



8:00 A.M. OPERATIONS CENTER - 1200 SOUTH GENE AUTRY TRAIL – PALM SPRINGS – CALIFORNIA

Pursuant to the Governor's Executive Order N-29-20 and N-08-21, there will be no public location for attending in person. Members of the public who wish to participate may do so by calling in at:

**Toll Free: (877) 309-2073
Access Code: 261-125-661**

**or Via Computer:
<https://www.gotomeeting.com/meeting/join-meeting>
9-digit Meeting ID: 261125661**

Members of the public who wish to comment on any item within the jurisdiction of the Agency or any item on the agenda should submit comments by emailing sbaca@dwa.org before 5:00 p.m. August 16. Comments will become part of the Board meeting record. Board members and staff will be participating in this meeting via teleconference.

****In order to reduce feedback, please mute your audio when you are not speaking.***

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE** **BLOOMER**
2. **ROLL CALL** **BACA**
3. **PUBLIC COMMENT:** Members of the public may comment on any item not listed on the agenda, but within the jurisdiction of the Agency. In addition, members of the public may speak on any item listed on the agenda as that item comes up for consideration. Speakers are requested to keep their comments to no more than three (3) minutes. As provided in the Brown Act, the Board is prohibited from acting on items not listed on the agenda.
4. **CONSENT CALENDAR ITEMS:** Items listed under the Consent Calendar are considered to be routine and will be acted upon by one motion of the Board without discussion. There will be no separate discussion on these items unless a Board Member requests a specific item to be discussed and/or removed from the Consent Calendar for separate action.
 - A. Approve minutes of the August 3, 2021 Board meeting
 - B. Receive and file minutes of the July 30, 2021 Conservation & Public Affairs Committee meeting
 - C. Receive and file minutes of the August 4, 2021 Human Resources Committee meeting
 - D. Receive and file minutes of the August 12, 2021 Executive Committee meeting
 - E. Receive and file the Water Use Reduction Figures (July)
 - F. Request Authorization for Finance Director to Execute Contract with Acorn Technology Services for Managed Information Technology Services
5. **GENERAL MANAGER'S REPORT** **KRAUSE**
6. **ACTION ITEMS:**
 - A. Request Board Approval of DWA Departmental Reorganization & Budget Augmentation **KRAUSE**
 - B. Request Board Approval of Addition of New Position Titles to the Classification & Salary Chart **JOHNSON**
7. **DISCUSSION ITEM**
 - A. Director's Report on Final NWRA Table Talk Series Attendance **BLOOMER, STUART**
8. **DIRECTORS COMMENTS/REQUESTS**

9. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9 (d) (1)

Name of Case: Agua Caliente Band of Cahuilla Indians vs. Coachella Valley Water District, et al
(Two Cases)

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9 (d) (1)

Name of Case: Mission Springs Water District vs. Desert Water Agency

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9 (d) (1)

Bonnie Kessner, et al vs. Desert Water Agency, et al

D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9 (d) (1)

Name of Case: AT&T vs. County of Riverside

E. CONFERENCE WITH LEGAL COUNSEL – PENDING ADMINISTRATIVE PROCEEDING

Pursuant to Government Code Section 54956.9 (d) (1)

Regional Water Quality Control Board Claim No. 7018 0680 0000 1010 7377

F. PUBLIC EMPLOYEE DISCIPLINE

Pursuant to Government Code 54957

10. RECONVENE INTO OPEN SESSION – REPORT FROM CLOSED SESSION

11. ADJOURN

**MINUTES
OF THE REGULAR MEETING
OF THE
DESERT WATER AGENCY
BOARD OF DIRECTORS**

4-A

August 3, 2021

DWA Board via Kristin Bloomer, President)
Teleconference: James Cioffi, Vice President)
Joseph K. Stuart, Secretary-Treasurer)
Patricia G. Oygar, Director)
Paul Ortega, Director)

DWA Staff via Mark S. Krause, General Manager)
Teleconference: Steve Johnson, Assistant General Manager)
Esther Saenz, Finance Director)
Sylvia Baca, Asst. Secretary of the Board)
Kris Hopping, Human Resources Director)
Ashley Metzger, Outreach & Conserv. Mgr.)
Kim McCance, Senior Administrative Asst.)

Consultants via Michael T. Riddell, Best & Krieger)
Teleconference:

Public via Randy Duncan, Mission Springs Water District)
Teleconference: David Freedman, Palm Springs Sustainability Comm.)

19215. President Bloomer opened the meeting at 8:00 a.m. and asked everyone to join her in the Pledge of Allegiance. **Pledge of Allegiance**

19216. President Bloomer called upon Assistant Secretary of the Board Baca to conduct the roll call: **Roll Call**

Present: Ortega, Oygar, Stuart, Cioffi, Bloomer

19217. President Bloomer opened the meeting for public comment. **Public Comment**

Assistant Secretary of the Board Baca stated Mr. Grasha had emailed the Board expressing his support for Item 4G.

There being no one from the public wishing to address the Board, President Bloomer closed the public comment period.

