 1,509,263	\$ 651,946	\$ 857,317	43%
4	Labor Reimbursements	\$ 583,740	\$ 159,199	\$ 424,541	27%
5	Other Revenues	\$ 250,000	\$ 475,939	\$ (225,939)	190%
6	Reimbursed Expenses	\$ 200,000	\$ 306,706	\$ (106,706)	153%
7	Domestic Water Treatment Plant	\$ 140,000	\$ 115,712	\$ 24,288	83%
8	Sustainable Groundwater Management <sup>1</sup>	\$ 46,497	\$ 46,726	\$ (229)	100%
9	CVP AG Water Contract	\$ -	\$ 159,600	\$ (159,600)	0%
<b>Total Revenue</b>		<b>\$ 18,952,924</b>	<b>\$ 15,559,064</b>	<b>\$ 3,393,860</b>	<b>82%</b>
<b>Operating Expenses</b>					
<b>Water</b>		<b>Budget</b>	<b>Actual</b>	<b>REMAINING BALANCE</b>	
10	Supplemental Water	\$ 10,362,366	\$ 8,293,073	\$ 2,069,293	80%
11	Planning & Engineering	\$ 150,000	\$ 173,173	\$ (23,173)	115%
12	CVP Water Contract	\$ -	\$ 72,761	\$ (72,761)	
		<b>\$ 10,512,366</b>	<b>\$ 8,539,007</b>	<b>\$ 1,973,360</b>	<b>81%</b>
<b>Administration</b>					
13	2021 CVP Bond	\$ 928,866	\$ 930,566	\$ (1,700)	100%
14	Legal	\$ 600,000	\$ 174,717	\$ 425,283	29%
15	2021 CVP Bond Assessment Refund	\$ 580,397	\$ -	\$ 580,397	0%
16	Salaries and Wages	\$ 569,425	\$ 480,889	\$ 88,536	84%
17	Employees' Benefits	\$ 202,961	\$ 159,786	\$ 43,175	79%
18	SLDMWA Activity Agreements	\$ 186,146	\$ 178,220	\$ 7,926	96%
19	SLDMWA DHCCP Bond Payment	\$ 148,592	\$ 22,438	\$ 126,154	15%
20	Directors' Benefits	\$ 138,352	\$ 70,396	\$ 67,956	51%
21	Insurance	\$ 127,750	\$ 90,889	\$ 36,861	71%
22	SWRCB Water Rights Fee	\$ 125,000	\$ -	\$ 125,000	0%
23	Other Supplies & Services	\$ 105,000	\$ 106,756	\$ (1,756)	102%
24	Payroll Burden	\$ 68,642	\$ 70,974	\$ (2,332)	103%
25	Professional Services	\$ 60,000	\$ 74,330	\$ (14,330)	124%
26	Annual Audits	\$ 50,000	\$ 47,650	\$ 2,350	95%
27	Central Delta-Mendota Region SGMA <sup>1</sup>	\$ 46,497	\$ 14,893	\$ 31,604	32%
28	Communications	\$ 45,000	\$ 37,680	\$ 7,320	84%
29	Conferences and Trainings	\$ 45,000	\$ 31,168	\$ 13,832	69%
30	Utilities	\$ 30,000	\$ 33,962	\$ (3,962)	113%
		<b>\$ 4,057,629</b>	<b>\$ 2,525,314</b>	<b>\$ 1,532,314</b>	<b>62%</b>

March thru November - 75%		Budget	Actual	REMAINING BALANCE	
<b>Operations &amp; Maintenance</b>					
31	Energy	\$ 1,440,000	\$ 1,328,568	\$ 111,432	92%
32	Salaries and Wages	\$ 1,258,610	\$ 721,334	\$ 537,276	57%
33	Employees' Benefits	\$ 431,839	\$ 239,680	\$ 192,159	56%
34	Pumps & Structures Repairs	\$ 250,000	\$ 242,852	\$ 7,148	97%
35	Payroll Burden	\$ 197,481	\$ 106,460	\$ 91,020	54%
36	Reimbursable Expenses	\$ 200,000	\$ 141,480	\$ 58,520	71%
37	Chemical Application	\$ 170,000	\$ 104,914	\$ 65,086	62%
38	Domestic Water Treatment Plant	\$ 140,000	\$ 131,595	\$ 8,405	94%
39	Fuel & Oil	\$ 90,000	\$ 175,712	\$ (85,712)	195%
40	Capital Cost - Depreciation	\$ 75,000		\$ 75,000	0%
41	Equipment Repairs	\$ 50,000	\$ 59,757	\$ (9,757)	120%
42	Vehicle Repairs & Maintenance	\$ 45,000	\$ 28,985	\$ 16,015	64%
43	Buildings Repairs & Maintenance	\$ 20,000	\$ 33,522	\$ (13,522)	168%
44	Laboratory - Water Testing	\$ 15,000	\$ 16,171	\$ (1,171)	108%
		\$ 4,382,929	\$ 3,331,030	\$ 1,051,899	76%
<b>Total Expenses</b>		\$ 18,952,924	\$ 14,395,351	\$ 4,557,573	76%
<b>Net Revenue/(Deficit)</b>			\$ 1,163,713		
<sup>1</sup> SGMA Costs historically billed on an pro-rata acreage basis					

BACK

**PANOCHÉ WATER DISTRICT  
BUDGET (March 1, 2023 - February 28, 2024)**

<b>FOR DISCUSSION</b>	<b>Proposed Budget 2023-2024</b>	<b>Budget 2022-2023</b>	<b>2022-2023 Actual - Dec 31</b>	<b>Proposed Change</b>	<b>Δ</b>	
<b>Operating Revenues</b>						
1	Supplemental Water	\$ 12,127,100	\$ 10,362,366	\$ 9,151,846	\$ 1,764,734	17%
2	Operation & Maintenance		\$ 5,861,058	\$ 4,041,654	\$ (5,861,058)	-100%
3	Fresno/Merced Counties - 2021 CVP Bond	\$ 1,303,892	\$ 1,509,263	\$ 651,946	\$ (205,371)	-14%
4	Labor Reimbursements	\$ 156,000	\$ 583,740	\$ 145,692	\$ (427,740)	-73%
5	Other Revenue	\$ 485,396	\$ 250,000	\$ 121,252	\$ 235,396	94%
6	Reimbursed Expenses	\$ 340,000	\$ 200,000	\$ 243,728	\$ 140,000	70%
7	Domestic Water Treatment Plant	\$ 174,000	\$ 140,000	\$ 89,440	\$ 34,000	24%
8	Sustainable Groundwater Management <sup>1</sup>	\$ 864	\$ 46,497	\$ 46,726	\$ (45,633)	-98%
9	CVP AG Water Contract	\$ -	\$ -	\$ 299,315	\$ -	
<b>Total Revenue</b>		<b>\$ 14,587,252</b>	<b>\$ 18,952,924</b>	<b>\$ 14,791,599</b>	<b>\$ (4,365,672)</b>	<b>-23%</b>

**Operating Expenses**

<b>Water Costs</b>						
10	Supplemental Water	\$ 12,127,100	\$ 10,362,366	\$ 8,185,417	\$ 1,764,734	17%
11	Planning & Engineering	\$ 50,000	\$ 52,000	\$ 51,998	\$ (2,000)	-4%
12	Los Vaqueros Expansion	\$ 218,000	\$ 98,000	\$ 97,640	\$ 120,000	122%
13	BF Sisk Expansion	\$ 364,000	\$ -	\$ 51,998	\$ 364,000	
14	Central Delta-Mendota Region SGMA <sup>1</sup>	\$ 864	\$ 46,497	\$ 14,893	\$ (45,633)	-98%
15	CVP AG Water Contract	\$ -	\$ -	\$ 61,778	\$ -	
		<b>\$ 12,759,964</b>	<b>\$ 10,558,863</b>	<b>\$ 8,463,724</b>	<b>\$ 2,201,101</b>	<b>21%</b>
<b>Administration</b>						
16	2021 CVP Bond Payment	\$ 929,978	\$ 928,866	\$ 647,783	\$ 1,112	0%
17	Legal Costs		\$ 600,000	\$ 141,972	\$ (600,000)	-100%
18	2021 CVP Bond Assessment Refund		\$ 580,397	\$ -	\$ (580,397)	
19	Salaries and Wages		\$ 569,425	\$ 400,705	\$ (569,425)	-100%
20	Employees' Benefits		\$ 202,961	\$ 155,811	\$ (202,961)	-100%
21	SLDMWA Activity Agreements	\$ 106,863	\$ 186,146	\$ 178,220	\$ (79,283)	-43%
22	SLDMWA DHCCP Bond Payment	\$ 148,592	\$ 148,592	\$ 22,438	\$ -	0%
23	Directors' Benefits		\$ 138,352	\$ 60,601	\$ (138,352)	-100%
24	Insurance Costs	\$ 100,000	\$ 127,750	\$ 60,700	\$ (27,750)	-22%
25	SWRCB Water Rights Fee	\$ 115,000	\$ 125,000	\$ -	\$ (10,000)	-8%
26	Other Supplies & Services	\$ 120,000	\$ 105,000	\$ 74,696	\$ 15,000	14%
27	Payroll Burden		\$ 68,642	\$ 57,292	\$ (68,642)	-100%
28	Professional Services	\$ 85,000	\$ 60,000	\$ 73,275	\$ 25,000	42%
29	Annual Audits	\$ 40,000	\$ 50,000	\$ 31,121	\$ (10,000)	-20%
30	Communication Costs	\$ 45,000	\$ 45,000	\$ 26,543	\$ -	0%
31	Conferences and Training Costs	\$ 35,000	\$ 45,000	\$ 23,190	\$ (10,000)	-22%
32	Utilities	\$ 35,000	\$ 30,000	\$ 30,164	\$ 5,000	17%
		<b>\$ 1,760,433</b>	<b>\$ 4,011,132</b>	<b>\$ 1,984,511</b>	<b>\$ (2,250,698)</b>	<b>-56%</b>

<b>FOR DISCUSSION</b>		<b>Proposed Budget 2023-2024</b>	<b>Budget 2022-2023</b>	<b>2022-2023 Actual - Dec 31</b>	<b>Proposed Change</b>	<b>Δ</b>
<b>Operations &amp; Maintenance</b>						
33	Energy Costs	\$ 1,575,000	\$ 1,440,000	\$ 1,036,325	\$ 135,000	9%
34	Salaries and Wages		\$ 1,258,610	\$ 576,624	\$ (1,258,610)	-100%
35	Employees' Benefits		\$ 431,839	\$ 224,216	\$ (431,839)	-100%
36	Pumps & Structures Repairs	\$ 241,000	\$ 250,000	\$ 184,008	\$ (9,000)	-4%
37	Payroll Burden		\$ 197,481	\$ 82,445	\$ (197,481)	-100%
38	Reimbursable Expenses	\$ 340,000	\$ 200,000	\$ 118,916	\$ 140,000	70%
39	Chemical Application	\$ 111,000	\$ 170,000	\$ 99,067	\$ (59,000)	-35%
40	Domestic Water Treatment Plant	\$ 174,000	\$ 140,000	\$ 93,717	\$ 34,000	24%
41	Fuel & Oil costs	\$ 305,000	\$ 90,000	\$ 153,590	\$ 215,000	239%
42	Capital Cost - Depreciation	\$ -	\$ 75,000	\$ -	\$ (75,000)	-100%
43	Equipment repairs	\$ 40,000	\$ 50,000	\$ 44,766	\$ (10,000)	-20%
44	Vehicle repairs & Maintenance	\$ 40,000	\$ 45,000	\$ 20,282	\$ (5,000)	-11%
45	Buildings Repairs & Maintenance	\$ 18,500	\$ 20,000	\$ 28,837	\$ (1,500)	-8%
46	Laboratory - Water Testing	\$ 17,300	\$ 15,000	\$ 12,474	\$ 2,300	15%
		<b>\$ 2,861,800</b>	<b>\$ 4,382,929</b>	<b>\$ 2,675,267</b>	<b>\$ (1,521,129)</b>	<b>-35%</b>
<b>Total Expenses</b>		<b>\$ 17,382,197</b>	<b>\$ 18,952,924</b>	<b>\$ 13,123,502</b>	<b>\$ (1,570,727)</b>	<b>-8%</b>
<b>Net Revenue/(Deficit)</b>		<b>\$ (2,794,945)</b>	<b>\$ (0)</b>	<b>\$ 1,668,097</b>	<b>\$ (2,794,945)</b>	
<b>Operations &amp; Maintenance Rate <sup>2</sup></b>		<b>\$ -</b>	<b>\$ 182.30</b>			<b>0%</b>

<sup>1</sup> SGMA Costs historically billed on an pro-rata acreage basis

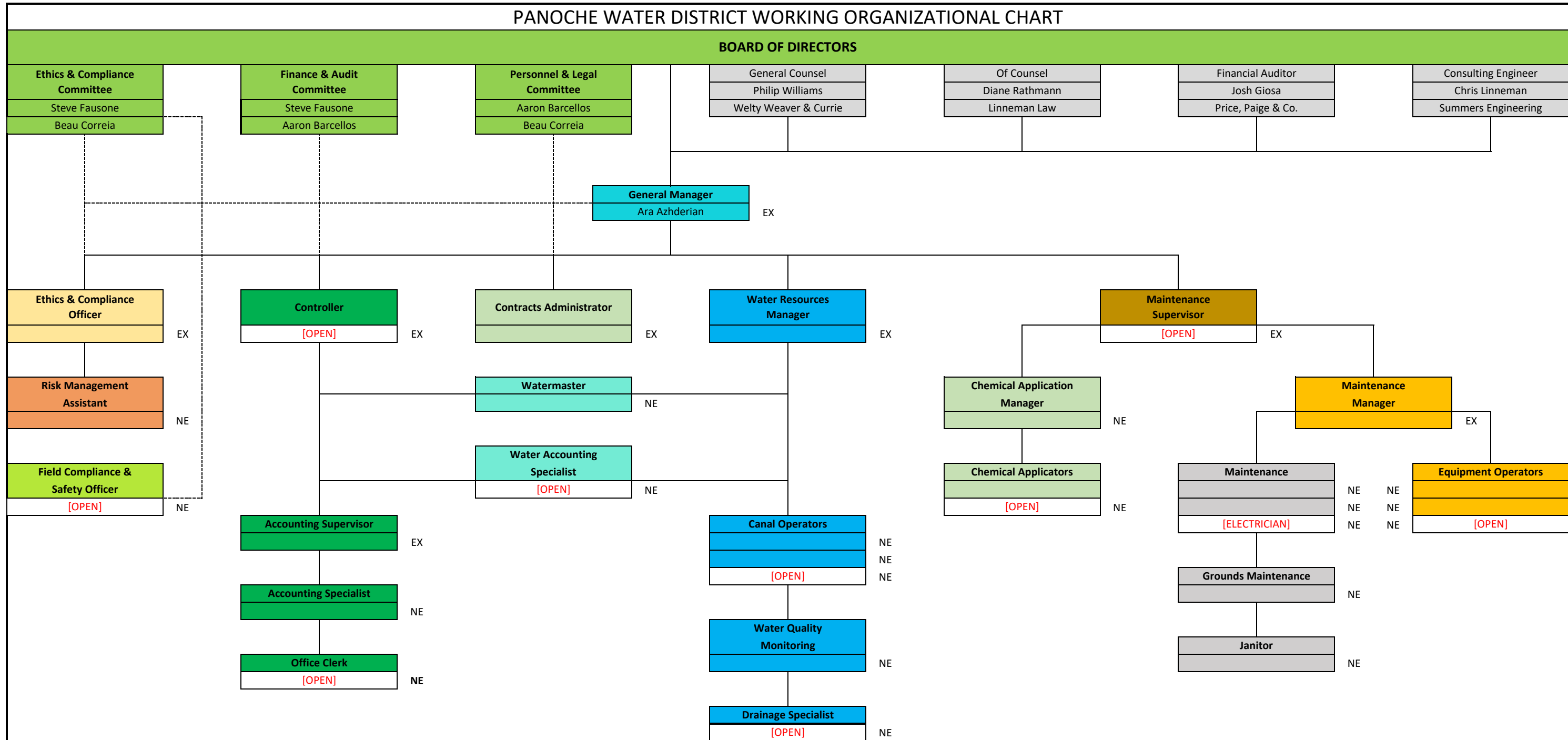
<sup>2</sup> Assumes 32,150 acre-feet of deliveries