19218. President Bloomer called for approval of the Consent Calendar. She noted that the Consent Calendar items 4-A through 4-G are expected to be routine and to be acted upon by the Board of Directors at one time without discussion. If any Board member requests that an item be removed from the consent calendar, it will be removed so that it may be acted upon separately.

- A. Approve - July 20, 2021 Board Meeting Minutes
- B. Receive and File - Minutes of the July 21, 2021 Finance Committee Meeting
- C. Receive and File - July Activities & Events for the Outreach & Conservation Department
- D. Receive and File – Memo on July 15, 2021 State Water Contractors' Meeting
- E. Receive and File – Minutes of the July 29, 2021 Executive Committee Meeting
- F. Request Board Authorization for Finance Director to Execute Contract with NBS for the 2022 Cost of Service Study
- G. Request Board Authorization to Enter into Cost Share Agreement with Coachella Valley Water District for Global Positioning System surveying and Interferometric Synthetic Aperture Radar to Assess Land Subsidence in the Coachella Valley

Approval of the Consent Calendar

A. 07/20/21 Regular Board Mtg. Minutes
 B. July 21, 2021 Finance Committee Mtg.
 C. July O & C Activities & Events
 D. Memo on July 15, 2021 SWC Mtg.
 E. July 29, 2021 Executive Comm. Mtg. Minutes
 F. Request Board Authorization for Finance Director to Execute Contract with NBS for the 2022 Cost of Service Study
 G. Request Board Authorization to Enter into Cost Share Agreement with CVWD for Global Positioning System surveying and Interferometric Synthetic Aperture Radar to Assess Land Subsidence in the Coachella Valley

Vice President Cioffi requested Items 4-F and 4-G be pulled for discussion.

Director Ortega moved for approval of Items 4-A thru 4-E. After a second by Vice President Cioffi, the Consent Calendar was approved by the following roll call vote:

AYES: Ortega, Oygar, Stuart, Cioffi, Bloomer
 NOES: None
 ABSENT: None
 ABSTAIN: None

19219. President Bloomer called upon Finance Director Saenz to present staff's request for Board Authorization for the Finance Director to Execute a Contract with NBS for the 2022 Cost of Service Study.

Request Board Authorization for Finance Director to Execute Contract with NBS for the 2022 Cost of Service Study

Mrs. Saenz reported that in California, water and sewer must adhere to cost of service principles. The Agency is seeking to contract with an independent consultant to prepare a technical cost-of-service evaluation of propose fixed and volumetric water, sewer and recycled water rates in accordance with AWWA guidelines, the California Constitution (Prop 218), and all applicable law, that are fair, objective and fiscally appropriate for Desert Water Agency, covering a five (5) year study period, including but not

limited to; ongoing operations, planned capital improvements, a prudent reserve program for operations, capital replacement and emergencies, and propose drought rates. She explained that staff submitted Requests for Proposal (RFP) to six consultants outlining the Agency's needs. She noted that three consultants submitted proposals: NBS Government Finance Group, Raftelis, and IB Consulting. Mrs. Saenz noted that NBS received the highest overall rating by the evaluation team and displayed the best understanding of DWA's needs. Additionally, NBS has performed previous rate studies for Desert Water Agency with successful outcomes.

**Approval of the
Consent Calendar
(Cont.)**

Request Board
Authorization for
Finance Director to
Execute Contract with
NBS for
the 2022 Cost of
Service Study

Mrs. Saenz stated that the Finance Committee has reviewed and provided support for staff's recommendation. Staff recommends the Board authorize Finance Director Saenz to execute a contract with NBS Government Finance Group for the 2022 Cost of Service Study

Vice President Cioffi moved to approve staff's recommendation. After a second by Director Ortega, the motion carried by the following roll call vote:

AYES: Ortega, Oyar, Stuart, Cioffi, Bloomer
NOES: None
ABSENT: None
ABSTAIN: None

19220. President Bloomer called upon General Manager Krause to present staff's request for Board Authorization to Enter into Cost Share Agreement with Coachella Valley Water District for Global Positioning System Surveying and Interferometric Synthetic Aperture Radar to Assess Land Subsidence in the Coachella Valley.

Request Board
Authorization to Enter
into Cost Share
Agreement with
CVWD for Global
Positioning System
surveying and
Interferometric
Synthetic Aperture
Radar to Assess Land
Subsidence in the
Coachella Valley