<b>PANOCHÉ WATER DISTRICT POTENTIAL RATE MODIFICATION SCENARIOS</b>				
<b><u>FOR DISCUSSION</u></b>	<b>Proposed Budget 2023-2024</b>	<b>Water Rate Scenario</b>	<b>Acreage Rate Scenario</b>	<b>Service Rate Scenario</b>
<b>Operating Revenues</b>				
1	Supplemental Water	\$ 12,127,100	\$ 12,127,100	
2	Operation & Maintenance			
3	Fresno/Merced Counties - 2021 CVP Bond	\$ 1,303,892		\$ 1,303,892 \$ -
4	Labor Reimbursements	\$ 156,000		\$ 156,000
5	Other Revenue	\$ 485,396		\$ 485,396
6	Reimbursed Expenses	\$ 340,000		\$ 340,000
7	Domestic Water Treatment Plant	\$ 174,000		\$ 174,000
8	Sustainable Groundwater Management <sup>1</sup>	\$ 864		\$ 864
9	CVP AG Water Contract	\$ -	\$ -	
<b>Total Revenue</b>		<b>\$ 14,587,252</b>	<b>\$ 12,127,100</b>	<b>\$ 1,304,756 \$ 1,155,396</b>
<b>Operating Expenses</b>				
<b>Water Costs</b>				
10	Supplemental Water	\$ 12,127,100	\$ 12,127,100	
11	Planning & Engineering	\$ 50,000	\$ 50,000	
12	Los Vaqueros Expansion	\$ 218,000		\$ 218,000
13	BF Sisk Expansion	\$ 364,000		\$ 364,000
14	Central Delta-Mendota Region SGMA <sup>1</sup>	\$ 864		\$ 864
15	CVP AG Water Contract	\$ -	\$ -	
		<b>\$ 12,759,964</b>	<b>\$ 12,177,100</b>	<b>\$ 582,864 \$ -</b>
<b>Administration</b>				
16	2021 CVP Bond Payment	\$ 929,978		\$ 929,978
17	Legal Costs			
18	2021 CVP Bond Assessment Refund			\$ -
19	Salaries and Wages			
20	Employees' Benefits			
21	SLDMWA Activity Agreements	\$ 106,863		\$ 106,863
22	SLDMWA DHCCP Bond Payment	\$ 148,592		\$ 148,592
23	Directors' Benefits		\$ -	
24	Insurance Costs	\$ 100,000	\$ 100,000	
25	SWRCB Water Rights Fee	\$ 115,000		\$ 115,000
26	Other Supplies & Services	\$ 120,000	\$ 120,000	
27	Payroll Burden			
28	Professional Services	\$ 85,000	\$ 85,000	
29	Annual Audits	\$ 40,000	\$ 40,000	
30	Communication Costs	\$ 45,000	\$ 45,000	
31	Conferences and Training Costs	\$ 35,000	\$ 35,000	
32	Utilities	\$ 35,000	\$ 35,000	
		<b>\$ 1,760,433</b>	<b>\$ 460,000</b>	<b>\$ 1,300,433 \$ -</b>

<b>FOR DISCUSSION</b>		<b>Proposed Budget 2023-2024</b>	<b>Water Rate Scenario</b>	<b>Acreage Rate Scenario</b>	<b>Service Rate Scenario</b>
<b>Operations &amp; Maintenance</b>					
33	Energy Costs	\$ 1,575,000	\$ 1,575,000		
34	Salaries and Wages				
35	Employees' Benefits				
36	Pumps & Structures Repairs	\$ 241,000		\$ 241,000	
37	Payroll Burden				
38	Reimbursable Expenses	\$ 340,000			\$ 340,000
39	Chemical Application	\$ 111,000	\$ 170,000		
40	Domestic Water Treatment Plant	\$ 174,000			\$ 174,000
41	Fuel & Oil costs	\$ 305,000	\$ 305,000		
42	Capital Cost - Depreciation	\$ -		\$ -	
43	Equipment repairs	\$ 40,000		\$ 40,000	
44	Vehicle repairs & Maintenance	\$ 40,000		\$ 40,000	
45	Buildings Repairs & Maintenance	\$ 18,500		\$ 18,500	
46	Laboratory - Water Testing	\$ 17,300	\$ 17,300		
		<b>\$ 2,861,800</b>	<b>\$ 2,067,300</b>	<b>\$ 339,500</b>	<b>\$ 514,000</b>
<b>Total Expenses</b>		<b>\$ 17,382,197</b>	<b>\$ 14,704,400</b>	<b>\$ 2,222,797</b>	<b>\$ 514,000</b>
<b>Net Revenue/(Deficit)</b>		<b>(2,794,945)</b>	<b>(2,577,300)</b>	<b>(918,041)</b>	<b>\$ 641,396</b>
		<b>Current O&amp;M<sup>2</sup></b>	<b>Water Rate<sup>3</sup></b>	<b>Acreage Rate<sup>4</sup></b>	
		\$ -	\$ -	\$ -	\$ -
			\$ -		
<sup>1</sup> SGMA Costs historically billed on an acreage basis <sup>2</sup> FYE 2022-23 approved O&M rate assumes 32,150 acre-feet of deliveries <sup>3</sup> Potential Water Rate Assumed 32,150 acre-feet of deliveries <sup>4</sup> Potential Acreage Rate assumes 38,317 acres					

BACK







Date: 12/2022

# panoche water district

52027 West Althea Ave., Firebaugh, CA 93622 – (209) 364-6136 – panochewd.specialdistrict.org



## Job Description

**Job Title:** Accounting Specialist  
**Reports To:** Accounting Supervisor  
**Classification:** Regular Full-Time  
**FLSA Status:** Hourly, Non-Exempt  
**Salary Range:**  
**Bargaining Unit:** Yes

**JOB SUMMARY:** Under the general supervision of the Accounting Supervisor, the Accounting Specialist is responsible for the daily processing of accounting transactions for the District's Accounting and Finance Department. The Accounting Specialist must exercise maturity, integrity, initiative, discretion, and sound business judgement. The Accounting Specialist must have a basic understanding of accounting procedures and computer systems (Microsoft Excel and Word proficiency) preferred; MAS90-Sage 100 desired; the ability to read and interpret instructional documents; write reports and present information orally; compute, analyze, organize, and present numbers; and to work cooperatively and respectfully in a fast paced and professional environment to promote and maintain positive relationships with peers, customers, and vendors.

### ESSENTIAL FUNCTIONS:

- Accounts Receivable: Receive and apply payments, process bank deposits, and research reconciliation of account balances;
- Accounts Payable: Process invoices and payments, reconcile credit card accounts and cash accounts, manage daily cash flow requirements and transactions;
- Purchasing: Generate purchase orders, maintain vendor relationships;
- Reconcile A/R, A/P and prepaid expenses to the General Ledger;
- Generate daily, quarterly and annual reports for management from the accounting system;
- Prepare vouchers, invoices, checks, account statements, reports, general ledger accounts with various registers; extract general ledger information; compile cost revenue reports, and balance sheets payables;
- Enter and review all employee job cards before entering times into Sage Time to process payroll;
- Calculate payroll for employees and route to Accounting Supervisor for approval.
- Calculate and make federal, state payroll tax, and 401K retirement contributions.
- Review and calculate mileage to input into employee fringe benefits at year end.
- Prepare payroll checks for all district employees;
- Prepare employee expense reimbursements as per the District's policies and procedures;

Date: 12/2022

- Prepare and process inter-district disbursements as per the District's accounting policies and procedures manual;
- Track District credit card charges and reconcile credit card statement.
- Use the chemical use form to log data and provide report to the Chemical Applicator Supervisor on a monthly basis and bill chemical usage to other Districts.
- Establish and maintain District vendor files;
- Perform scanning and filling of records;
- Using financial documents to verify, record, and process transactions;
- Assist in distributing and monitoring purchase orders in the absence of the Accounting Supervisor;
- Perform accounting checks on all invoices and payments supporting documents, verifying sales taxes, exempt tax rate, etc.;
- Ensure all payments are adequately supported as per the District's accounting policies and procedures;
- Generate accounts payable list from District accounting systems;
- Prepare and print checks for vendors and personnel after verification of proper authorization and supporting documentation;
- Prepare and complete payment vouchers for all District's expenditures;
- Handle all accounts payable information with the confidentiality levels prescribed;
- File all accounts payable and receivables documentation as per accounting manual provisions;
- Train other staff to perform the duties of the Accounting Specialist to ensure that District's functions continue during times of absence.
- Attend mandatory trainings.
- Any other duties assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** General arithmetic skills, customer service skills, interpersonal skills, deadline-oriented, organizational skills, and English grammar, reading and writing skills, Microsoft Excel and Word proficiency, SAGE 100, analytical skills.

- Ability to read and interpret documents such as accounting policies and procedures manual, accounting software systems instructions, operating and maintenance instructions, and other District's procedure manuals.
- Ability to use basic office setting machines such as phone, copier, fax, mail computer.
- Ability to write routine reports and correspondence.
- Ability to compute rates, ratios, and percentages.
- Data entry skills.
- Computer knowledge within area of assigned responsibility preferred;
- Ability to work in a professional environment.
- Ability to comprehend and follow oral and written instructions.
- Ability to understand and adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Ability to adapt to changes.
- Ability to handle multiple demands.
- Maintain regular, predictable attendance.

Date: 12/2022

- Ability to work independently with limited supervision.
- Ability to work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Ability to be logical and objective.
- Ability to work in a fast-paced environment.
- Ability to operate a vehicle and adhere to traffic laws.
- Willingness to be open, to learn and take on new or additional responsibilities.

**REQUIRED QUALIFICATIONS:** Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education** - Completion of coursework in mathematics and financial recordkeeping skills; Associates or Bachelor’s Degree in Accounting, Business Administration, Finance or related field.

**Experience** - At least two-year formal exposure through experience or education to General Ledger systems processing;

**License Certificate Registration Requirement**

Driver’s License: Possession of a valid California Class C Driver License may be required at the time of appointment. Participation in the DMV Pull Notice Program and good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.

**DESIRABLE QUALIFICATIONS**

**Experience** – Three (3) years or more of increasingly responsible work experience in performing technical statistical and financial recordkeeping work.

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The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. However, this should not be considered an all-inclusive listing of work requirements. Employees may perform other duties as assigned. Changes to the position description may be made at the discretion of the employer. This position description does not constitute a contract for employment. It is the policy of Panoche Water District to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, physical or mental disability or other characteristic protected by law.

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Employee Signature

Date

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Supervisor Signature

Date





# PANOCHÉ WATER DISTRICT

52027 West Althea Ave., Firebaugh, CA 93622 – (209) 364-6136 – panochewd.specialdistrict.org

## Job Description

**Job Title:** Accounting Supervisor  
**Reports To:** Controller and General Manager  
**Classification:** Regular Full-time  
**FLSA Status:** Salary-Exempt  
**Salary Range:**  
**Bargaining Unit:** No

**JOB SUMMARY:** Under the general supervision of the Controller and General Manager, the Accounting Supervisor is responsible for the general business operations of the Accounting and Finance Department, including performing office work directly related to the management policies of the District. The Accounting Supervisor customarily and regularly exercises discretion and independent judgment in performing duties including all aspects of [SBB1] financial accounting for the District. The Accounting Supervisor's major financial accounting responsibilities include purchasing, payroll, payables, receivables, general ledger accounting and cash account reconciliation, preparing internal and external financial reports, maintaining systems, and assisting in preparing audit materials. The Accounting Supervisor shall provide leadership to the District's payable and receivables system and apply accounting knowledge to cash disbursement management. The Accounting Supervisor regularly and directly assists the General Manager, Controller, and the District's Ethics & Compliance Officer, and performs work requiring special training, experience and knowledge in accounting and management. [SBB2]

## ESSENTIAL FUNCTIONS:

The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Coordinate [SBB3] the preparation and performance of vendor payments, personnel payments, Accounts payable customer service, cash application, and periodic account analysis for accounts payable and receivable for the Districts.

- Coordinate<sup>[SBB4]</sup> accounts payable general ledger and journal entries for the Districts.
- Assists the Controller in maintaining accounting systems and makes all necessary modifications to the District's accounting and reporting systems in conformance with governmental Generally Accepted Accounting Principles (GAAP), and management requirements.
- Generates balance sheet accounts payables and cash disbursement reconciliations and responds to variance inquiries on a monthly basis.
- Creates, organizes, and implements procedures for processing client's credits and personnel refunds.
- Maintains the District's vendors listing in accordance with the accounting policies and procedures manual.
- Processes purchase orders and keeps up to date records of purchase orders requisitions.
- Maintains & updates employee time sheets through monitoring of the time management system.
- Reviews all payroll data before processing payroll.
- Processes and facilitates timely payroll reports including form 941 (quarterly) and W2's (annually) as per the accounting policies and procedures manual.
- Keeps up to date personnel files as pertains to payroll processing.
- Performs 1099 transactions on a monthly basis and generates yearly 1099's.
- Prepares reports of all expenditures for the monthly Board of Director meetings.
- Coordinates<sup>[SBB5]</sup> compiling and sorting of documents, such as: invoices, purchase orders, work orders, checks, vouchers, payroll checks, payroll taxes, payroll deductions and substantiates Districts' transactions.
- Verifies and posts details of District transactions, such as: invoices, funds and disbursements; totals accounts to ledgers or computer spreadsheets and accounting system.
- Investigates problems that vendors or purchasing agents have with obtaining payment for bills.
- Reviews, approves, and pays District credit card bills and sends reconciliation to proper board member to review and approve.
- Prepares labor report, equipment use report, and administration allocation report; generates intra-District and inter-District reports on a monthly basis.
- Coordinates preparation of vouchers, invoices, checks, account statements, reports, and general ledger accounts with various registers; extracts general ledger information; compiles cost revenue reports, and balance sheets payables.
- Monitors loans, accounts payable, and receivables to ensure that payments are up to date. Codes data for input to financial data processing system according to the District's accounting procedures.
- Distributes and monitors purchase orders.
- Assists in the training and supervision of accounting specialist personnel.
- Supervises the processing of the District's payments.
- Prepares worker's compensation reports on a quarterly basis.



- Reconciles 401K Retirement contributions on an annual basis and provides report to the District's third party retirement plan administrator to submit IRS form SF-5500.
- Maintains accurate and complete records, including ledgers, journals, invoices, receipts, and information related to supplies and inventory.
- Works with the accounting department in daily, monthly, and annual activities, including generating financial reports, developing budgets, preparing taxes, and assisting with audits and resolving discrepancies.
- Speaks with vendors and suppliers to ensure charges are accurate and that payments are received in a timely manner.
- Maintains financial security by following internal controls procedures.
- Maintains historical records by scanning and filing documents.
- Updates job knowledge by participating in educational opportunities.
- Prepares and directs accounts payable, accounts receivable and payroll activities.
- Works with accounting department staff and other District staff in preparing audit materials in a timely matter for outside auditor.
- Assists in developing budgets.
- Works with the Water Master and Water Resources Manager for all water related accounting activities, receivables, billings, and collections.
- Manages the responsibilities, authority, and accountability of all direct subordinates, regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action to address performance deficiencies, in accordance with District policies.
- Work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Cross train other staff to perform the duties of the Accounting Supervisor to ensure that the District's functions continue during times of absence.
- Promote ethics, compliance, and safety awareness.
- Attend mandatory trainings.
- Any other duties assigned by the General Manager or Controller.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Specialized knowledge of federal and state regulations related to accounting and payroll.
- English grammar, reading and writing skills.
- Ability to write reports and correspondence.
- Ability to use sound judgement and exercise independent discretion.
- Ability to compute rates, ratios, percentages and to deal with problems involving several concrete variables in standardized situation.
- Attention to detail.
- Ability to analyze complex information.

- Research and reporting Skills.
- Analytical ability and proficiency in math.
- Microsoft Proficiency (Excel and Word).
- Ability to be logical and objective.
- Ability to demonstrate time management skills and meet deadlines.
- Knowledge of principles of budget development and expenditure control.
- Ability to work independently with limited supervision.
- Ability to handle multiple demands.
- Maintain regular, predictable attendance.
- Ability to work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Ability to supervise the job performance and professional development of others.
- Ability to comprehend and follow oral and written instructions.
- Ability to understand and adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Ability to work in a fast-paced environment.
- Ability to operate a vehicle and adhere to traffic laws.
- Ability to identify potential hazards and report them to authorized District personnel.
- Willingness to be open, to learn and take on new or additional responsibilities.

**REQUIRED QUALIFICATIONS:**

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

**Education** – Associates Degree in Accounting or related field.

**Experience**

- Three to five (3-5) years related experience and training, or equivalent combination of education and experience.
- Formal exposure and training in accounting concepts/ Generally Accepted Accounting Principles (GAAPs).
- At least one (1) year of management experience.

**Desirable Qualifications:**

**Education** – Bachelor’s Degree in Accounting or related field.

**License Certificate** – Certified Public Accountant (CPA) or willingness to obtain certification.

**License Certificate Registration Requirement**

Driver’s License: Possession of a valid California Class C Driver License may be required at the time of appointment. Participation in the DMV Pull Notice Program and good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.

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The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of specialized knowledge and skill typically required, and the scope of responsibility. However, this should not be considered an all-inclusive listing of work requirements. Employees may perform other duties as assigned. Changes to the position description may be made at the discretion of the employer. This position description does not constitute a contract for employment. It is the policy of Panoche Water District to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, physical or mental disability, or other characteristic protected by law.

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Employee Signature

Date

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Supervisor Signature

Date



# PANOCHÉ WATER DISTRICT

52027 West Althea Ave, Firebaugh, CA 93622 – (209) 364-6136 – [panochewd.specialdistrict.org](http://panochewd.specialdistrict.org)



## Job Description

<b>Job Title:</b>	Canal Operator
<b>Reports To:</b>	Water Resources Manager
<b>FLSA Classification:</b>	Regular Full-Time
<b>Status:</b>	Hourly, Non-Exempt
<b>Salary Range:</b>	
<b>Bargaining Unit:</b>	Yes

### JOB SUMMARY:

Under the general supervision of the Water Resource Manager and General Manager, the canal operator (CO) is responsible for the District's daily operation of the water distribution and drainage systems including but not limited to the District's distribution system, drainage system, and pump and gravity stations. The CO must be proficient in working independently providing irrigation water to growers, ensuring compliance with District water regulations, water scheduling and delivery, and resolving any problems the growers encounter involving water usage as they arise in the field. The CO may receive occasional instruction as new or unusual situations arise as they are fully aware of operating procedures and policies within the District. The CO will ensuring the proper flow and delivery of irrigation water in various assigned areas and for ordering waters for and controlling supplies. The CO must also work cooperatively and respectfully in a fast paced and professional environment to promote and maintain positive relationships with peers, customers, and vendors.