Mr. Krause reported that the Coachella Valley Water District (CVWD) has contracted with the U.S. Geological Survey (USGS) to perform a subsidence study in the Coachella Valley during the period between July 1, 2021 and June 30, 2025 as part of their cooperative water-resources program. The Cost of the proposed cooperative water-resources program is \$582,458. Of this amount the USGS will contribute \$98,221 subject to the availability of Cooperative Matching Funds (CMF). The study includes the entire area within Desert Water Agency's (DWAs) boundaries overlying the Indio and Mission Creek Subbasins. He noted declining groundwater levels can contribute to, or induce land subsidence in aquifer systems. Results from prior USGS investigations indicate as much as 2 feet of subsidence occurred along the southwest margin of the Coachella Valley between 1995 and 2017. Land-surface elevation changes in the Mission Creek Subbasin have not previously been studied. Mr. Krause noted that land-surface-elevations in the Desert Hot Springs Subbasin is not being studied at this time because of the

limited pumping in the subbasin. The subbasin is designated as a low priority subbasin under the Sustainable Groundwater Management Act regulations and is therefore excluded from this investigation. He explained that the objective of this study in the Indio Subbasin is to detect and quantify land subsidence using GPS methods (2015-22) and Interferometric Synthetic Aperture Radar (InSAR) methods (2017-23), evaluate the relation between changes in land-surface elevation and groundwater levels at selected sites during 2015-23 and provide technical assistance to the development of subsidence simulation capabilities for an existing numerical groundwater flow model. The objective in the Mission Creek Subbasin is to assess land-surface elevations during 2015-2021 using available InSAR or other survey data, develop a subsidence monitoring plan, detect and quantify land subsidence and evaluate the relation between changes in land-surface elevation and groundwater levels at selected sites. Mr. Krause noted that this is of scientific interest at this time as California has implemented the Sustainable Groundwater Management Act (SGMA), which stipulates management of land subsidence. Staff recommends that the Board of Directors approve cost share for the agreement with Coachella Valley Water District for global positioning system surveying and interferometric synthetic aperture radar to assess land subsidence in the Coachella Valley.

**Approval of the
Consent Calendar
(Cont.)**

Request Board
Authorization to Enter
into Cost Share
Agreement with
CVWD for Global
Positioning System
surveying and
Interferometric
Synthetic Aperture
Radar to Assess Land
Subsidence in the
Coachella Valley

Vice President Cioffi moved to approve staff's recommendation. After a second by Director Ortega, the motion carried by the following roll call vote:

AYES: Ortega, Oygur, Stuart, Cioffi, Bloomer
NOES: None
ABSENT: None
ABSTAIN: None

19221. President Bloomer called upon General Manager Krause to provide an update on Agency operations.

**General Manager's
Report**

Mr. Krause provided an update on Agency operations and noted his meetings and activities for the past several weeks.

19222. President Bloomer called upon General Manager Krause to present the Update on SGMA Alternative Plan 5-Year Update of the Indio and Mission Creek Subbasins.

Discussion Items:

Update on SGMA
Alternative Plan 5-year
Update of the Indio &
Mission Creek
Subbasins

Mr. Krause and Mrs. Metzger provided an update and a Power Point Presentation on the SGMA Alternative Plan 5-Year Update of the Indio and Mission Creek Subbasins.

19223. President Bloomer called upon Director Ortega and Secretary-Treasurer Stuart to provide their report on their attendance of the Virtual NWRA Table Talk Series.

Discussion Items:
(Cont.)
Director's Report on
NWRA Table Talk
Series Attendance

Director Ortega, Secretary-Treasurer Stuart and President Bloomer noted their attendance at the Virtual NWRA Table Talk Series held in July.

19224. At 9:40 a.m., President Bloomer convened into a Teleconference Closed Session for the purpose of Conference with Legal Counsel, (A) Existing Litigation, pursuant to Government Code Section 54956.9 (d) (1), Agua Caliente Band of Cahuilla Indians vs. Coachella Valley Water District, et al (Two Cases); (B) Existing Litigation, pursuant to Government Code Section 54956.9 (d) (1), Mission Springs Water District vs. Desert Water Agency; (C) Existing Litigation, pursuant to Government Code Section 54956.9 (d) (1) Bonnie Kessner, et al vs. Desert Water Agency, et al; (D) Existing Litigation, Pursuant to Government Code Section 54956.9 (d) (1), AT&T vs. County of Riverside; and (E) Pending Administrative Proceeding Pursuant to Government Code Section 54956.9 (d) (1) Regional Water Quality Control Board Claim No. 7018 0680 0000 1010 7377.

Closed Session:
A. Existing Litigation –
ACBCI vs. CVWD, et
al. (2 Cases)
B. Existing Litigation –
MSWD vs. DWA
C. Existing Litigation-
Bonnie Kessner, et al
vs. Desert Water
Agency et al
D. Existing Litigation -
Possible Intervention in
Case: AT&T vs.
County of Riverside
E. Pending Admin.
Proceeding, RWQCB
Claim

19225. At 10:29 a.m., Assistant General Manager Johnson reconvened the meeting into open session and announced there was no reportable action taken.

Reconvene – No
Reportable Action

19226. In the absence of any further business, Assistant General Manager Johnson adjourned the meeting at 10:30 a.m.

Adjournment

Sylvia Baca
Assistant Secretary of the Board

Minutes
Conservation & Public Affairs Committee Meeting
July 30, 2021

Directors Present: Jim Cioffi, Paul Ortega
Staff Present: Mark Krause, Ashley Metzger

1. Discussion Items

- A. Outreach & Conservation Department Structural Changes – The Committee discussed proposed changes and impacts to department functions.
- B. Conservation Analysis for Planning Efforts – Staff presented assumptions on conservation being used for planning purposes. The Committee provided feedback and noted the need for the local conservation study.
- C. Reinheimer grass removal appeal – The Committee granted the appeal of Mr. Reinheimer due to compelling evidence and DWA observations that grass was present at time of application and the inability to reschedule landscape contractors for removal.

2. Adjourn

Minutes
Human Resources Committee Meeting
August 4, 2021

Directors Present: Kristin Bloomer, James Cioffi
Staff Present: Mark Krause, Steve Johnson, Kris Hopping

1. Discussion Item

A. DWA Departmental Changes

The Committee and Staff discussed the department reorganization plan and the impact to future staffing levels.

2. Adjourn

Minutes
Executive Committee Meeting
August 12, 2021

Directors Present: Kristin Bloomer, James Cioffi

Staff Present: Mark Krause, Steve Johnson, Sylvia Baca

1. Discussion Items

A. Review Agenda for August 17, 2021 Board Meeting

The proposed agenda for the August 17, 2021 meeting was reviewed.

B. Rancho California WD ACWA Region 9 Candidate Support Request

Staff provided the Committee with the letter of support requested by Rancho California Water District for Board President Carol Lee Gonzales-Brady, incumbent on ACWA Region 9 Board. It was noted that the ballot was recently sent out to ACWA members and will be discussed at the next Executive Committee meeting.

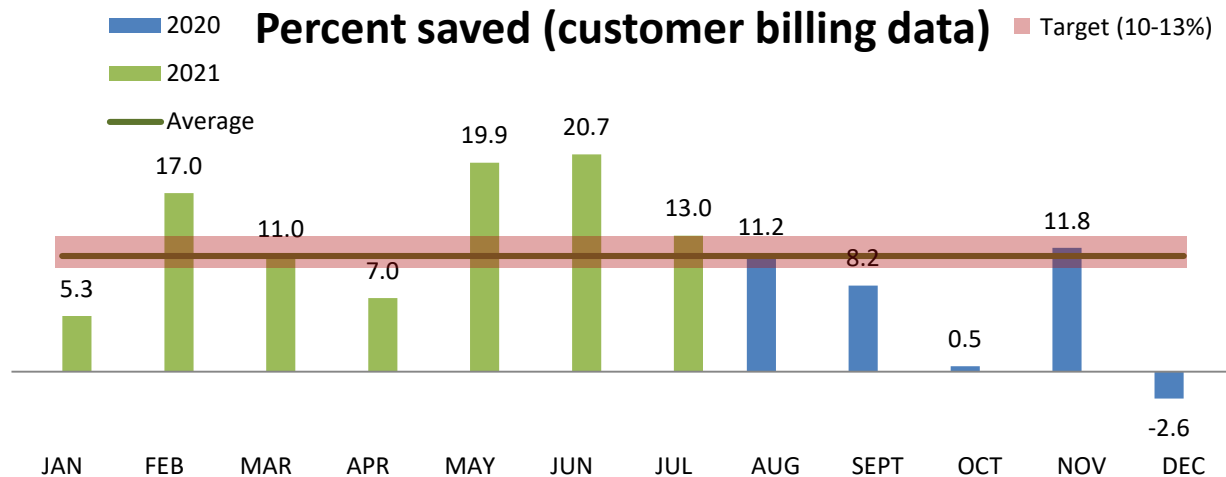
2. Adjourn

STAFF REPORT TO DESERT WATER AGENCY BOARD OF DIRECTORS

AUGUST 17, 2021

RE: JULY 2021 WATER USE REDUCTION FIGURES

Desert Water Agency customers achieved a 12.95% reduction in metered potable water consumption during July 2021 compared to the same month in 2013 – the baseline year used by the State Water Resources Control Board (State Water Board) to measure statewide conservation achievements. DWA continues to report its production to the state on a monthly basis, despite mandatory conservation ending in 2017.



Over the past 12 months, consumption is trending 11% lower compared to 2013. DWA is asking its customers to voluntarily save 10-13% compared to 2013 to help achieve long-term sustainability.

While overall water use is down 12.95% in July 2021 compared to July 2013, if we account for the new meters/customers since 2013, the reduction is roughly 30%. The Governor recently asked Californians to voluntarily conserve 15% compared to last year. DWA per customer usage is up by about 8% compared to last year. This could be attributed to warmer weather and/or occupancy changes resulting from Covid-19. There is presently no requirement for the Agency or any of its customers to meet a certain savings requirement.

On the following page is additional information for this month.