### ESSENTIAL FUCTIONS:

- Read all water meters.
- Oversee the operation of all District manual and automatic pumping plants and troubleshoot failures.
- Respond to emergencies on pipelines, pumping plants and canals.
- Shall be responsible for coordinating the collection of water samples for
- Implementation of the District's Water Conservation Plan to comply with the U.S. Bureau of Reclamation and Department of Water Resources.
- Clean any abstractions in front and around pumping stations, maintain PWD water ways clean.
- Check the "No Delivery Sheet" for eligibility to order water and maintain tail water control.
- Install, program, calibrate, and maintain real time stations, working with the following equipment:
  - CR10X Dataloggers
  - EC probes
  - PC208W Datalogger software

- Blend of drain water and well water with fresh water and take daily TDS readings and keep track on a daily sheet.
- Check all water deliveries for compliance with District requirements.
- Check meter readings to ensure that ordered flow and odometer readings correspond to indicate flow.
- Initiate water delivery facility work order requests, record data from flow meters and pump units, and power meter readings.
- Respond to water user and landowner inquiries.
- Work closely with farmers managing tile sumps.
- Collection, monitor, and record of shallow ground water, tile sump, and crop sample and drainage water data, rainfall data.
- Implement a no tail water policy.
- Identify the amount of drainage water picked up in the recirculation system.
- Monitor daily drainage flows.
- Coordinates the Operations & Maintenance duties of the Grassland Basin Plan.
- Reports and responds to the emergencies in the Grassland Basin Plan.
- Monitoring and recording water samples.
- Install, program, calibrate, and maintain the American Sigma Auto samplers.
- Install, program, calibrate, and maintain the Steven Water Level.
- Calculate daily water usage.
- Maintain current and accurate records of daily water orders in storm.
- Coordinate daily water order with the Water Resource Manager, Water Master, Water Accounting Specialist and Maintenance Manager.
- Send water orders and cancellations to the Department of Water Resources in the absence of the Water Accounting Specialist.
- Work in close cooperation with the Maintenance Manager in regards to the distribution and drainage system maintenance and operation.
- Work in close cooperation with the Water Resource Manager, Water Master, Water Accounting Specialists regards to daily water deliveries.
- Train staff to perform the duties of the CO to ensure that District's functions continue during times of absence.
- Attend mandatory trainings.
- Any other duties assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:** General arithmetic skills, customer service skills, interpersonal skills, deadline-oriented, organizational skills, and basic English grammar, reading and writing skills.

- Analytical ability and proficiency in math
- Ability to make basic arithmetical calculations quickly and accurately.
- Knowledge of operating principals and equipment used in pipeline systems, pumps and gravity stations, and distribution system, and drainage system.
- Ability to perform minor plant repairs.

- Ability to diagnose operating problems and take effective action.
- Ability to read and interpret gauges and recording devices.
- Ability to use a computer to enter and retrieve information in sage.
- Ability to initiate and maintain effective safety practices that relate to the nature of the work.
- Ability to work independently with limited supervision.
- Strong Attention to detail.
- Ability to handle multiple demands.
- Ability to adapt to changes.
- Maintain regular, predictable attendance.
- Ability to work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Ability to comprehend and follow oral and written instructions.
- Ability to understand and adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Ability to work in a fast-paced environment.
- Ability to operate a vehicle and adhere to traffic laws.
- Willingness to be open, to learn and take on new or additional responsibilities.
- Ability to work solitary shifts, extended/irregular hours, weekends, holidays, and in emergencies.
- Ability to utilize appropriate personal protective equipment correctly.
- Ability to identify potential hazards and report them to authorized District personnel.

### **WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

- Work in moderate and loud noise environments including, but not limited to: computers, telephones, human voices, sound system and machinery.
- Move wrist and arm while working with equipment and tools.
- Stand, walk, bend, sit, reach, kneel, crawl, and jump.
- Carry, push, pull, reach, and lift (40lbs+).
- Work in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Work with and around hazardous chemicals.
  - Hazards: Potential hazards exist when working around equipment and heavy machinery.

### **DESIRABLE QUALIFICATIONS:**

**Education** – High School Graduate/Diploma.

**Experience** - Three years agricultural experience where knowledge of crops and irrigation practices are required.

- Bi-lingual in Spanish.

**License Certificate Registration Requirement**

Driver’s License: Possession of a valid California Class C Driver License may be required at the time of appointment. Participation in the DMV Pull Notice Program and good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.

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The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. However, this should not be considered an all-inclusive listing of work requirements. Employees may perform other duties as assigned. Changes to the position description may be made at the discretion of the employer. This position description does not constitute a contract for employment. It is the policy of Panoche Water District to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, physical or mental disability or other characteristic protected by law.

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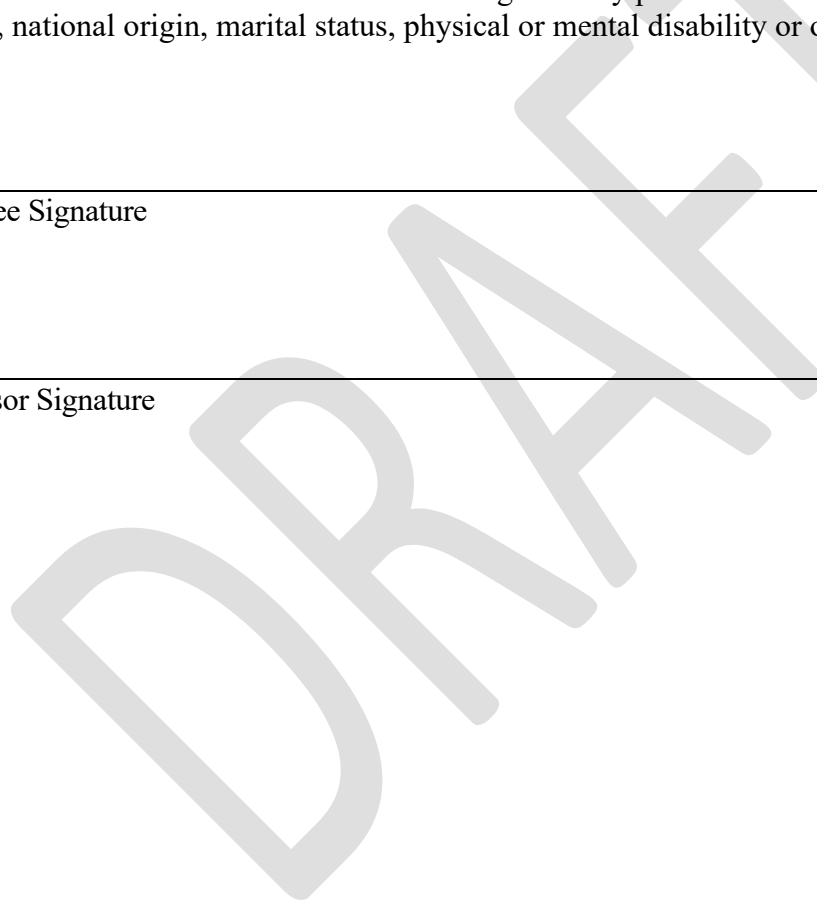
Employee Signature

Date

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Supervisor Signature

Date





# PANOCHÉ WATER DISTRICT

52027 West Althea Ave., Firebaugh, CA 93622 – (209) 364-6136 – panochedw.specialdistrict.org



## Job Description

**Job Title:** Chemical Applications Manager  
**Reports To:** Water Resources Manager  
**Classification:** Regular Full-Time  
**FLSA Status:** Hourly, Non-exempt  
**Salary Range:**  
**Bargaining Unit:** No

**JOB SUMMARY:** Under the general supervision of the Water Resource Manager and General Manager, the Chemical Applications Manager (CAM) has the oversight of the Chemical Applications Department and chemical shop. The CAM is responsible for the safety and applications of hazardous chemicals used to control the weeds within the District's delivery and drainage system and for all District buildings and conveyance facilities. The CAM must also be able to work cooperatively and respectfully in a fast paced and professional environment to promote and maintain positive relationships with peers, customers, and vendors.

### **ESSENTIAL FUNCTIONS:**

- Reviewing, creating, and maintaining of company data log sheets.
- Sustaining and maintaining of chemical stockroom inventory.
- Performing Area Audits to identify and evaluate hazards and risk areas.
- Support the Hazards Communication program by check containers of hazardous materials entering the District.
- Ordering chemical supplies.
- Coordinate with the Water Resource Manager to plan and provide daily instructions to the Chemical Applications Department.
- Promote ethics, compliance, and safety awareness.
- Operate a District truck and spray chemicals such as pesticides to plants, trees, and grass to enhance plant growth and control weeds.
- Lift, push, and swing nozzles, hoses, and tubes to direct spray over designated areas.
- Mix and apply pesticides and herbicides to structures according to schedule, safety procedures and label instructions.
- Sets-up and operate hand and power spray equipment to spray, dust, and/or spread various chemicals and other designated materials including pesticides and herbicides.
- Installs, adjusts and performs minor repairs on application equipment.
- Maintains work area, chemical storage, equipment and records on chemical application activities in compliance with federal, state, and District regulations and policies.
- Assists in maintaining and updating Material Safety Data Sheets (MSDS) for chemical use.

- Clean and maintain at pumping plant and drainage facilities, including moss and trash buildup.
- Maintain vehicle and equipment in clean and proper operating condition.
- Train staff to perform the duties of the CAM to ensure that District's functions continue during times of absence.
- Exercise exceptional safety procedures and adhere to standards, regulations, and report hazards.
- Adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Attend mandatory trainings.
- Wear proper safety gear as required while on the job.
- Maintain licensing and certification, when applicable.
- Participate in projects and perform all other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of federal and state regulations related to chemicals applied to weeds
- Ability to use sound judgement and use discretion.
- Skill in the safe application of chemicals to weeds
- Basic knowledge with computer and the Microsoft Office suite of software.
- Knowledge of chemical application techniques.
- Basic English grammar, reading and writing.
- Outstanding customer service skill
- Analytical ability and proficiency in math
- Make basic arithmetical calculations quickly and accurately.
- Ability to initiate and maintain effective safety practices that relate to the nature of the work.
- Ability to work independently with limited supervision
- Attention to detail and good organizational skills
- Ability to handle multiple demands
- Maintain regular, predictable attendance
- Ability to work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Ability to comprehend and follow oral and written instructions
- Ability to understand and adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Ability to work in a fast-paced environment.
- Ability to operate a vehicle and adhere to traffic laws.
- Willingness to be open, to learn and take on new or additional responsibilities.
- Ability to iIdentify potential hazards and report them to authorized District personnel.
- Ability to uUtilize appropriate personal protective equipment correctly.

### **WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

- Work in moderate and loud noise environments including, but not limited to: computers, telephones, human voices, sound system and machinery.
- Move wrist and arm while working with chemical applications equipment and tools.
- Stand, walk, bend, sit, reach, kneel, crawl, and jump.

- Carry, push, pull, reach, and lift (40lbs+).
- Work in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Work with and around hazardous chemicals.
  - Hazards: Potential hazards exist when working around equipment and heavy machinery.

**REQUIRED QUALIFICATIONS:**

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

**Education** – High school diploma or GED equivalent

**License Certificate Registration**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Participation in the DMV Pull Notice Program and good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.

- Possession of a commercial driver’s license (CDL).
- Possession of a current license for the application for pesticides with the State of California.

**Desirable Qualifications:**

**Education** – Associates Degree in related field.

**Experience**

- Three to Five (3-5) years of chemical applications experience
- At least one (1) year of management experience.

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The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. However, this should not be considered an all-inclusive listing of work requirements. Employees may perform other duties as assigned. Changes to the position description may be made at the discretion of the employer. This position description does not constitute a contract for employment. It is the policy of Panoche Water District to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, physical or mental disability or other characteristic protected by law.

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Employee Signature

Date

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Supervisor Signature

Date



# PANOCHÉ WATER DISTRICT

52027 West Althea Ave., Firebaugh, CA 93622 – (209) 364-6136 – panochewd.specialdistrict.org



## Job Description

<b>Job Title:</b>	Chemical Applicator
<b>Reports To:</b>	Chemical Applications Manager
<b>Classification:</b>	Regular Full-Time
<b>FSLA Status:</b>	Hourly, Non-Exempt
<b>Salary Range:</b>	
<b>Bargaining Unit:</b>	Yes

**JOB SUMMARY:** Under the general supervision of the Chemical Applications Manager, the chemical applicator (CA) is responsible for the safety and applications of hazardous chemicals used to control the weeds within the District's delivery and drainage system and for all District buildings and conveyance facilities. The CA must also be able to work in a professional environment to promote and maintain positive relationships with peers, growers, customers, and vendors.

### ESSENTIAL FUNCTIONS:

- Operate a District truck and spray chemicals such as pesticides to plants, trees, and grass to enhance plant growth and control weeds.
- Lift, push, and swing nozzles, hoses, and tubes to direct spray over designated areas.
- Mix and apply pesticides and herbicides to structures according to schedule, safety procedures and label instructions.
- Sets-up and operate hand and power spray equipment to spray, dust, and/or spread various chemicals and other designated materials including pesticides and herbicides.
- Installs, adjusts and performs minor repairs on application equipment.
- Maintains work area, chemical storage, equipment and records on chemical application activities in compliance with federal, state, and District regulations and policies.
- Assists in maintaining and updating Material Safety Data Sheets (MSDS) for chemical use.
- Clean and maintain at pumping plant and drainage facilities, including moss and trash buildup.
- Maintain vehicle and equipment in clean and proper operating condition.
- Train other staff to perform the duties of the CA to ensure that District's functions continue during times of absence.
- Promote continuous improvement of workplace safety.
- Exercise exceptional safety procedures and adhere to standards, regulations, and report hazards.
- Adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Attend mandatory trainings.
- Wear proper safety gear as required while on the job.

- Other job tasks as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of or ability to learn federal and state regulations related to chemicals applied to weeds
- Skilled in the safe application of chemicals to weeds
- Knowledge of or ability to learn chemical application techniques.
- Basic English grammar, reading and writing skills.
- Outstanding customer service skill
- Analytical ability and proficiency in math
- Ability to mMake basic arithmetical calculations quickly and accurately.
- Ability to initiate and maintain effective safety practices that relate to the nature of the work.
- Ability to work independently with limited supervision
- Attention to detail and good organizational skills
- Ability to handle multiple demands
- Maintain regular, predictable attendance
- Ability to work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- ~~Ability to communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.~~
- comprehend and follow oral and written instructions
- Ability to understand and adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Ability to work in a fast-paced environment
- Ability to operate a vehicle and adhere to traffic laws
- Willingness to be open, to learn and take on new or additional responsibilities
- Ability to identify potential hazards and report them to authorized District personnel
- ~~Ability to utilize appropriate personal protective equipment correctly.~~
- ~~Ability to apply appropriate personal protective equipment correctly.~~
- Ability to adapt to changes. Work outdoors in a variety of weather conditions.

### **WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

- Work in moderate and loud noise environments including, but not limited to: computers, telephones, human voices, sound system and machinery.
- Move wrist and arm while working with chemical applications equipment and tools.
- Stand, walk, bend, sit, reach, kneel, crawl, and jump.
- Carry, push, pull, reach, and lift (40lbs+).
- Work in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Work with and around hazardous chemicals.
  - Hazards: Potential hazards exist when working around equipment and heavy machinery.

**REQUIRED QUALIFICATIONS:**

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

**Education** – High school diploma or GED equivalent

**License Certificate Registration**

Driver's License: Possession of a valid California Class C Driver License may be required at the time of appointment. Participation in the DMV Pull Notice Program and good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.

Possession of a valid California Class C Driver License and proof of good driving record within the last two (2) years may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

**Desirable Qualifications:**

**Experience** – At least Two (2) years of chemical applications experience in water or related industry.

**Other License Certificate Registrations**

- Possession of a current license for the application for pesticides with the State of California or a willingness to obtain the certification.
- Possession of a commercial driver's license (CDL) or a willingness to obtain the license.

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~~The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. However, this should not be considered an all-inclusive listing of work requirements. Employees may perform other duties as assigned. Changes to the position description may be made at the discretion of the employer. This position description does not constitute a contract for employment. It is the policy of Panoche Water District to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical or mental disability.~~

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Employee Signature

Date

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Supervisor Signature

Date

Draft



Date: 12/2022

# PANOCHÉ WATER DISTRICT

52027 West Althea Ave, Firebaugh, CA 93622 – (209) 364-6136 – panochewd.specialdistrict.org



## Job Description

**Job Title:** Contracts Administrator  
**Reports To:** General Manager  
**Classification:** Regular Full-Time  
**Status:** Salary, Exempt  
**Salary Range:**  
**Bargaining Unit:** No

**JON SUMMARY:** Under the general supervision of the General Manager, the Contract Administrator (CA) administers contracts for a wide range of services for a public entity in accordance with policies and local, state, and federal regulations; prepares bid documents and facilitates bid process; serves as a liaison between staff, legal counsel, and outside contractors to manage the business relationship of contract parties; and performs related work as required. The CA must have a basic understanding of procurement and contracts administration, and compliance laws, procedures related to contracts and procurement, and computer systems (Microsoft Excel and Word proficiency preferred); the ability to read and interpret instructional documents; write reports and present information orally; compute, analyze, organize, and present numbers; and to work cooperatively and respectfully in a fast paced and professional environment to promote and maintain positive relationships with peers, customers, and vendors. The CA must be adept at problem-solving, including being able to conduct independent research, exercise critical thinking skills, and independent judgment/decision-making in accordance with the policies, procedures and practices of the District.