July 2021 conservation percentage	12.95%
July 2021 metered potable consumption	3372.55 AF
July 2013 metered potable consumption	3874.08 AF
The percentage of the Total Monthly Potable Water Production going to residential use only for the reporting month	70.22%
Population (inclusive of seasonal residents)	71,680
Estimated R-GPCD	347.27
How many public complaints of water waste or violation of conservation rules were received during the reporting month?	32
How many contacts (written/ verbal) were made with customers for actual/ alleged water waste or for a violation of conservation rules?	10
How many formal warning actions (e.g.: written notifications, warning letters, door hangers) were issued for water waste or for a violation of conservation rules?	4
How many penalties were issued for water waste or for a violation of conservation rules?	2

**STAFF REPORT
TO
DESERT WATER AGENCY
BOARD OF DIRECTORS**

AUGUST 17, 2021

**RE: REQUEST AUTHORIZATION FOR FINANCE DIRECTOR TO
EXECUTE CONTRACT WITH ACORN TECHNOLOGY SERVICES
FOR MANAGED INFORMATION TECHNOLOGY SERVICES**

Six months ago, the Agency contracted with SingerLewak Business Informatics, a subsidiary of SingerLewak, to perform an IT Assessment of the Agency. This assessment produced an IT Project Plan for the Agency to follow in order to modernize the Agency's IT infrastructure to ensure that when the ERP system is implemented, the Agency will be ready.

Over the past three months, SingerLewak Business Informatics has been providing DWA assistance with the IT Project Plan. Since SingerLewak is the Agency's auditing firm, they can only provide this assistance short-term, requiring the Agency to transition away from this additional assistance SingerLewak Business Informatics has been providing. To accomplish this, the Agency has been evaluating potential consultants for Managed Information Technology Services to partner with our internal Information Technology team to continue to improve and maintain our IT infrastructure. This consultant will become the Agency's additional resource in addition to our internal IT team, to provide the resources necessary to get our systems up to date and provide ongoing monitoring and support.

Agency management, with the technical assistance of SingerLewak Business Informatics, undertook an exhaustive search for a Managed Information Technology Service provider. This process included evaluating ten service providers in capacity and capability to partner with the Agency. Acorn Technology Services, headquartered in Riverside, CA has been selected as the preferred service provider based on expertise, proven track record, understanding of need, and willingness to work with the Agency's current IT resources as well as the IT project plan developed in conjunction with SingerLewak.

Legal Counsel has reviewed the attached contract.

Fiscal Impact:

The annual cost to perform the managed IT services is \$45,660 for the ongoing monitoring and management of the Agency's IT infrastructure plus a one-time onboarding fee, not to exceed \$14,500. The total fiscal impact for 2021/2022 for the ongoing monitoring and management component of the contract is \$60,160.

Upgrade projects identified in the Agency's IT Project Plan will be quoted on a per-project basis. Included in the contract is the first project quotation for replacing the Agency's firewall devices at a cost of \$4,917.

These costs have been included in the 2021/2022 budget.

Recommendation:

Staff recommends that the Board of Directors authorize Finance Director Saenz to execute the 3-year contract with Acorn Technology Services for Managed Information Technology Services.

Attachment:

Acorn Technology Services Information Technology Managed Services Contract



Managed Information Technology Services

A Proposal & Master Service Agreement to:
Desert Water Agency and Affiliates

Presented on
August 5th, 2021

Acorn Technology Services
1960 Chicago Ave, Ste E9
Riverside, CA 92507

951.784.3500 (office)
951.320.7066 (fax)

www.acorntechservices.com

Acorn Technology Services (Acorn) is a professional Information Technology (IT) Consulting Services Company, and a provider of Managed Information Technology Services (MITS). Established in 2000, Acorn is located in Riverside Business Technology Park, Riverside, California. Our powerful set of service offerings and technical experience are designed to help achieve and sustain operational excellence.

1 INTRODUCTION

Desert Water Agency and Affiliates ("Customer") is requesting a formal proposal for Managed Information Technology Services ("MITS") from **Acorn Technology Services ("Acorn")**.

A. Spirit Of This Agreement

Pursuant to the quote, Acorn will be responsible for cataloging, tracking, maintaining and supporting an office of approximately Windows™ computers, laptops, terminals, servers, local area network, and related IT services at Customer's office locations, as follows:

<i>Customer Contact Information</i>	
Esther Saenz Esther@dwa.org	760-323-4971
Steve Johnson SJohnson@dwa.org	760-323-4971

For purposes of this document, all of Customer's technology needs will be referred to as "**the Systems.**" Acorn will seek to understand Customer's core business, promote Customer's vision, and cooperatively facilitate the initiatives of Customer's management. As such, Acorn will be considered a technology partner of Customer.

B. Working Relationship

Acorn will take responsibility for creating and helping to maintain a reliable and trouble free environment for the Systems as is reasonably possible (maximum availability, maximum uptime), to provide excellent responsiveness and service as outlined in this document, and to work as a member of Customer's "team". This document serves to clarify specific details of this relationship, what is, and what is not included under the terms of this relationship, and to clarify pricing and other details that will be expected of the Parties as they move forward.

C. Purchase Order

This document, when completed by Acorn and accepted by Customer, will become a legally binding agreement on the Parties, and will serve as a formal Purchase Order for the goods and services herein. This proposal is subject to the Terms and Conditions attached hereto and incorporated herein by reference.