### **ESSENTIAL FUNCTIONS:**

- Perform contract administration work for a wide variety of professional and/or construction services; conduct solicitations and procurement of services; facilitate bid process; conduct pre-bid/proposal conferences and public bid/proposal openings; issue revisions, addenda, or announcements; perform bid and cost analysis; issue notices of awards and notices to proceed; participate in bid protest resolution in accordance with policies and procedures.
- Prepare bid documents, including invitation to bid (ITB), request for qualifications (RFQs), and request for proposals (RFPs); review scope of work and specifications to identify discrepancies; recommend corrective action to resolve discrepancies.
- Serve as liaison between client departments and coordinate with staff, risk management, legal counsel, and outside contractors to manage the business relationship of contract parties for contracts as assigned; participate in the fulfillment of contract requirements in accordance with

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policies and local, state, and federal regulations; provide consistency in contracts and contractual relationships.

- Review specifications, contracts, change orders, extensions, stop notices, claims, invoices, and closeout agreements to ensure that all contractual obligations have been met and to make recommendations for approval by assigned supervisor and/or manager.
- Assist in the implementation of contract negotiation strategies and negotiations.
- Prepare and modify contract documents based on contract requirements and special conditions; advise departments of contractual rights and obligations under approved terms and conditions; participate in resolving disputes between parties.
- Maintain documents related to the procurement and administration of contracts.
- Prepare various periodic and special reports.
- Attend and participate in professional group meetings; stay abreast of new regulations and requirements, best practices, and case law in the field of procurement and contracts administration and recommend changes to policies and procedures as appropriate.
- Ensure contract administration activities are performed in accordance with federal, state, and local regulations, policies and procedures, and best practices.
- Responsible for following safety regulations and safety policies and procedures applicable to work; and for carrying out those responsibilities with due diligence as a condition of employment.
- Perform related duties and responsibilities as required.

#### **Other Duties:**

- Assists in special Human Resources and Safety and Ethics/Compliance projects.
- Offers support as a back up to the Ethics & Compliance Officer.
- Promote ethics, safety, and compliance awareness.
- When applicable, manages the responsibilities, authority, and accountability of subordinates, monitors performance and provide coaching for performance improvement and development; takes disciplinary action to address performance deficiencies, in accordance with District policies.
- Train other staff to perform the duties of the Contracts Administrator to ensure that District's functions continue during times of absence.
- Perform other duties as assigned.

#### **Experience:**

- One (1) or more years of increasingly responsible experience performing contract administration activities.
- Performing professional and construction procurement and contract administration work.
- Reviewing, and recommending for approval, specifications, contracts, change orders, extensions, stop notices, claims, invoices, and closeout agreements.
- Facilitating bid process including preparation of ITBs, RFQs, and RFPs, and conducting pre-bid conferences and public bid openings.

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- Interpreting, applying, explaining, and ensuring compliance with applicable federal, state, and local policies, procedures, laws, and regulations, technical written material, and organization policies and procedures.

**KNOWLEDGE, SKILLS AND ABILITIES:** General arithmetic skills, customer service skills, interpersonal skills, deadline-oriented, organizational skills, and English grammar, reading and writing skills, Microsoft Excel and Word proficiency.

- Ability to learn and apply principles, methods, and techniques of conducting contract negotiations.
- Ability to learn and apply basic theories, principles, and practices of design management, construction management, quality assurance/quality control, and construction inspection.
- Ability to understand basic accounting principles and procedures.
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Ability to analyze situations, identify problems, and recommend solutions.
- Ability to make sound, independent decisions within established policy and procedural guidelines.
- Ability to maintain accurate and clear records and prepare clear and concise reports.
- Ability to work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Maintain regular, predictable attendance.
- Ability to perform accurate mathematical and statistical calculations.
- Ability to understand and follow oral and written instructions.
- Ability to operate modern office equipment including computer equipment, office printer, multiple phone lines, and software programs.
- Ability to effectively communicate in person, over the telephone, and in writing.
- Ability to use tact, initiative, independent judgment, and prudence within general policy, procedural, and legal guidelines.
- Ability to understand and adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Ability to adapt to changes.
- Ability to handle multiple demands.
- Ability to work independently with limited supervision.
- Ability to work in a fast-paced environment.
- Ability to work in a professional environment.
- Ability to identify potential hazards and report them to authorized District personnel.
- Ability to write routine reports and correspondence.
- Ability to operate a vehicle and adhere to traffic laws.
- Willingness to be open, to learn and take on new or additional responsibilities.

**Job Standards:**

- Procurement and contracting principles, including ITB, RFQ, and RFP preparation, bidding requirements, bid analysis, cost analysis, change order processing, stop notice processing, and claims processing.
- Public contracting authority and responsibility.

Date: 12/2022

- Theories, principles, and practices of claim avoidance and claim resolution.
- Cost estimating practices and record-keeping principles and practices.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles and techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and staff.

**Desirable Qualifications and Experience Include:**

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

**Experience:**

- Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.
- At least one (1) year of management experience.

**Education:** A Bachelor’s degree in Business Administration, Human Resources, Public Administration, engineering, construction management, or closely related field from an accredited college or university is highly desirable.

**License Certificate Registration Requirement:**

Driver’s License: Possession of a valid California Class C Driver License may be required at the time of appointment. Participation in the DMV Pull Notice Program and good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.

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Employee Signature

Date

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Supervisor Signature

Date



# ***PANOCHÉ WATER DISTRICT***

52027 West Althea Ave., Firebaugh, CA 93622 – (209) 364-6136 – panochedw.specialdistrict.org

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## **Job Description**

**Job Title:** Drainage Specialist  
**Reports To:** Water Resources Manager  
**Classification:** Regular Full-Time  
**FSLA Status:** Hourly, Non-Exempt  
**Salary Range:**  
**Bargaining Unit:** Yes

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**JOB SUMMARY:** Under the general supervision of the Water Resources Manager, the Drainage Specialist (DS) is responsible for the District's compliance obligations with California statewide groundwater elevation monitoring and monitors daily drainage flows. The DS must also be able to work in a professional environment to promote and maintain positive relationships with peers, growers, customers, and vendors.

### **ESSENTIAL FUNCTIONS:**

- Monitoring Sound wells, sample water, keep logs on wells (flow, elevation, water chemistry, pumping level, when used) (CASGEM) (SBX7-6).
- Implement the District's Water Conservation Plan to comply with the U.S. Bureau of Reclamation and the Department of Water Resources Conservation planning criteria.
- Maintain pump and motor.
- Coordinates the Operations and Maintenance duties of the Grassland Basin Plan.
- Install, program, calibrate, and maintain real time stations, American Sigma Auto samplers, and the Steven Water Level Recorders.
- Responsible for coordinating the collection of water samples for the California State Regional Water Control Board.
- Meter maintenance and repair/installation.
- Promote continuous improvement of workplace safety.
- Exercise exceptional safety procedures and adhere to standards, regulations, and report hazards.
- Adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Attend mandatory trainings.
- Wear proper safety gear as required while on the job.
- Responsible for vehicles, tools, and safety equipment assigned to him or her individually in connection with the position, including any required maintenance thereof.

- Assist in training other staff to perform the duties of the Drainage Specialist to ensure that the District's functions continue during times of absence.
- Performs other related duties as required

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to learn or have knowledge of using CR1000X data loggers, EC probes, Keller pressure transducers, PC208W Data logger software.
- Outstanding customer service skill
- Analytical ability and proficiency in math
- Make basic arithmetical calculations quickly and accurately.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Ability to work independently with limited supervision
- Attention to detail and good organizational skills
- Ability to handle multiple demands
- Maintain regular, predictable attendance
- Communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Comprehend and follow oral and written instructions
- Understand and adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Ability to work in a fast-paced environment
- Operate a vehicle and adhere to traffic laws
- Willingness to be open, to learn and take on new or additional responsibilities
- Identify potential hazards and report them to authorized District personnel
- Utilize appropriate personal protective equipment correctly.
- Work outdoors in a variety of weather conditions.
- Ability to operate heavy duty equipment.

### **WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

- Work in moderate and loud noise environments including, but not limited to: computers, telephones, human voices, sound system and machinery.
- Move wrist and arm while working with equipment and tools.
- Stand, walk, bend, sit, reach, kneel, crawl, and jump.
- Carry, push, pull, reach, and lift (40lbs+).
  - May lift up to 100 lbs. on occasion.
- Work in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Work with and around hazardous chemicals.
  - Hazards: Potential hazards exist when working around equipment and heavy machinery.

**REQUIRED QUALIFICATIONS:**

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

**Education** – High school diploma or GED equivalent

**License Certificate Registration**

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

**Desirable Qualifications:**

**Experience**

- At least Two (2) years of experience in monitoring drainage flow in the water or related industry.
- CR1000/log or net trained or willingness to complete training course.

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Employee Signature Date

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Supervisor Signature Date





# PANOCHÉ WATER DISTRICT

52027 West Althea Ave., Firebaugh, CA 93622 – (209) 364-6136 – panochedw.specialdistrict.org



## Job Description

**Job Title:** Equipment Operator  
**Reports To:** Maintenance Manager  
**Classification:** Regular Full-Time  
**FLSA Status:** Hourly, Non-Exempt  
**Salary Range:**  
**Bargaining Unit:** Yes

**JOB SUMMARY:** Under the direction of the Maintenance Manager, the Equipment Operator (EO) shall operate various machinery for general site preparation, landscaping, waste removal, canal and drain cleaning, road grading, installation of drain pipes, installation of concrete structures and related assignments. The EO must also be able to work in a professional environment to promote and maintain positive relationships with peers, growers, customers, and vendors.

### **ESSENTIAL FUNCTIONS:**

- Operate and maintain equipment including, but not limited to, bulldozers, forklifts, backhoes, dump trucks, and hydraulic truck cranes excavators and motor grader.
- Load and unload materials, waste and other heavy objects from trucks and into dumpsters either manually or with the assistance of a machine.
- Ensure equipment, tools, material, and the work site are maintained, kept clean, and stored in a safe manner.
- Perform routine inspection and maintenance on equipment and vehicles before and after use.
- Perform preventive maintenance and minor repairs on machines and vehicles.
- Attend mandatory trainings.
- Communicate and work with other departments.
- Adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Practice exceptional safety procedures, adhere to all standards, regulations, and report hazards.
- Promote continuous improvement of workplace safety.
- Wear proper safety gear as required while on the job.
- Perform basic field arc welding and acetylene welding and torch cutting.
- Train other staff to perform the duties of the maintenance equipment operator to ensure that the District's functions continue during times of absence.
- Maintain work site and stored equipment, tools, and other materials in a safe manner.
- Other duties as assigned.

### **QUALIFICATIONS:**

- High school diploma or equivalent.
- 1+ years of experience working with heavy equipment.
- Possession of a commercial driver's license (CDL) or a willingness to obtain the license.
- Possession of welding certification or a willingness to obtain the certification.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Basic English grammar, writing and reading skills.
- Knowledge of proper operation of heavy equipment as well as safety standards.
- Outstanding customer service skill
- Analytical ability and proficiency in math to make basic arithmetical calculations.
- Ability to initiate and maintain effective safety practices that relate to the nature of the work.
- Ability to work independently with limited supervision
- Attention to detail and good organizational skills
- Ability to handle multiple demands
- Ability to work independently and in a group.
- Attention to detail and good organizational skills.
- Familiarity with Material Safety Data Sheets.
- Ability to handle multiple demands.
- Willingness to learn and take on new responsibilities.
- Maintain regular, predictable attendance.
- Ability to work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Ability to maintain confidentiality.
- Ability to communicate effectively orally and written
- Ability to follow, read and comprehend verbal and written instructions.
- Ability to work in a fast-paced environment.
- Ability to operate a vehicle and adhere to traffic laws.
- Ability to identify potential hazards and report them to authorized District personnel.
- Ability to utilize appropriate personal protective equipment correctly.
- Ability to adapt, with minimal or no advance notice, to changes in how business is conducted and work is accomplished.

**WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

- Work in moderate and loud noise environments including, but not limited to: computers, telephones, human voices, sound system and machinery.
- Move wrist and arm while working with equipment and tools.
- Stand, walk, bend, sit, reach, kneel, crawl, and jump.
- Carry, push, pull, reach, and lift (40lbs+).
- Work in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Work with and around hazardous chemicals.
  - Hazards: Potential hazards exist when working around equipment and heavy machinery.

**REQUIRED QUALIFICATIONS:**

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

**Education** - High school diploma or GED equivalent

**License Certificate Registration - Driver’s License:** Possession of a valid California Class C Driver License may be required at the time of appointment. Participation in the DMV Pull Notice Program and good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.

**DESIRABLE QUALIFICATIONS**

**Experience** - At least one (1) year of heavy equipment operations experience or training in water or related industry.

**Other License Certificate Registrations**

- Possession of a commercial driver’s license (CDL) or a willingness to obtain the license.
- Possession of welding certification or a willingness to obtain the certification.
- Possession of electrician certification or a willingness to obtain the certification.

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Employee Signature

Date

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Supervisor Signature

Date



# PANOCHÉ WATER DISTRICT

52027 West Althea Ave., Firebaugh, CA 93622 – (209) 364-6136 – [panochewd.specialdistrict.org](http://panochewd.specialdistrict.org)



Review Date: \_\_\_\_\_

## Job Description

**Job Title:** Ethics and Compliance Officer  
**Reports To:** The General Manager and Board of Directors  
**Classification:** Regular Full-time  
**FLSA Status:** Salary-Exempt  
**Salary Range:**  
**Bargaining Unit:** No

**JOB SUMMARY:** As part of the executive management team, under the general direction of the General Manager and with oversight by the Board of Directors, the Ethics and Compliance Officer (ECO) is primarily responsible for managing all aspects of the District's Ethics and Compliance Program, including (1) maintaining the Code of Conduct and other District policies and procedures; (2) coordinating and providing appropriate and effective communications and training on ethics and compliance topics; (3) coordinating monitoring and auditing functions to proactively test compliance and detect misconduct; (4) providing anonymous/confidential communication channels for stakeholders to raise concerns about ethics or compliance; (5) investigating reports of perceived illegal or unethical conduct, and reports of violations of the Code of Conduct and related District policies ; (6) recommending disciplinary or corrective action when warranted; (7) serving as a resource to directors, managers, supervisors, and employees on ethics and compliance matters; and (8) conducting periodic risk assessments and program effectiveness assessments to improve the capacity of the program to mitigate ethics and compliance risk to the District. The individual in this position exercises independent judgement with respect to matters of significance directly related to the management and business operations of the District and receives occasional instruction or assistance as new, unusual or unique situations arise; performs complex tasks and may provide direct supervision of others; handles confidential matters ethically and with discretion; and maintains frequent contact with stakeholders and others inside and outside of the District. The ability to communicate effectively, verbally and in writing, is required; other duties may be assigned. Performing the duties of the position in the District's office is required.

The ECO is secondarily responsible for the District's day-to-day Human Resources functions.