2 SPECIFICATIONS & SCOPE OF WORK

Acorn hereby provides a quotation for the supply and installation of the hardware, software, deployment services, and other implementation requirements listed below, including the response times, and other factors requested by Customer. In quoting the items below, Acorn also agrees to assist in maintaining, forward planning, and administering Customer's IT (Information Technology) environment as requested, as well as make ongoing recommendations for the improvement, upkeep, and increased functionality. Acorn agrees to work cooperatively with existing equipment, supply sources, in-house staff and current outside consultants. Acorn's role is primarily that of a knowledge consultant and on-site technician, and secondarily that of supplier.

3 CURRENT SYSTEM CONFIGURATION

The System is currently configured with the following equipment and software:

#	User	Computer	Type	OS	Processor	RAM	Hard Drive Total/Used	Recommended Action	Replacement Schedule
COMPUTERS									
1	TBD								
2									
3									
SERVERS									
1	TBD								
2									
3									

ADDITIONAL HARDWARE:

Firewall: (2) FortiGate 100D, (1) FortGate 60D, (14) Mikrotik Routers;

Switches: (3) Brocade VDX 6740 (Core Switches), (1) Brocade ICX6450-48-HPOE, (7) Extreme Networks X440-G2-48p-10GE4, (1) Extreme Networks X465-24W;

WAPs: (8) UniFi AP-HD, (1) UniFi UnDi CloudKey;

UPS: (3) Tripp Lite/ Smart 1500, (2) Tripp Lite SU6000RT4UHVPM;

Storage Device: (2) StarWind/ Dell R740xd – SN #81MXTQ2

SOFTWARE:

CrowdStrike, Vipre, MitelConnect, MS Exchange Server, MS Office, MobileIron, CloudOps Citrix Desktop Services

All Media for current software MUST be provided to Acorn to ensure proper licensing and may be used for reinstallation after reformatting. Additionally, all subscription base software will need to be renewed on or before expiration. This would be applicable for programs like antivirus or industry specific software that requires maintenance.

4 SERVICE LEVEL AGREEMENT

Acorn agrees to provide the goods and services outlined below within the scope and spirit of this agreement. Within the spirit of this agreement, Customer expects Acorn to strive to improve the Systems and to work collaboratively with Customer to grow and improve Customer's business processes.

A. Documentation

Whether or not it is specifically addressed below, Acorn will provide and maintain complete documentation for all work undertaken and provide this documentation in electronic form unless otherwise noted.

B. Number of Users/Devices

Acorn shall provide complete ongoing technical assistance and system management on the following:

Quantity	Devices
45	Users
45	Desktop Computers
	Laptop Computers
TBD	Terminals
14	Servers
	- 4 Physical
	- 10 Virtual
2	LAN Infrastructure
17	Routers
8	Wireless Access Points
12	Switches
45	Virtual Private Network (VPN)
10	Network Printers and Copiers
19	Mobile Devices and Tablets

Note: In order to optimize performance and keep costs low, Acorn seeks to support computers/servers with a minimum of an i3 processor and 4GB RAM which utilize Microsoft Windows 10 Professional, Server 2012. Acorn's obligation to support these programs will cease at such time as Microsoft ceases to support these programs. Connectivity to the Internet should be reliable with a minimum of 5Mbps capacity. Internal LAN speeds should support at least 100Mbps. The cabling infrastructure is subject to Acorn's inspection and approval.

D. Asset Cataloging and Tracking

Acorn will maintain a catalog of the System, including equipment and software licenses (with installation keys).

E. Server Based Images of Client Software

Acorn will load and maintain physical software media as drive images on a Customer server, so they are readily available via the network without the physical CD/DVD. Customer will need to provide a server with sufficient disk space to accommodate the drive images.

F. General Maintenance and Upkeep

For all computers covered by this quotation, and any subsequent computers added to the System, Acorn will create and maintain the following systems, and perform the following activities per the following schedule:

1. Apply Windows Update Patches

Customer may use some software that may be negatively affected by Windows™ updates. Acorn shall evaluate the updates and if performance is acceptable, shall roll out patches across computers and servers. Roll out should occur within two weeks of the release of an update.

2. Maintain Antivirus Definitions and Scan

Acorn shall create and maintain a suitable anti-virus strategy, which will include installation and updates of new antivirus definitions and a weekly scan of the entire hard drive. Cost of software, if any, is additional and shall be borne by Customer. Antivirus software shall monitor all servers, client machines, and e-mail.

3. Maintain Antispyware Definitions and Scan

Acorn shall create and maintain a suitable antispyware strategy, which will include installation and updates of new antispyware definitions and a periodic scan of the entire hard drive. Cost of software, if any, is additional and shall be borne by Customer. Antispyware software shall monitor all servers and computers.

4. Maintain SPAM control

Acorn shall create and maintain a strategy for controlling unsolicited commercial e-mail (SPAM). SPAM control must extend to both local and remote users, and must allow for rescuing messages incorrectly categorized as SPAM.