**Exhibit A:** Human Resources Generalist job description.

## ECO ESSENTIAL FUNCTIONS:

The duties listed below are illustrative only and are not meant to be a complete and exhaustive

listing of all of the duties and responsibilities of this position. The ECO's primary responsibilities include:

- Overseeing the day-to-day implementation of the Ethics and Compliance Program
- Supervising the Risk Management Assistant.
- Responsible for the day-to-day performance of a variety of difficult and complex human resources functions including, but not limited to, employee classification and compensation, recruitment and selection, employee benefits and leave administration, employee development; employee relations, risk management and business insurances.
- Serve as a resource to area supervisors and employees on human resources matters.
- Manage the development and conducting of in-house training to employees on various human resources management issues;
- Manage the development and implementation of programs and initiatives related to employee Health and Safety.
- Research and analyze legislation and Federal and State regulations for their effect on personnel functions
- Maintaining a centralized repository of and managing the process for reviewing existing and draft District policies, practices, and procedures, whether general or pertaining to applicable federal, state and local laws, rules, and regulations
- Promoting a culture that fosters ethical business conduct throughout the District and all its operations
- Planning, managing, delivering, and tracking ethics and compliance-related training programs completed by District personnel; maintaining centralized records for all substantive training
- Maintaining membership in relevant ethics and compliance trade associations; attaining and maintaining professional certification in ethics and compliance
- Planning and executing actions to monitor Ethics and Compliance Program implementation, such as administration of the reporting mechanisms, such as a hotline or helpline, developing and deploying employee surveys, interviewing employees, reviewing documents, and auditing processes related to ethics and compliance
- Coordinating and when appropriate, conducting, investigations into reports of misconduct or unethical conduct
- Working closely with the District management to maintain general awareness of compliance and ethics risks and provide support for compliant processes
- Providing guidance on policy interpretation and answering questions and giving advice on ethics matters
- Developing, implementing and tracking audit efforts in risk areas
- Tracking discipline and incentive programs to ensure they remain consistent with an effective ethics and compliance program
- Reviewing and tracking employee complaints and investigations thereof for compliance with District policies that prohibit retaliation
- Maintaining and managing the legal and compliance risk assessment and its process
- Maintaining records related to grievances, performance reviews, and disciplinary actions;
- Maintaining documentation of internal/external investigations;
- Managing the review and revision of the Code of Conduct not less than once every two years
- Reporting to the Board of Directors no less than four times per year on the structure of the program, culture, risk areas, and forecasted program initiatives

- Recommending to the General Manager and the Board of Directors improvements to existing policies, practices, procedures and elements of the ethics and compliance program
- Recommending budget requirements for the Ethics and Compliance Program
- Designated filing official under the Conflict of Interest Code filed by the District; coordinate the completion of Statements of Economic Interest (CA Form 700) for directors, officers, and employees for filing with the District and other public entities.
- Designated elections official to properly and efficiently conduct District Board of Directors elections pursuant to and in compliance with California Water District law, California Elections law, and the District's Bylaws.
- Train other staff to perform the duties of the ECO to ensure that District's functions continue during times of absence.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Research and statistical analysis practices
- Principles of report preparation
- Principles and practices of organizational ethics and compliance program design and administration
- Principles and practices of public personnel administration, including employee health and welfare benefit administration;
- California and Federal laws, rules, ordinances and legislative processes governing the development and administration of personnel and employment systems;
- Equal employment opportunity requirements and guidelines;
- Personnel policy development and implementation
- Federal, state and local laws, rules, and regulations governing industry standards for the District
- Ethics and compliance policy development and implementation
- Modern office equipment including the use of applicable computer applications
- Principles and practices of effective customer service
- Principles and practices of effective interpersonal skills and adult learning theory

### **Ability to:**

- Independently apply principles of organizational ethics and compliance to a broad range of organizational activities
- Independently apply principles of public personnel administration to a broad range of human resource activities
- Collect, research, analyze, evaluate, and interpret a variety of complex statistical, legal and narrative information and data, and draw sound conclusions
- Recognize, identify and resolve conflict or problems of a sensitive or political nature
- Manage and develop the District ethics and compliance systems
- Analyze work papers, reports and special projects; identify and interpret technical and numerical information
- Collect, analyze, and summarize data and information; prepare and present clear and concise reports

- Perform accurate mathematical and statistical calculations
- Maintain confidentiality
- Learn, explain and apply District policies and procedures related to ethics and compliance
- Learn to apply principles of public personnel administration
- Maintain impartial, unbiased and objective demeanor to promote confidence as a trusted ethics and compliance resource
- Ability to write routine reports and correspondence.
- Ability to use sound judgement and use discretion.
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate clearly and concisely, both orally and in writing; practice active listening
- Supervise the job performance and professional development of others.
- Influence and gain the cooperation of colleagues
- Work cooperatively with District employees, supervisors, Board members and the public
- Ability to work independently with limited supervision
- Ability to handle multiple demands
- Regular, predictable attendance
- Ability to work in a fast-paced environment
- Operate a vehicle and adhere to traffic laws
- Willingness to be open, to learn and take on new or additional responsibilities

### **TYPICAL PHYSICAL ACTIVITIES**

- May occasionally travel by airplane and automobile in conducting District business
- Work at a desk for an extended period of time
- Work in an office environment, lift and move objects up to 25 pounds such as large binders, books, and small office equipment
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment
- Regularly uses a telephone for communication, office equipment such as computer, copiers, fax machines, etc.
- Sits for extended time periods
- Moderate standing and walking
- Hearing and vision within normal ranges with or without correction

### **Environmental Factors**

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun
- Irregular or extended work hours; occasionally required to change working hours

### **REQUIRED QUALIFICATIONS:**

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:

**Education** - Equivalent to a Bachelor's or Master's degree from an accredited college with major course work in Business Administration, Human Resources, Accounting/Finance, Pre-Law, or a related field.



**Desirable Qualifications:**

**Experience** – At least five (5) years of increasingly responsible experience in compliance-related functions, such as finance/accounting, HR, contracts, legal, and so on. Project management, audit, investigations, policy development, and/or supervisory experience would be desirable.

**Certification Requirement:**

The ECO is expected to attain a professional ethics and compliance certification (e.g., CCEP, LPEC) and to maintain it thereafter.

**Driver’s License:** Possession of a valid California Class C Driver License may be required at the time of appointment. Participation in the DMV Pull Notice Program and good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.

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Employee Signature

Date

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Supervisor Signature

Date



# PANOCHÉ WATER DISTRICT

52027 West Althea Ave., Firebaugh, CA 93622 – (209) 364-6136 – panochewd.specialdistrict.org



## Job Description

<b>Job Title:</b>	Grounds Maintenance Worker
<b>Reports To:</b>	Maintenance Manager
<b>Classification:</b>	Regular Full-Time
<b>FLSA Status:</b>	Hourly, Non-Exempt
<b>Salary Range:</b>	
<b>Bargaining Unit:</b>	Yes

**JOB SUMMARY:** Under the general supervision of the Maintenance Manger, the Grounds Maintenance Worker (GMW) shall be responsible for keeping the District facilities outdoor areas neat and presentable. The GMW shall perform grounds keeping and building maintenance duties that will preserve property value including planting and maintaining the green spaces found at the District. The GMW must also be able to work in a professional environment to promote and maintain positive relationships with peers, growers, customers, and vendors.

### **ESSENTIAL FUNCTIONS:**

- Operate hand tools and power equipment, including mowers, leaf-blowers, and chain saws.
- Mow lawn either by hand or using a riding lawnmower.
- Cut lawn using hand, power or riding mower and trim and edge around walks, flower beds, and walls.
- Landscape by planting flowers, grass, shrubs, and bushes.
- Perform routine maintenance duties such as applying plaster, fixing fountains and sprinklers, retaining walls, outdoor lighting, and other design features.
- Keep outdoor furniture clean.
- Sweep walkway of debris.
- Cut down tree limbs that are posing a danger.
- Trim shrubs and pull weeds.
- Perform minor repairs and maintenance procedures on equipment utilized in grounds keeping.
- Rake, mulch, and prune the grounds as needed.
- Water plants and grass as needed.
- Wash and clean District facilities outside windows and doors.
- Maintain vehicle and grounds keeping equipment in clean and proper operating condition.
- Empty trash bins.
- Haul and dispose of trash at proper authorized landfill sites and or recycling facilities.
- Exercise exceptional safety procedures and adhere to standards, regulations, and report safety hazards.
- Adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.

- Attend mandatory trainings.
- Wear proper safety gear as required while on the job.
- Work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Cross train other staff to perform the duties of the GMW to ensure that District's functions continue during times of absence.
- Other job tasks as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Basic English grammar, reading, and writing skills.
- Ability and willingness to learn about outdoor property maintenance.
- Ability to work with limited supervision.
- Outstanding customer service skills.
- Ability to initiate and maintain effective safety practices that relate to the nature of the work.
- Attention to detail and good organizational skills.
- Ability to handle multiple demands.
- Maintain regular, predictable attendance.
- Ability to work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Ability to comprehend and follow oral and written instructions.
- Ability to work in a fast-paced environment.
- Ability to operate a vehicle and adhere to traffic laws.
- Willingness to be open, to learn and take on new or additional responsibilities.
- Ability to identify potential hazards and report them to authorized District personnel.
- Ability to utilize appropriate personal protective equipment correctly.
- Ability to adapt, with minimal or no advance notice, to changes in how business is conducted and work is accomplished.

### **WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

- Work in moderate and loud noise environments including, but not limited to: computers, telephones, human voices, sound system and machinery.
- Move wrist and arm while working with grounds keeping equipment and tools.
- Stand, walk, bend, sit, reach, kneel, crawl, and jump.
- Carry, push, pull, reach, and lift (40lbs+).
- Work in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Work with and around hazardous chemicals.
  - Hazards: Potential hazards exist when working around equipment and heavy machinery.

**REQUIRED QUALIFICATIONS:**

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

**Education** - High school diploma or GED equivalent

**License Certificate Registration** - Possession of a valid California Class C Driver License may be required at the time of appointment. Participation in the DMV Pull Notice Program and good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.

**DESIRABLE QUALIFICATIONS**

**Experience** - At least 1 year of landscaping and grounds keeping experience.

**Other License Certificate Registrations**

- Possession of electrician certification or a willingness to obtain the certification.

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The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. However, this should not be considered an all-inclusive listing of work requirements. Employees may perform other duties as assigned. Changes to the position description may be made at the discretion of the employer. This position description does not constitute a contract for employment. It is the policy of Panoche Water District to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, physical or mental disability, or other characteristic protected by law.

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Employee Signature

Date

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Supervisor Signature

Date



# PANOCHÉ WATER DISTRICT

52027 West Althea Ave, Firebaugh, CA 93622 – (209) 364-6136 – panochedw.specialdistrict.org



## Job Description

**Job Title:** Housekeeper  
**Reports To:** Maintenance Manager  
**Classification:** Regular Part-Time  
**Salary Range:** \$15.00 hourly  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** Yes

**JOB SUMMARY:** Under the general supervision of the Maintenance Manager, the Housekeeper shall work 20 hours a week, Monday through Friday. The Housekeeper shall be responsible for maintaining a clean, sanitary, comfortable, and tidy environment. The Housekeeper shall also be able to work cooperatively and respectfully in a fast paced and professional environment to promote and maintain positive relationships with peers, customers, and vendors.

### ESSENTIAL FUNCTIONS:

- Perform general sweeping, mopping, and/or vacuuming.
- Sanitize and use approved cleaning supplies to disinfect commonly used surfaces.
- Gather and empty all trash.
- Use best practices for recycling.
- Service, clean, and replenish supplies in restrooms and other areas as assigned.
- Clean and polish furniture and fixtures.
- Clean and wash windows, window sills, and glass partitions, when necessary.
- Dust furniture, machines, and equipment.
- Follow all health and safety procedures and applicable laws and regulations.
- Follow procedures for the use of chemical cleaners and power equipment.
- Complete daily and weekly cleaning checklist and timesheet.
- Ensure opening and/or closing procedures are followed thoroughly.
- Report repairs and replacements immediately.
- Attend mandatory trainings.
- Set up, arrange, and remove tables and chairs for meetings, trainings and events.
- Periodic deep cleaning.
- Maintain all tools, equipment and storage of supplies in a neat and orderly manner.
- Train other staff to perform the duties of the Housekeeper to ensure that District's functions continue during times of absence.
- Other job tasks as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Basic English grammar, reading and writing skills.
- Outstanding customer service skills
- Knowledge of cleaning chemicals and supplies
- ~~Integrity and ability to work independently~~
- Attention to detail and good organizational skills
- Familiarity with Material Safety Data Sheets
- Ability to handle multiple demands
- Ability to operate a vehicle and adhere to traffic laws.
- Willingness to be open, to learn and take on new responsibilities
- Ability to understand and adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Maintain regular, predictable attendance.
- Ability to maintain confidentiality.
- Ability to work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- ~~Effective communication skills.~~
- Ability to comprehend and follow oral and written instructions.
- ~~Ability to read and comprehend instructions~~
- Analytical ability and proficiency in math.
- ~~Ability to Work outdoors in a variety of weather conditions.~~
- Identify potential hazards and report them to authorized District personnel.
- Ability to utilize appropriate personal protective equipment correctly.
- Ability to work in a fast-paced environment.
- Ability to adapt to changes.
- ~~Must adapt, with minimal or no advance notice, to changes in how business is conducted and work is accomplished.~~

**WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

- Work in moderate and loud noise environments including, but not limited to: computers, telephones, human voices, sound system and machinery.
- Move wrist and arm while working with cleaning equipment and tools.
- Stand, walk, bend, sit, reach, kneel, crawl, and jump.
- Carry, push, pull, reach, and lift (40lbs+).
- Work in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Work with and around hazardous chemicals.
  - Hazards: Potential hazards exist when working around equipment and heavy machinery.



**REQUIRED QUALIFICATIONS:**

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

**Education** - High school diploma or GED equivalent

**License Certificate Registration**

~~—Driver’s License: Possession of a valid California Class C Driver License may be required at the time of appointment. Participation in the DMV Pull Notice Program and good driving record as evidenced by freedom from multiple or serious traffic violations or accidents. Possession of a valid California Class C Driver License and proof of good driving record within the last two (2) years. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.~~

**DESIRABLE QUALIFICATIONS**

**Experience** - At least 1 year of housekeeping or janitorial experience.

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~~The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. However, this should not be considered an all-inclusive listing of work requirements. Employees may perform other duties as assigned. Changes to the position description may be made at the discretion of the employer. This position description does not constitute a contract for employment. It is the policy of Panoche Water District to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, physical or mental disability or other characteristic protected by law.~~  
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Employee Signature

Date

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Supervisor Signature

Date



# PANOCHÉ WATER DISTRICT

52027 West Althea Ave., Firebaugh, CA 93622 – (209) 364-6136 – panochewd.specialdistrict.org



## Job Description

<b>Job Title:</b>	Maintenance Manager
<b>Reports To:</b>	General Manager
<b>Classification:</b>	Regular Full-time
<b>FLSA Status:</b>	Salary-Exempt
<b>Salary Range:</b>	
<b>Bargaining Unit:</b>	No

**JOB SUMMARY:** Under the general supervision of the General Manager, the Maintenance Manager shall plan, organize, manage, direct and supervise District staff in the Maintenance Department [SBB] involved in the maintenance, repair and operations functions for all water production, transmission, storage and distribution components and facilities of the water system. The Maintenance Manager is responsible for exercising independent judgment and discretion in performance of the functions and duties listed below.

### Essential Functions

The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Plans, manages, coordinates and directs the Maintenance Department staff involved in the maintenance, repair and operations functions of the District, including all water production, storage and distribution components, fleet and facilities of the water system.
- Manages and oversees plant and facility maintenance, repair and limited construction, equipment and vehicle maintenance and repair, grounds keeping, inventory/warehousing, meter repair, water sampling and basic lab analysis.
- Manages and oversees compliance with permits involved with regulating District operations.
- Provides supervision, training and performance evaluations for the Maintenance Department staff.
- Reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection and repair of automotive and construction equipment.
- Develops the maintenance, operations and construction budget, and monitors costs.
- Assists with long-range planning of District maintenance, construction and operations functions and replacement projects.
- Promote ethics, compliance, and safety awareness.

- Makes spot inspections of work in progress to insure proper utilization of staff and equipment, and compliance with legal and District requirements and standards.
- Prepares and executes plans for expansion, reduction and shifting of maintenance and operations functions.
- Assists the Ethics and Compliance Officer in planning, developing, and coordinating the implementation and maintenance of District safety programs promoting an injury and illness free workplace.
- Develops, implements and oversees preventive maintenance programs.
- Investigates accidents and nearly missed accidents and injuries.
- Identifies and implements job hazard analysis (JHA).
- Develops and directs implementation of policies, procedures, and standards related to maintenance and operations.
- Provides general coordination of maintenance, construction and operations activities with other District functions.
- Periodically reviews and evaluates power consumption of District pumping facilities to reduce costs and raise efficiency.
- Provides input and review for the development and administration of construction contracts.
- Reviews and approves employee work shift schedules, leave requests and time sheets.
- Supervises and trains staff in areas related to the maintenance, repair and operations functions of the District.
- Provides recommendations as to the hiring, advancement, promotion, discipline, and change of status of District staff in the Maintenance Department[SBB2].
- Assists in developing budgets.
- Performs special projects as delegated.
- Operates heavy equipment including, but not limited to, excavators, backhoes, forklifts, bulldozers, and tractors.
- Represents District maintenance, repair, operations and construction functions with the public, contractors, other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, and technical groups.
- Work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Cross-train other staff to perform the duties of the Maintenance Supervisor to ensure that District's functions continue during times of absence.
- Any other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:** General arithmetic skills, customer service skills, interpersonal skills, deadline-oriented, organizational skills, and English grammar, reading and writing skills, Microsoft Excel and Word proficiency.

- Knowledge of principles of water distribution system design and operation, water quality and treatment.
- Knowledge of principles, methods and practices used in 1) water distribution system maintenance, repair, operations and construction; 2) automotive and construction equipment operation, maintenance and repair; 3) building maintenance, grounds keeping and landscaping; and 4) water production, treatment, and storage facility operations, maintenance and construction work.

- Knowledge of federal, state and county regulations related to water system operation, employee health and safety, and environmental control.
- Knowledge of water quality operations and cross-connection control programs.
- Knowledge of rules, regulations, and codes applicable to District maintenance, operations and construction functions.
- Knowledge of work safety standards and requirements.
- Knowledge of principles of budget development and expenditure control.
- Ability to maintain confidentiality.
- Ability to use basic office setting machines such as phone, copier, fax, mail, computer.
- Ability to operate heavy equipment such as excavators, backhoes, forklifts, bulldozers, and tractors.
- Ability to use and learn to use common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint).
- Ability to plan, organize, manage and administer the maintenance, repair, operations and construction functions of the District.
- Ability to perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses and time requirements.
- Ability to insure the proper maintenance, repair and operations of District equipment and facilities.
- Ability to effectively represent District maintenance, repair and operations functions in meetings, presentations and discussions with the public, contractors and other organizations.
- Ability to communicate effectively both orally and in writing.
- Ability to initiate and maintain effective safety practices that relate to the nature of the work.
- Ability to work independently with limited supervision.
- Ability to handle multiple demands.
- Maintain regular, predictable attendance.
- Ability to work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Ability to supervise the job performance and professional development of others.
- Ability to understand and adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Ability to work in a fast-paced environment.
- Ability to operate a vehicle and adhere to traffic laws.
- Willingness to be open, to learn and take on new or additional responsibilities.

### **WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

#### Administration:

- Travels occasionally by airplane and frequently by automobile in conducting District business.
- Communicates frequently with District management staff, co-workers and the public in one-to-one and group settings.
- Regularly uses a telephone for communication.

- Regularly uses office equipment such as computers, copiers and fax machines.
- Occasionally walks in uneven terrain, in an outdoor environment, making inspections of District facilities and maintenance, repair and construction projects.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

**Field:**

- Work in moderate and loud noise environments including, but not limited to computers, telephones, human voices, sound system and machinery.
- Move wrist and arm while working with chemical applications equipment and tools.
- Stand, walk, bend, sit, reach, kneel, crawl, and jump.
- Carry, push, pull, reach, and lift (40lbs+).
- Work in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Work with and around hazardous chemicals.
- Hazards: Potential hazards exist when working around equipment and heavy machinery.
- Physical ability to drive distances of up to 75 miles.
- Physical ability to lift up to 50 lbs. on occasion.

**License Certificate Registration Requirement**

:

Driver's License: Possession of a valid California Class C Driver License may be required at the time of appointment. Participation in the DMV Pull Notice Program and good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.

**Desirable Qualifications**

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

**Education** – Associates Degree in related field.

**Experience**

- Three to Five (3-5) years of work experience performing maintenance, construction, repair and operations work for a water district, wastewater treatment district, or other public agency.
- One (1) year in a management or supervisory experience or training.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. However, this should not be considered an all-inclusive listing of work requirements. Employees may perform other duties as assigned. Changes to the position description may be made at the discretion of the employer. This position description does not constitute a contract for employment. It is the policy of Panoche Water District to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, physical or mental disability, or other characteristic protected by law.

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Employee Signature

Date

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Supervisor Signature

Date

DRAFT





# PANOUCHE WATER DISTRICT

52027 West Althea Ave., Firebaugh, CA 93622 – (209) 364-6136 – [panochewd.specialdistrict.org](http://panochewd.specialdistrict.org)



## Job Description

<b>Job Title:</b>	Maintenance Worker
<b>Reports To:</b>	Maintenance Manager
<b>Classification:</b>	Regular Full-Time
<b>FLSA Status:</b>	Non-Exempt
<b>Salary Range:</b>	\$20.00 - \$33.00/Hourly, DOQ (Depending on qualifications)
<b>Bargaining Unit:</b>	Yes

**JOB SUMMARY:** Under the general supervision of the Maintenance Manager, the Maintenance Worker (MW) performs complex types of duties including the repairs and maintenance of mechanical equipment and pipelines; monitoring the District's distribution system, drainage system, and pumping & gravity stations. The MW also operates various machinery for general site preparation, landscaping, waste removal, canal and drain cleaning, road grading, installation of drain pipes, installation of concrete structures and related assignments. The MW must also be able to work in a professional environment to promote and maintain positive relationships with peers, growers, customers, and vendors.

### **ESSENTIAL FUNCTIONS:**

#### **Maintenance**

- Perform routine and preventative maintenance on pumps, motors, engines, and equipment components.
- Install, maintain, and repair pipelines.
- Inspect, diagnose and perform minor repair work on motors, pumps, hydraulic equipment, controls, valves and related equipment.
- Test, troubleshoot, service and repair mechanical equipment.
- Operate a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- Perform lock out and tag out on pumps, motors, valves and related equipment.
- Perform related maintenance in confined spaces.

#### **Equipment Operations**

- Operate and maintain equipment including, but not limited to, bulldozers, forklifts, backhoes, dump trucks, and hydraulic truck cranes excavators and motor grader.
- Load and unload materials, waste and other heavy objects from trucks and into dumpsters either manually or with the assistance of a machine.
- Maintain work site and stored equipment, tools, and other materials in a safe manner.
- Perform lock out and tag out on equipment, vehicles, and District facilities.
- Perform routine inspection and maintenance on equipment and vehicles before and after use.

PWD Job Description: Maintenance Worker

- Perform preventive maintenance on machines, vehicles, and District facilities.
- Perform field arc welding and acetylene welding and torch cutting.

### **Other Responsibilities:**

- Promote continuous improvement of workplace safety.
- Exercise exceptional safety procedures and adhere to standards, regulations, and report hazards.
- Adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Attend mandatory trainings.
- Wear proper safety gear as required while on the job.
- Train other staff to perform the duties of the MW to ensure that District's functions continue during times of absence.
- Maintain licensing and certification, when applicable.
- Other job tasks as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to learn or have knowledge about pumps, motors, engines, and related equipment components.
- Ability to learn or have knowledge to properly operate heavy equipment and safety standards.
- Basic English grammar, reading, and writing skills.
- Outstanding customer service skill
- Analytical ability and proficiency in math to make basic arithmetical calculations.
- Ability to initiate and maintain effective safety practices that relate to the nature of the work.
- Ability to work independently with limited supervision
- Attention to detail and good organizational skills
- Ability to handle multiple demands
- Maintain a regular, predictable attendance
- Ability to work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Ability to comprehend and follow oral and written instructions.
- Ability to work in a fast-paced environment.
- Ability to operate a vehicle and adhere to traffic laws.
- Willingness to be open, to learn and take on new or additional responsibilities.
- Ability to identify potential hazards and report them to authorized District personnel.
- Ability to utilize appropriate personal protective equipment correctly.
- Ability to adapt, with minimal or no advance notice, to changes in how business is conducted and work is accomplished.

**WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

- Work in moderate and loud noise environments including, but not limited to: computers, telephones, human voices, sound system and machinery.
- Move wrist and arm while working on equipment, pumps, and racking, etc.
- Stand, walk, bend, sit, reach, kneel, crawl, and jump.
- Carry, push, pull, reach, and lift (40lbs+).
- Work in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Work with and around hazardous chemicals.
  - Hazards: Potential hazards exist when working around equipment and heavy machinery.

**REQUIRED QUALIFICATIONS:**

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

**Education** - High school diploma or GED equivalent

**License Certificate Registration - Driver’s License:** Possession of a valid California Class C Driver License may be required at the time of appointment. Participation in the DMV Pull Notice Program and good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.

**DESIRABLE QUALIFICATIONS**

**Experience** - At least one (1) year of maintenance experience or training in water or related industry.

**Other License Certificate Registrations**

- Possession of a commercial driver’s license (CDL) or a willingness to obtain the license.
- Possession of welding certification or a willingness to obtain the certification.
- Possession of electrician certification or a willingness to obtain the certification.

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Employee Signature

Date

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Supervisor Signature

Date

PWD Job Description: Maintenance Worker





# PANOCHÉ WATER DISTRICT

52027 West Althea Ave., Firebaugh, CA 93622 – (209) 364-6136 – panochewd.specialdistrict.org

## Job Description

<b>Job Title:</b>	Risk Management Assistant
<b>Reports To:</b>	Ethics & Compliance Officer
<b>Classification:</b>	Regular Full-Time
<b>FLSA Status:</b>	Hourly, Non-Exempt
<b>Salary Range:</b>	
<b>Bargaining Unit:</b>	Yes

**JOB SUMMARY:** Under general supervision of the Ethics and Compliance Officer, the Risk Management Assistant (RMA) is responsible to perform complex daily clerical and administrative support to the Ethics and Compliance Department, daily processing of human resource, ethics, and compliance related activities and documents for the District. The RMA must exercise maturity, integrity, initiative, discretion, and sound business judgement. The RMA must have a basic understanding of Human Resource, Risk and Compliance related laws, procedures, and computer systems (Microsoft Excel and Word proficiency preferred); the ability to read and interpret instructional documents; write reports and present information orally; compute, analyze, organize, and present numbers; and to work cooperatively and respectfully in a fast paced and professional environment to promote and maintain positive relationships with peers, customers, and vendors. The RMA must be adept at problem-solving, including being able to conduct independent research, exercise critical thinking skills, and independent judgment in accordance with the policies, procedures and practices of the District.

### **ESSENTIAL FUNCTIONS:**

- Perform all clerical duties and provide general administrative support in the District's office as directed by the Ethics and Compliance Officer (ECO).
- Assist and serve as a point of contact person for employee questions related to employee relations, risk management, and compliance.
- Maintain a close working relationship with all departments with respect to risk management activities.
- Assist the ECO in developing, implementing, and reviewing risk management programs and financial impact of accidental losses.
- Work with the ECO to ensure compliance with all applicable regulations, laws, internal policies/procedures, and internal control protocols.
- Assist with recruiting, on-boarding, and orientation.
- Set appointments, arrange meetings, and schedule interviews, employee trainings and track employee trainings.
- Assist payroll by keeping track of absences and hours, including tracking FMLA/ CFRA.
- Assist the ECO in the ongoing monitoring and oversight of the District's Compliance Program, Safety Program, and Risk Management Programs.
- Promote safety and compliance awareness.
- Participate in safety and compliance inspections and audits.

- Process and maintain worker’s compensation, liability, and property claims.
- Maintain the Department of Transportation (DOT) program.
- Assist in distributing confidential correspondence.
- Establish, maintain, file, process, and/or update files, records, and/or other documents.
- Provide customer service including, answering telephones, routing calls, taking messages, and providing general information; greeting and directing visitors.
- Open, sort and distribute incoming correspondence, including mail, faxes and email.
- Log incoming checks for the Finance department to deposit.
- Assist and maintain the fleet management and GPS program.
- Assist and maintain District vehicles and equipment and related inventories.
- Perform periodic and as needed inventory of office equipment and supplies; generate purchase orders for new equipment or arrange for surplus equipment to be removed from District offices.
- Order supplies including office supplies, job specific supplies, and personal protective equipment on a regular basis and as needed.
- Maintain the Department of Motor Vehicle (DMV) Pull Notice Program.
- Prepare and maintain employee personnel, medical, confidential files and other HR/Compliance related files/databases.
- Create and compile reports and spreadsheets and prepare spreadsheets.
- Ensure compliance with employee I-9’s on an annual basis.
- Complete liability, worker’s compensation and property claims and maintain documentation.
- Run various routine errands, as required, for the District.
- Work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Cross train other staff to perform the duties of the RMA to ensure that District’s functions continue during times of absence.
- Attend mandatory trainings.
- Any other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** General arithmetic skills, customer service skills, interpersonal skills, deadline-oriented, organizational skills, and English grammar, reading and writing skills, Microsoft Excel and Word proficiency.

- Ability to maintain confidentiality.
- Ability to use basic office setting machines such as phone, copier, fax, mail, computer.
- Ability to maintain District records.
- Data entry skills.
- Ability to be logical and objective.
- Ability to maintain calendars and schedule appointments.
- Strong attention to details.
- Analytical skills.
- Ability to adapt to changes.
- Ability to handle multiple demands.
- Maintain regular, predictable attendance.
- Ability to work independently with limited supervision.
- Ability to work cooperatively and respectfully and communicate effectively with all District personnel, customers, general public, clients, and stakeholders of the District.
- Ability to comprehend and follow oral and written instructions.
- Ability to understand and adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.

- Ability to work in a fast-paced environment.
- Ability to work in a professional environment.
- Ability to identify potential hazards and report them to authorized District personnel.
- Ability to write routine reports and correspondence.
- Ability to operate a vehicle and adhere to traffic laws.
- Willingness to be open, to learn and take on new or additional responsibilities.

**REQUIRED QUALIFICATIONS:** Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education** – High school diploma.

**Experience** - At least two (2) years’ experience related to administrative duties, human resources, risk and Ethics/Compliance.

**License Certificate Registration Requirement**

Driver’s License: Possession of a valid California Class C Driver License may be required at the time of appointment. Participation in the DMV Pull Notice Program and good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.

**DESIRABLE QUALIFICATIONS**

**Education** – Associates or Bachelor’s Degree.

**Experience** –At least three (3) years’ experience or education relating to administrative duties, Human Resources, Risk and Ethics/Compliance.

- Ability to effectively read and interpret documents such as policies and procedures manual, software systems instructions, operating and maintenance instructions, and other District procedure manuals.
- Ability to communicate clearly, both written and orally, as to communicate with employees, members of the HR and Compliance teams, and in group presentations and meetings.
- Bi-lingual in Spanish.

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Employee Signature

Date

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Supervisor Signature

Date





# **PANOCHÉ WATER DISTRICT**

52027 West Althea Ave, Firebaugh, CA 93622 – (209) 364-6136 – [panochewd.specialdistrict.org](http://panochewd.specialdistrict.org)



## **Job Description**

**Job Title:** Water Quality Monitor  
**Reports To:** Water Resources Manager  
**Classification:** Regular Full-Time  
**FLSA Status:** Non-Exempt  
**Salary Range:**  
**Bargaining Unit:** Yes

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**JOB SUMMARY:** Under the general supervision of the Water Resources Manager, the Water Quality Monitor is responsible for collecting water samples

## **Draft**

### Water Quality Monitor- Job Description

The Water Quality Monitor shall perform under the direction of the [Water Resources Manager](#) and shall have the following duties and responsibilities:

- I. The WQM shall be responsible for the District's field operations including but not limited to:
  - A. The District's drainage system
    1. Respond and report any emergencies
  - B. The District's distribution system
  - C. Selenium treatment facilities
- II. The WQM shall be responsible for collecting the following including but not limited to:
  - A. Shallow ground water, tile sump, and crop sample and drainage water data
  - B. Water samples for the Grassland Basin Plan
  - C. Water samples for the California State Regional Water Quality Control Board

III. The WQM shall be responsible for reporting and responding to emergencies in the Grassland Basin Plan.

IV. The WQM shall be responsible for operating and maintaining the following equipment for monitoring procedures:

- A. American Sigma Autosamplers
- B. Steven Water Level Recorders

V. The WQM shall have the ability to effectively and courteously communicate with the:

- A. General Manager
- B. Board of Directors
- C. Local, State, County and Federal Agencies
- D. Employees of the District
- E. Independent contractors
- F. Customers of the Districts

VI. The WQM shall be responsible for the upkeep on assigned vehicle, tools and safety equipment.

VII. The WQM shall be responsible for any and all other duties as may be required by the Water Resource Manager and the General Manager

VIII. The WQM will need to be able to perform the following physical duties:

- A. Wrist and arm movement from working on equipment, pumps, racking, misc.
- B. Bending
- C. Lifting up to 5 to 100 lbs on occasion
- D. Driving from one destination to another
- E. Driving heavy duty equipment

This employee must have the ability to get along with other employees, the general public and must be able to drive a vehicle as so designated to do so.

# panoche water district

52027 West Althea Ave, Firebaugh, CA 93622 – (209) 364-6136 – panochewd.specialdistrict.org



## Job Description

**Job Title:** Water Resource Manager  
**Reports To:** General Manager  
**Classification:** Regular Full-Time  
**FLSA Status:** Exempt  
**Salary Range:**  
**Bargaining Unit:** No

**JOB SUMMARY:** Under the direction of the District Manager, the Water Resource Manager is charged with overseeing the Water Operations Division of the District and directly manages all employees within that Division. As a Division Manager (also known as a Department Head), the Water Operations Supervisor must exercise independent discretion and judgment regarding matters of significance to the District’s operation. Water Resource Manager works closely with the District’s General Manager, and Board of Directors, as needed.

## ESSENTIAL FUNCTIONS

- Directly oversees the canal operators and the water master and the daily operations within the Water Resource department.
- Responsible for (1) supervise water department employees; (2) prepare employee performance evaluations; (3) ensure daily logs, lift pump and well logs and other irrigation records are completed accurately and submitted on time; (4) monitor water delivery measurements to ensure accountability and accuracy; (5) continuously monitor and analyze effectiveness of canal worker schedules and develop and administer changes as necessary; (6) work with engineering consultant on project feasibility and development; (7) work with maintenance personnel to evaluate and implement maintenance programs and upgrades to the canal system; (8) administer both the District’s and the private deep well pumping programs; (9) provide required information relative to on-farm water conservation projects; (10) answer consumer questions; (11) solve water measurement problems; (12) mediate water delivery measurement and drainage disputes; (13) communicate orally and in writing; (14) work effectively with other departments, the public, federal, state and local agencies; (15) understand pertinent laws, regulations and districts policies.

- Manages the responsibilities, authority, and accountability of all direct subordinates; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action to address performance deficiencies, in accordance with District policies.
- Provides direction, when necessary, to contractors hired to perform work within the Drainage Department.
- Responsible for vehicles, tools, and safety equipment assigned to him or her individually in connection with the position, including any required maintenance thereof.
- Assists in developing budgets.
- Reviews and approves employee work shift schedules, leave requests and time sheets. ~~Performs other related duties as required.~~
- The Water Resource Manager shall be familiar with all District Drainage studies and projects and have the ability to be the District agent and District representative at meetings, conferences and hearings of local, state, or federal agencies as directed by the General Manager.
- The WRM shall attend all regular and special meetings of the Board of Directors to report drainage information,
- The WRM shall be responsible for directing and coordinating the following including but not limited to:
  - The collection, monitoring of shallow ground water, tile sump, and crop sample and drainage water data
  - Working closely with farmers managing tile sumps
  - The collection of rainfall data
  - Implementation of the no tail water policy
  - The amount of drainage water picked up in the recirculation system.
- The WRM shall be responsible for Grassland Basin Plan in the following ways, but not limited to:
  - Monitors daily drainage flows
  - Coordinating the drainage flows to meet the monthly and annual selenium targets and then report to all District Managers in the Grassland Basin Plan (97,000 acres)
  - Report directly to the Grassland Basin Plan Steering Committee
  - Coordinates the Operations & Maintenance duties of the Grassland Basin Plan
  - Reports and responds to the emergencies in the Grassland Basin Plan
  - Monitoring and recording water samples
  - Install, program, calibrate, and maintain real time stations, working with the following equipment: CR10X dataloggers, EC probes, shaft encoders, temperature probes and Datalogger software
  - Install, program, calibrate, and maintain the American Sigma Autosamplers
  - Install, program, calibrate, and maintain the Steven Water Level Recorders
- The WRM shall be responsible for coordinating the collection of water samples for the California State Regional Water Control Board
- The WRM shall also be responsible for various projects relating, but not limiting
- Train other staff to perform the duties of the Water Resource Manager to ensure that District's functions continue during times of absence.