5. Data Back Up for Disaster Recovery Strategy

Acorn will assess and make recommendations as needed, to ensure DWA can recover from a disaster, i.e. malware attack, hardware failure, or natural disaster. Acorn will manage and support the DWA's current data back-up strategy with at least the following attributes:

- a. Comprehensive: Recommended Backup strategy includes server based images with all data and applications from all servers. Backup strategy will be designed to retain data on a sufficient basis to protect against a catastrophic system-wide failure. Currently, this strategy would include daily back-ups for seven (7) days; weekly back-ups for four (4) weeks; and monthly back-ups for at least three (3) months.
- b. Automated: Backups should occur automatically with no user intervention, and little or no administrative intervention.
- c. Off-Site: Backups should be stored off the Customer's site.

Proposal & Master Service Agreement

- d. Easily Restored: Backups should be stored so that they are easily and quickly restorable.
- e. Back Up Schedule: Frequency determined by the function of the server, but should be no less than daily, but may need hourly incrementals performed.

6. E-Mail & Web Hosting

Acorn Technology will provide secure and dependable e-mail through Microsoft Exchange hosted on the customer's server. The customer will continue to host its website: **www.dwa.org** within a third party hosting service.

7. Domain Management

Acorn Technology will provide domain management for the domains listed above which will include timely renewals and appropriate record management to ensure proper delivery of e-mail and website access.

8. Training

Upon initial set up and as required for new users, Acorn will provide basic training on the proper use of the System. As requested by Customer, Acorn will develop and provide training programs on application usage; however, this service is not included in this proposal and would be part of a separate agreement.

9. Network Monitoring

Acorn maintains a 24/7 monitoring system using a combination of proprietary and third party monitoring software. Customer Service Representatives and Technical Service Representatives are on call 24/7 and utilize the monitoring system to assure that Customer's connectivity, latency and usage are within expected and acceptable tolerances. Upon Customer's request, Acorn will develop a customized Internal Monitoring System ("IMS") that will provide Customer with tools for the management of its LAN. The IMS is not part of this quotation.

10. System Administration

Acorn will implement and maintain security policies as defined by the Agency. This includes, but is not limited to group and user policies, security groups, and file system restrictions per user. Acorn will also review event logs to investigate critical errors that may affect service or performance of the system.

11. Firewall Administration

Acorn to provide firewall administration including but not limited to, port management, security monitoring, and system logging.

F. Set Up, Deployment, Reformat and Redeployment

As employees are hired or as other System changes occur, Acorn will be responsible for redeploying existing systems, and performing complete set up of new equipment and licensed software whether purchased through Acorn or not. In this regard, Acorn will do the following:

1. Redeployed Computers

- a. Back up all local data and pertinent profile information;
- b. Add new user profile to LAN and delete former user profile, as needed;
- c. All redeployed computers will be reformatted, for an additional charge, if requested by Customer;

Proposal & Master Service Agreement

- d. If reformatted, reload drive image with required software;
- e. Document all work in Asset Tracking / Service Request system;
- f. Configure computer for use on the network, printers, e-mail, and any other features required by Customer;
- g. Ship or deliver unit to Customer, as necessary; and
- h. Assist Employee in all log-on procedures (e-mail, network, etc.).

2. New Computers and Servers

- a. Load drive image with required software and any required local data;
- b. Configure computer for use on the network, printers, e-mail, and any other features required by Customer;
- c. Document all work in Asset Tracking / Service Request system;
- d. Provide all new media and licenses to Customer;
- e. Ship or deliver unit to Employee, as necessary;
- f. Assist Employee in all log on procedures (e-mail, network, etc.); and
- g. This general procedure will apply to both client computers and servers.

G. General Support**1. Overall Response Schedule**

Acorn shall be prepared to provide ongoing support for Customer's System implementation and maintenance, including remote access, telephone, and on-site help when necessary, per the following schedule:

<i>Response Schedule</i>	
<i>Telephone callback:</i>	
Office Hours M-F (7am-7pm)	30 minutes
All other times	60 minutes
<i>Remote access assistance from qualified technician logging into Network, computer or server:</i>	
Office Hours M-F 7am-7pm	30 minutes
All other times	60 minutes
<i>On-Site Service from <u>time of first contact</u>:</i>	
Office Hours M-F (9am-4pm)	4 hours
After Hours M-F (4pm-11pm)	6 hours
After Hours M-F (6am-9am)	6 hours
Weekend & Holiday (6am-11pm)	6 hours
All other times	As Available

2. Scope

Acorn will be expected to provide competent managed support and technical help on all aspects of Windows Networking, including, but not limited to, Hardware, Software, Servers, and Peripheral Equipment, and to assist Customer and its staff in day-to-day maintenance and administration of its IT/IS environment.

5 HARDWARE, SOFTWARE & INFRASTRUCTURE

Acorn submits the following list of items that Customer must acquire in order to upgrade its System to meet minimum requirements of functionality.

Connectivity: TBD

Cabling: Any additional cabling or termination that is needed will be billed at \$125 per hour plus materials.

Power: Acorn recommends the customer provides a dedicated circuit for the server and network equipment.