- Provides supervision, training and performance evaluations for department staff.
- Any other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Must maintain knowledge of District, State, and Federal safety rules and regulations
- Ability to communicate and work effectively and in a professional manner with all District employees and management personnel, as well as independent contractors.
- Ability to communicate effectively and professionally with customers of the District, representatives from local, state, county, and federal agencies, and the District's Board of Directors, when such communication is appropriate and authorized by General Manager.
- Ability to work independently with little supervision, as well as work effectively in teams.
- Must maintain principles of irrigation distribution systems; mechanical and hydraulic principles of irrigation conduits, head gates, turnouts, diversions, pipelines, and water measurement; District policies and procedures with respect to the distribution of irrigation water; pump and well systems; crop water requirements; general engineering and construction; and principles of economics relating to the construction of capital improvements and conservation of water.
- Project management and planning, with attention to detail.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Computer knowledge within area of assigned responsibility preferred;
- Ability to work in a professional environment.
- Comprehend and follow oral and written instructions
- Understand and adhere to District policies and procedures and other applicable Federal, state and local laws and regulations.
- Ability to use and learn to use common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint)
- Knowledge of work safety standards and requirements.
- Principles of budget development and expenditure control.
- Ability to work in a fast-paced environment
- Operate a vehicle and adhere to traffic laws
- Willingness to be open, to learn and take on new or additional responsibilities

## **WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

### **Typical Physical Activities**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### **Administration:**

- Travels occasionally by airplane and frequently by automobile in conducting District business.
- Communicates frequently with District management staff, co-workers and the public in one-to-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers, copiers and fax machines.
- Occasionally walks in uneven terrain, in an outdoor environment, making inspections of District facilities and maintenance, repair and construction projects.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Field:
  - Work in moderate and loud noise environments including, but not limited to: computers, telephones, human voices, sound system and machinery.
  - Move wrist and arm while working with chemical applications equipment and tools.
  - Stand, walk, bend, sit, reach, kneel, crawl, and jump.
  - Carry, push, pull, reach, and lift (40lbs+).
  - Work in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
  - Work with and around hazardous chemicals.
  - Hazards: Potential hazards exist when working around equipment and heavy machinery.
- Physical ability to drive distances of up to 75 miles.
- Physical ability to lift up to 50 lbs. on occasion.

## **QUALIFICATIONS**

- Minimum of 10 years of increased responsibilities in water operations, maintenance and supervision relating to water distribution.
- Education: A Bachelor's degree or equivalent course work in Civil Engineering/Ag Management
- Must have valid California Class C Driver's License.

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The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. However, this should not be considered an all-inclusive listing of work requirements. Employees may perform other duties as assigned. Changes to the position description may be made at the discretion of the employer. This position description does not constitute a contract for employment. It is the policy of Panoche Water District to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical or mental disability.

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Employee Signature

Date

# PANOCHÉ WATER DISTRICT

52027 West Althea Ave., Firebaugh, CA 93622 – (209) 364-6136 – panochewd.specialdistrict.org



## Job Description

**Job Title:** Water Master  
**Reports To:** Water Resource Manager  
**Classification:** Regular Full-Time  
**FLSA Status:** Non-Exempt  
**Salary Range:**  
**Bargaining Unit:** Yes

**JOB SUMMARY:** Under the general supervision of the Water Resource Manager, the Water Master is responsible for reporting requirements of the District and Federal agencies with regard to land eligibility and water ordering, maintaining water-related records, and processing all water billings for the District. The Water Master shall perform a full range of complex analytical tasks related to water deliveries and allocations. The Water Master provides information and assistance to other agencies including, but not limited to, the United States Bureau of Reclamation (USBR) and the Exchanged Contractors Water Authority. The Water Master must exercise maturity, integrity, initiative, discretion, and sound business judgement. The Water Master must have a basic understanding of accounting procedures and computer systems (Microsoft Excel and Word proficiency) preferred; MAS90-Sage 100 and Storm Water Management desired; the ability to read and interpret instructional documents; write reports and present information orally; compute, analyze, organize, and present numbers; and to work cooperatively and respectfully in a fast paced and professional environment to promote and maintain positive relationships with peers, customers, and vendors.

### **ESSENTIAL FUNCTIONS:**

- Track Water Usage and allocations for each water user, including initial allocation, water transfers, and overuse of water supply;
- Provide customer service to landowners and water users.
- Follow up on water related inquiries.
- Use the billing system, Storm Management Water to generate customer billings in Operations and Maintenance (O&M) and water installments;
- Generate customer statements and monthly water usage summaries;
- Generation of customer Standby Assessment billings and Drainage Service Fee Assessment billing
- Update of all water rates in system as they pertain to billings.
- Auditing of customer accounts and delinquencies.
- Work with the Contracts Administrator on collection of any delinquencies.
- Update of all land assessment charges in system as they pertain to billings.

- Reconcile the end-of-month wholesale water delivery information other agencies with the District's retail water delivery data.
- Reports final water usage to USBR and other agencies, and account for water delivery credits or make payments to each agency, as appropriate.
- Reconcile District bank statements on a monthly basis;
- Update canal payment summaries;
- Review water payments made compared to actual deliveries on a monthly basis;
- Perform scanning and filling of records;
- Ensure all water billings are adequately supported as per the District's accounting policies and procedures;
- Update of all water rates in system as proved to process water billings.
- Set up and maintain current and accurate files for all meters ;
- Review and evaluate historical data and charts regarding district deliveries compared to the USBR deliveries;
- Review and evaluate monthly and annual water balance statements provided by the USBR for accuracy;
- File and maintain all water related accounts receivables documentation as per accounting manual provisions;
- Assist with District budgets.
- Attend mandatory trainings.
- Train other staff to perform the duties of the Water Master to ensure that District's functions continue during times of absence.
- Any other duties assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** General arithmetic skills, customer service skills, deadline-oriented, organizational skills, Microsoft Excel and Word proficiency, SAGE 100, Storm Water Management system, analytical skills, English grammar, reading and writing skills

- Knowledge of standard office administration or clerical practices and procedures;
- Knowledge of or willingness to learn the related software (Sage 100) and system (Storm Water Management).
- Ability to read and interpret documents such as the District's by-laws with regards to water scheduling and delivery, accounting policies and procedures manual, accounting software systems instructions, and other District's procedure manuals;
- Knowledge of applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Ability to use basic office setting machines such as phone, copier, fax, mail, computer.
- ~~Ability to maintain District records.~~
- Analytical and data entry skills.
- Ability to be logical and objective.
- Methods of preparing and processing various records, reports, ~~forms forms, and other documents~~ particular department.
- Ability to adhere to District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.



- Ability to respond to and effectively prioritize multiple phone calls and other requests for service.
- Ability to work in a professional environment.
- Ability to identify potential hazards and report them to authorized District personnel.
- Ability to operate a vehicle and adhere to traffic laws.
- Willingness to be open, to learn and take on new or additional responsibilities.
- Ability to handle all water user accounts and information with the confidentiality ~~levels prescribed;~~
- Ability to establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Ability to write routine reports and correspondence;
- Ability to compute rates, ratios, and percentages;
- Ability to understand and carry out instructions furnished in written, oral, or diagram form;
- Ability to independently organize work, set priorities, meet critical time deadlines, and follow-up on assignments;
- ~~Strong attention to details.~~
  - -Ability to adapt to changes with minimal or no advance notice, to changes in how business is conducted and work is accomplished.
  - Ability to file materials alphabetically, chronologically, and numerically.
  - Ability to gather and compile department or specific information from a variety of sources;
  - Computer knowledge within area of assigned responsibility.
  - Ability to work in a professional environment.

### **Desirable Qualifications**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education** - Completion of coursework in mathematics and financial recordkeeping skills; Associates or Bachelor's Degree in Accounting, Business Administration, Finance or related field.

**Experience** – Five years or more of increasingly responsible work experience in the water industry as a Water Master, Water Accounting Specialist or related field.

### **License Certificate Registration Requirement**

Driver's License: Possession of a valid California Class C Driver License may be required at the time of appointment. Participation in the DMV Pull Notice Program and good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.

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The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. However, this should not be considered an all-inclusive listing of work requirements. Employees may perform other duties as assigned. Changes to the position description may be made at the discretion of the employer. This position description does not constitute a contract for employment. It is the policy of Panoche Water District to not discriminate against any person with regard to race, color, religion,

sex, age, national origin, marital status, physical or mental disability or other characteristic protected by law.

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Employee Signature

Date

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Supervisor Signature

Date

DRAFT

Jan 2023



# Employee Performance Evaluation Workshop

1

Lorena Chagoya  
Ethics & Compliance Officer

1/6/2023

2

# Agenda

- Distributions
- Instructions
- Scale Table
- Categories
  - 1: Performance
  - 2: Teamwork and Communication
  - 3: Financial Responsibility
  - 4: Safety Compliance
  - 5: Training Participation
  - 6: Role Modeling – Supervisor
- Overall Performance Rating
- FAQ's

3

## Distributions:

- A performance evaluation form.
  - *Electronic version available.*
- A draft copy of your job description.
  - *Electronic version available.*

- **Actions Required:**

1. Complete a self evaluation. Due back to ECO by:  
**January 13, 2023 by 4:30 PM.**
2. Review and provide feedback on your draft job description by:  
**January 13, 2023 by 4:30 PM.**

4

# Instruction

- Employee will complete a self-evaluation then supervisor will complete one of each employee in his/her department.
  - *Employee will use right side columns to score self.*
  - *Supervisor will use left side columns to score the employee.*
- Use the scale numbers 1- 5 (5 = highest 1 =lowest)
- Use the empty spaces to provide specific examples that supports the score you gave.
- Supervisor will meet with each employee to discuss the evaluation.
- When signing the evaluation, employee is acknowledging that he/she received an evaluation.
- All evaluations will be filed in each employee's personnel files.

5

# Scale Table

(5)	<b>Exceptional</b>	Work performance is at continuously exceptional levels of performance in the specific area being evaluated. <b>Must include written examples to support this rating.</b>
(4)	<b>Exceeds Expectations</b>	Work performance exceeds the required standards of performance in the specific area being evaluated. <b>Must include written examples to support this rating.</b>
(3)	<b>Meets Expectations</b>	Work performance satisfies the required standards of performance in the specific area being evaluated. <b>Include comments as applicable.</b>
(2)	<b>Below Expectations</b>	Employee’s performance is inconsistent and needs to improve to meet the required performance standards in the area being evaluated. <b>Must include written examples to support this rating.</b>
(1)	<b>Unsatisfactory</b>	Performance is far below the required standards for the area being evaluated. <b>Must include written examples to support this rating.</b>
N/A	<b>Not Applicable</b>	Performance criterion does not apply to the position.

6

# Category 1: Performance

- Behavior and Attitude when doing your job functions.
- Do you understand your job?
- How well do you work with others?
- How well do you work with and communicate with your supervisor?
- Your understanding of policies and procedures.
- How well you manage time and prioritize tasks?
- How you handle problems.
- Are you keeping your personal activities at a minimum while on the clock?



7

## Category 2: Teamwork and Communication

- ▶ Behavior and Attitude when working with others.
- ▶ Are you supportive?
- ▶ How do you treat others?
- ▶ How you handle disagreements.
- ▶ How well you communicate. (verbally & written).

8

## Category 3: Financial Responsibility

- ▶ Do you take care of District property assigned to you?
- ▶ Cost effective mindset.
- ▶ Your accountability.
- ▶ How well do you represent the District (with integrity)?

9

## Category 4: Safety and Compliance

- ▶ How well do you understand the District's policies and procedures?
- ▶ Are you reporting safety hazards or accidents as required?
- ▶ Are you doing your due diligence in making sure its safe?

## Category 5: Training Participation

- Are you regularly attending mandatory trainings?
  - *Are you paying attention?*
  - *Are you using what you learned?*
  - *Are you asking questions?*
  - *Are you coming to the trainings on time?*
- Are you informing your supervisor or ECO in a timely matter when you can not attend trainings?

## Category 6: Role Modeling (Supervisors)

- Are you encouraging your staff to report concerns and possible misconducts?
- Are you encouraging staff to conduct themselves in ethical manner, by modeling integrity?
- Are you providing feedback and recognizing staff for their ethical actions and behavior?

# Overall Performance Rating: Part 1

<b>SUPERVISOR'S EVALUATION</b>			<b>Employee's Self-Evaluation</b>
	Exceptional:	Exemplary overall performance deserving special recognition.	
	Exceeds Expectation:	Performance exceeding the supervisor's expectation on most performance criteria.	
	Meets Expectation:	Performance generally meeting supervisor's expectation on most performance criteria.	
	Below Expectation:	Inconsistent performance on criteria, which falls short of supervisor's expectations and job requirements.	
	Unsatisfactory:	Performance is far below on criteria, which falls below supervisor's expectations and job requirements.	

## Overall Performance Rating: Part 2

- **Employee's strengths** - Think about what you do well in your position and what unique skills you have that brings value to you in your position and to the District.
- **Areas needing improvement** - Think about what you think you need to work on in your position.
- **Short-Term Goals** - What is something you want to achieve soon in your position?
- **Long-Term Goals** - What is something you want to accomplish in the future at the District?
- **Propose ways the District can help you improve your performances and achieve your short and long term goals.**

## FAQ's: Part 1

- ▶ **When are performance evaluation being conducted?**  
January 30 – Feb. 3<sup>rd</sup> 2023.
- ▶ **What time period will my performance evaluation be based on?**  
The year prior, 2022.
- ▶ **When is my self-evaluation due?**  
January 13, 2023 (Friday).
- ▶ **Can I give a score of 1.5, 2.5, 3.5, or 4.5?**  
No.
- ▶ **What does “composite evaluation” mean?**  
The total score of each line. Yes, you must add your scores per category.
- ▶ **What if I disagree with my supervisor’s evaluation about me?**  
See ECO and or GM.



## FAQ's: Part 2

- ▶ **Will every employee receive an evaluation?**

Yes.

- ▶ **If I do not receive a performance evaluation, who do I need to talk to?**

Your supervisor, then the ECO and or GM.

- ▶ **Will the ECO or GM sit in on the performance evaluations?**

No, unless there is a serious problem or per employee's request. *Please let ECO/GM know before evaluations week begins.*

- ▶ **Once I have signed my performance evaluation, does that mean that I agree with the results?**

No. By signing you are acknowledging that you received a copy of the evaluation and that the evaluation was reviewed with you. Your signature does not represent your agreement with each item in the evaluation.

# Any other questions or concerns?

## ► See ECO, your supervisor and/or GM if:

1. You want to speak in private.
2. You want to discuss your concerns further.
3. You have questions or concerns after this workshop.
4. You have suggestions/ideas to share.
5. Other reasons not listed.

Water Supply																		
District Water	Annual	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2023	2023	YTD	Transfers	Not	Stored	Remaining
March, 2022 - Feb, 2023	AF	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Usage	Out	Pumped		Balance
Transfer 2 - DC	2,065			116	949	500	500							2,065				0
Transfer 6 - DC	100			12	88									100				0
Transfer 7 - DC	1,383					509	569	305						1,383				0
Grower Transfer Ins	2,834			377	487	660	700	370	240					2,834				0
PWD Grower Wells f/Crdt	7,612	386	733	1,052	1,015	1,288	891	1,082	990	141	34			7,612				0
Gains or Losses	1,439	130	556	728	782	83	(253)	(240)	(171)	(161)	(15)			1,439				0
<b>District Water Total</b>	<b>15,433</b>	<b>516</b>	<b>1,289</b>	<b>2,285</b>	<b>3,321</b>	<b>3,040</b>	<b>2,407</b>	<b>1,517</b>	<b>1,059</b>	<b>(20)</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>15,433</b>				<b>0</b>
Bureau Water	Annual	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2023	2023	YTD	Transfers	Loss	Stored	Remaining
March, 2022 - Feb, 2023	AF	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Usage	Out			Balance
Public Health & Safety	121													0				121
2022-2023 0% USBR	0													0				0
CVP 3F Wtr -20-21 Resch	4,251	173	818	41	17	614	1,198	920	254					4,035		(216)		0
CVP 3F Wtr -21-22 Resch	1,334	84							367	88	62			601		(100)		633
Transfer 1 Rescheduled	6,913	209												209		(579)		6,125
Transfer 3 Rescheduled	293													0				293
Grower Transfer Ins	2,343		196	460	595	382	183	308	13	198	8			2,343				0
Transfer 2	935			684	251									935				0
Transfer 4	596													0	(140)	(36)	420	420
Transfer 5	2,190													0		(548)		1,642
Transfer 7	3,617			369	1,250	1,576	377	45						3,617				0
Transfer 8	64													0		(16)		48
Transfer 9	350													0			237	350
<b>Bureau Water Total</b>	<b>23,007</b>	<b>466</b>	<b>1,014</b>	<b>1,554</b>	<b>2,113</b>	<b>2,572</b>	<b>1,758</b>	<b>1,273</b>	<b>634</b>	<b>286</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>11,740</b>	<b>(140)</b>	<b>(1,495)</b>	<b>657</b>	<b>9,632</b>
<b>Total Water Supply</b>	<b>38,440</b>	<b>982</b>	<b>2,303</b>	<b>3,839</b>	<b>5,434</b>	<b>5,612</b>	<b>4,165</b>	<b>2,790</b>	<b>1,693</b>	<b>266</b>	<b>89</b>	<b>0</b>	<b>0</b>	<b>27,173</b>	<b>(140)</b>	<b>(1,495)</b>		<b>9,632</b>
Usage																		
Growers		982	2,303	3,839	5,434	5,612	4,165	2,790	1,693	266	89			27,173				
Transfers Out/Sales		0	0	0	0	0	0	0	0	0	0			0				
<b>Total Usage/Transfers</b>		<b>982</b>	<b>2,303</b>	<b>3,839</b>	<b>5,434</b>	<b>5,612</b>	<b>4,165</b>	<b>2,790</b>	<b>1,693</b>	<b>266</b>	<b>89</b>	<b>0</b>	<b>0</b>	<b>27,173</b>				
Diff/Losses: % of Supply	%	13%	24%	19%	15%	2%	-7%	-8%	-11%	-38%	-15%			6%				
Budget to Actual - AF		32,150	849	1,946	3,341	4,439	5,068	4,076	2,167	1,189	248	89		23,412				8,738

\*\* Estimate

\* Water Supply Numbers are estimates of known Transfers at this time - Deliveries are Actual \* /\*WA Water total changed to reflect PWD's portion only.\* /





## Westlands Water District

### MEMORANDUM

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**TO:** SLDMWA BOARD OF DIRECTORS  
**FROM:** TOM BOARDMAN, WATER RESOURCES ENGINEER  
**SUBJECT:** JANUARY OPERATIONS UPDATE  
**DATE:** JANUARY 6, 2023

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#### Project Operations

- Jones pumping is at 4 units (3,500 cfs) thanks to significant increases in Delta inflow from the recent storms. High Sacramento River flows triggered a 2019 BiOp action on January 3 resulting in a limitation of the reverse flow in Old and Middle Rivers to -2,000 cfs for 14 days. Triggering the BiOp action has the potential to limit Jones pumping to 900-1,800 cfs. But thanks to high Delta inflow from the San Joaquin River, Jones pumping is expected to maintain its current rate and possibly increase to its seasonal capacity of 4,200 cfs if San Joaquin River flows increase as expected.
- Reclamation states the accounting balance under the Coordinated Operations Agreement (COA) is nearly balanced except for an additional 59 TAF SWP debt related to the release of New Melones water last year to meet part of the SWP's share of Delta requirements. The SWP is expected to payback the owed CVP water soon as Oroville storage has been rapidly improving.
- Shasta storage is at 1,606 TAF - 68% of average. After receiving 7 inches of precipitation during the past 10 days, total reservoir inflow was only 211 TAF. Shasta inflow has been discouraging compared to Oroville where total inflow for the same period was nearly double Shasta's inflow after receiving the same amount of precipitation. Significant storms are projected to arrive during the next 10 days which are expected to improve reservoir inflows as volcanic soils in the Shasta water shed become saturated.
- Accumulated unimpaired inflow to Shasta is about 603 TAF. The projected total unimpaired flow into Shasta needs to reach at least 4,000 TAF by September 30, 2023 in order to avoid a Shasta critical year. Inflow records for 2000-2022 indicate that, under the current trend, it is likely but not certain that the unimpaired inflow will reach at least 4,000 TAF. The historical record shows that during 2015 and 2022 that, although the accumulated inflow by this date exceeded the current inflow total, the total unimpaired inflow for the two years fell short of the needed 4,000 TAF.
- Folsom storage is 520 TAF, 132% of average. Total inflow to Folsom was 460 TAF after receiving more than 9 inches of precipitation during the past 10 days. A peak storage of 614 TAF was reached on New Years Day following an inflow spike of 106,000 cfs that occurred the prior day. Releases increased to 25,000 cfs early this week to manage elevated reservoir inflows and to reduce storage for flood control. Accumulated snowpack in the watershed is 186 percent of average.

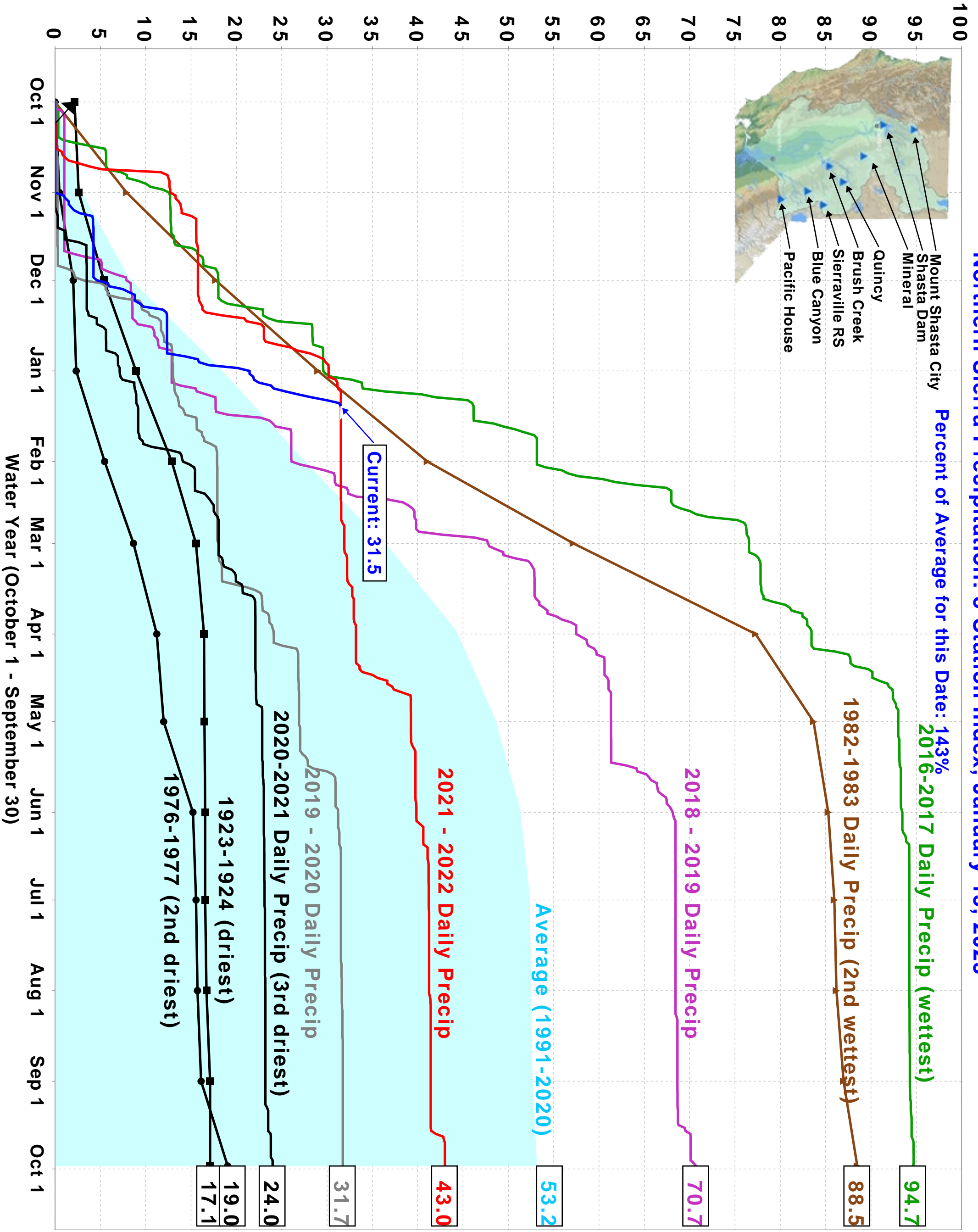
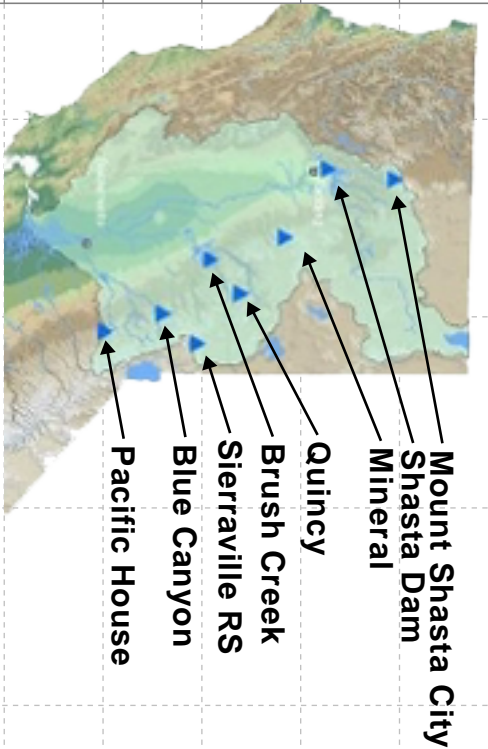
- Accumulated precipitation in the Sacramento Valley during December was 168% of the monthly average at 16.8 inches. Accumulated precipitation for January is 1.1 inches compared to a monthly average of 9.1 inches. The seasonal accumulated snowpack is 133% and 186% of average in northern and central California, respectively.
- CVP demands for December were about 30% of the 15-year average.

### **2022-23 San Luis Reservoir Operations**

The CVP share of water stored in San Luis Reservoir (SLR) has increased almost 90 TAF to 300 TAF since pumping increased in mid-December. With low demands, nearly all water pumped at Jones is being stored in CVP SLR. Thanks to an increasing snowpack and higher near-term pumping, CVP SLR is projected to refill to 530-730 TAF under dry and median conditions, respectively.

# Cumulative Daily/Monthly Precipitation (inches)

## Northern Sierra Precipitation: 8-Station Index, January 13, 2023



Total Water Year Precipitation

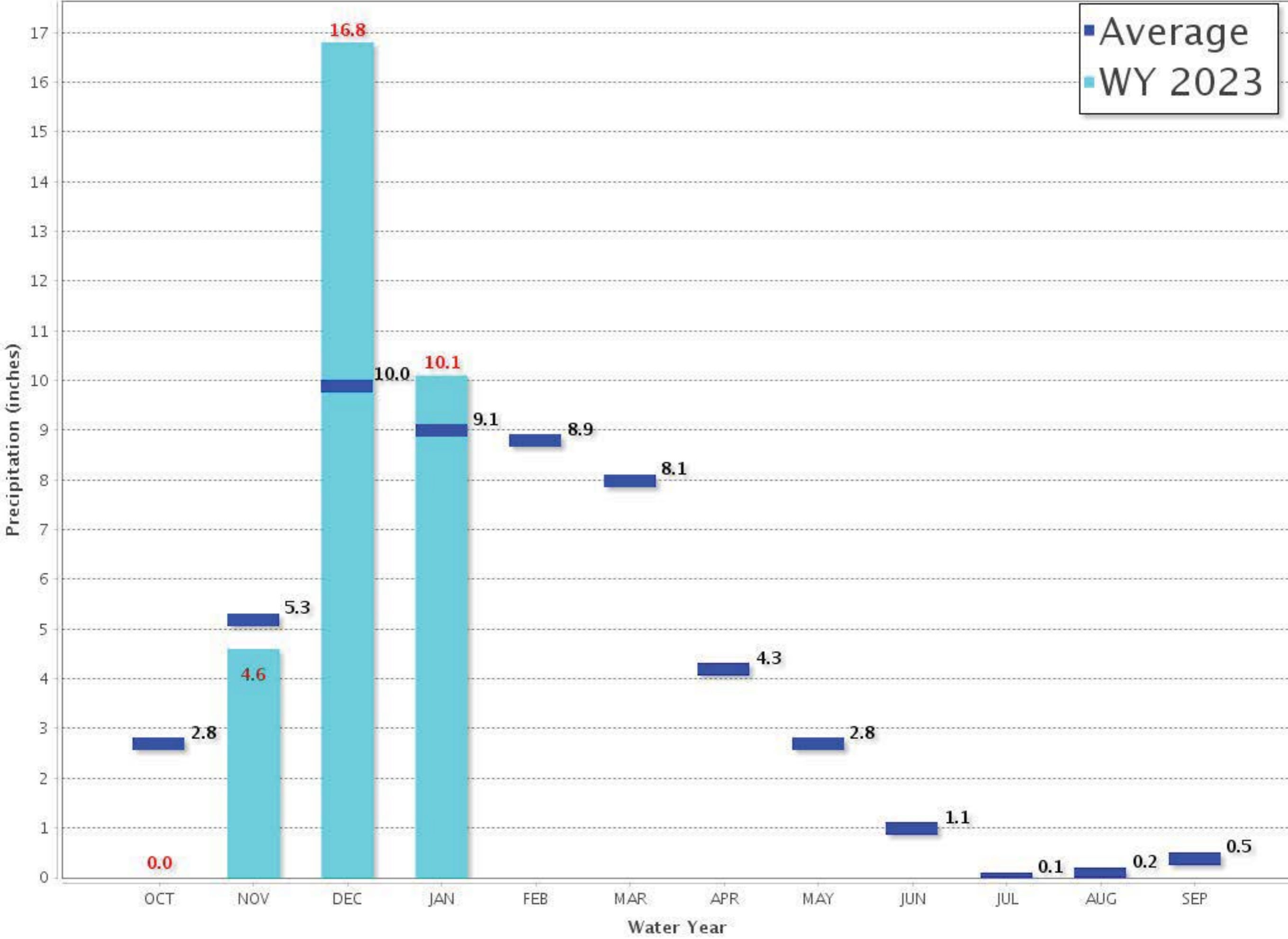


# Northern Sierra 8-Station

## Precipitation Index for Water Year 2023 – Updated on January 13, 2023 01:48 PM

Note: Monthly totals may not add up to seasonal total because of rounding

Water Year Monthly totals are calculated based on Daily precipitation data from 12am to 12am PST





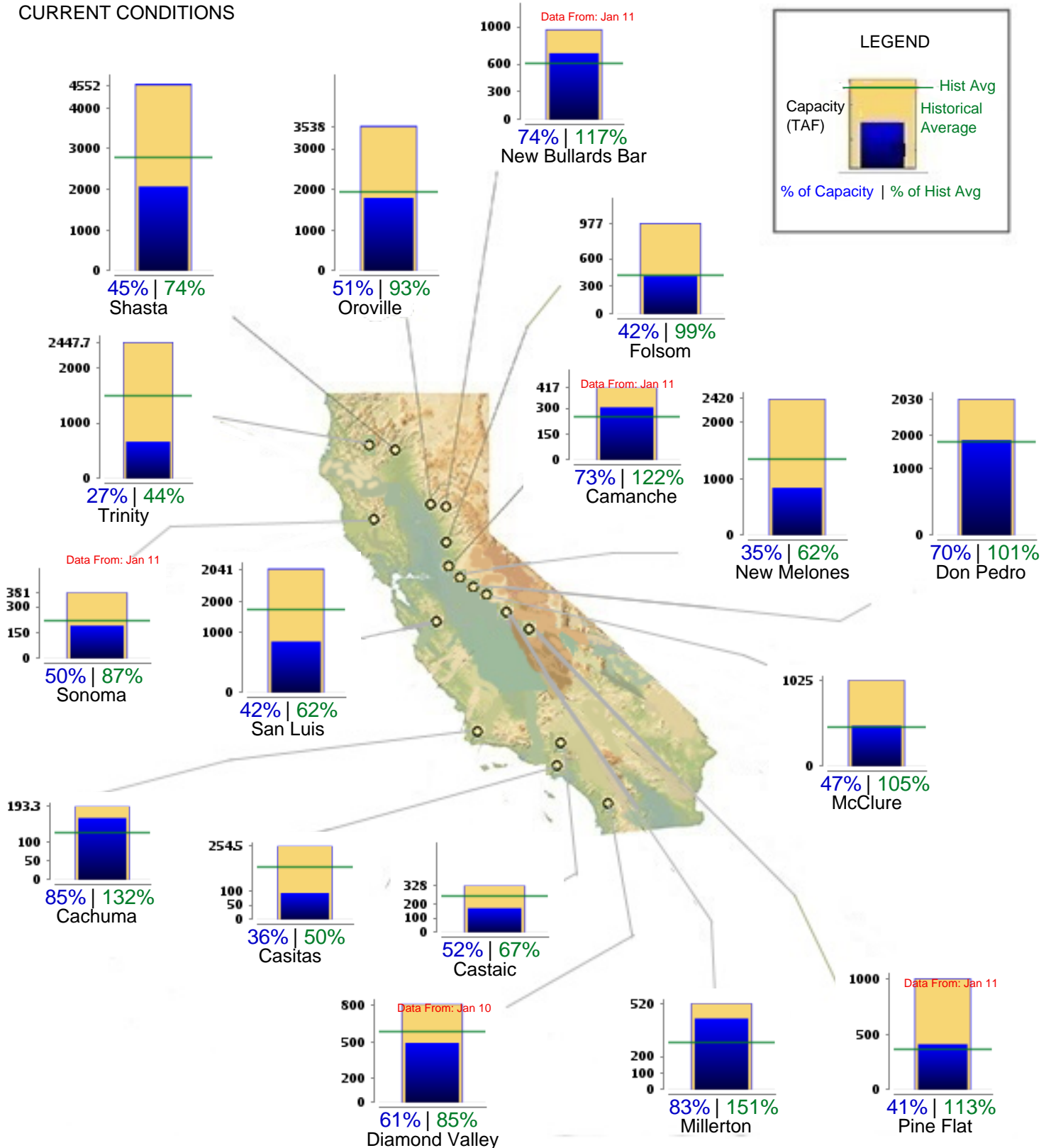


# CURRENT RESERVOIR CONDITIONS

## CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - January 12, 2023

### CURRENT CONDITIONS





## 2022-23 San Luis Storage Projection 50% Exceedance Hydrology