Hardware/Software:

Per the Customer's request, Acorn will purchase, configure and install (3) new Firewalls to replace the existing older Fortigate Units that reside at the Corporate Office and Snow Creek Site. The new Firewalls will accommodate the future bandwidth upgrade at the Corporate Office, and with a newer and improved version of Security measures.

Services: Acorn Technology Services will transfer the Customer's existing domain name to Acorn's registrar for domain management.

*Proposal & Master Service Agreement***PRICING: Recommended Hardware and Licensing**

<i>Networking Needs</i>		MSRP	Acorn
2	SonicWall TZ470 Total Secure - Essential Edition - 1 Year - 02-SSC-6792	\$ 3,590.00	\$ 2,872.00
1	SonicWall Stateful HA Upgrade for TZ470 - 02-SSC-8053 (to be purchased at a later time)	\$ 240.00	\$ 192.00
1	SonicWall Firewall SSL VPN 50 User License - 01-SSC-8633	\$ 595.00	\$ 537.00
1	SonicWall TZ270 Total Secure - Essential Edition - 1 Year - 02-SSC-6841	\$ 775.00	\$ 620.00
<i>Services</i>			
1	Miscellaneous Services/Equipment (customer will be charged real cost of goods)	\$ 300.00	\$ 300.00
Subtotal		\$ 5,500.00	\$ 4,521.00
Tax 8.75%		\$ 481.25	\$ 395.59
Shipping and Handling (Estimated)		\$ 49.99	\$ -
Total Hardware and Software**		\$ 6,031.24	\$ 4,916.59

**Note: Pricing is subject to change and availability from our vendors.

6 FORMAL QUOTATION

Based on sections I, II, III, IV and V of this document and subject to the Terms and Conditions attached hereto and incorporated by reference, Acorn submits the following pricing for Customer's consideration:

A. Nonrecurring Charges ("NRC") For Hardware, Software and Infrastructure

For the items described in Section V: \$4,916.59

B. NRC for Installation and Set Up

- | | |
|--|-----------------------|
| 1. Router Replacement Install Fee: <i>(not to exceed \$5000)</i> | <u>\$125.00/ Hour</u> |
| 2. Initial Assessment: <i>(not to exceed \$14,500)</i> | <u>\$125.00/ Hour</u> |

C. Monthly Recurring Charges ("MRC")

- | | |
|----------------|--------------------|
| 1. One Year: | <u>\$ 4,230.00</u> |
| 2. Two Year: | <u>\$ 4,020.00</u> |
| 3. Three Year: | <u>\$ 3,805.00</u> |

D. Flat Rate Charges for Other Services

- | | |
|---|-----------------------|
| 1. Deployment of New Computers: | <u>\$ 300.00</u> |
| 2. Deployment of New Servers: | <u>\$ 1,500.00</u> |
| 3. Installation of New VPN: | <u>\$ 75.00</u> |
| 4. Configuration of New Tablet: | <u>\$ 75.00</u> |
| 5. Incremental Increase in MRC per Computer:
<i>(Per computer rate based on only providing backup and after hours support)</i> | <u>\$ 35.00</u> |
| 6. Incremental Increase in MRC per Server w/o back up: | <u>\$ 125.00</u> |
| 7. Incremental Increase in MRC per Server w/ back up: | <u>\$ 290.00</u> |
| 8. Incremental Increase in MRC per Network: | <u>\$ 150.00</u> |
| 9. Incremental Increase in MRC per VPN: | <u>\$ 50.00</u> |
| 10. Incremental Increase in MRC per PDA/Phone: | <u>\$ 15.00-25.00</u> |

Proposal & Master Service Agreement

E. On-Site Service

For any on-site service requested by Customer or necessitated by equipment, software or infrastructure failures other than a result of ordinary wear and tear, Customer agrees to pay \$90.00 per hour, with a minimum of 2 hours, for each on-site visit. For these purposes, "ordinary wear and tear" includes failures which one would normally expect with the System with normal use and without user negligence or intentional misuse of the System.

Acorn is pleased to submit this Proposal and, if accepted by Customer, agrees to be bound by its terms.

Acorn Technology Services

1960 Chicago Avenue, Suite E9

Riverside, CA 92507

By: _____

Date: _____

Mickey McGuire

CEO

On behalf of Customer, I accept the above Proposal. I acknowledge that my signature below indicates that I have read this entire document, understand it, and have the authority to enter into an agreement for Customer. Customer requests a _____ Year contract.

Customer:

By: _____

Print Name: _____

Title: _____

Date: _____

7 TERMS & CONDITIONS

1. **Services:**

Acorn Technology Services ("Acorn") hereby agrees to provide Customer the services ("Service") described by the attached Proposal and Master Service Agreement ("Agreement"), and will be subject to the terms and conditions set forth in this Agreement. Customer agrees to abide by the terms and conditions of this Agreement and to pay the non-recurring charges ("NRC") and the monthly recurring charges ("MRC") set forth in the Agreement ("Service Fee"), and as adjusted from time to time in accordance with the terms hereof.

2. **Equipment and Facilities:**

a. Customer acknowledges that, in order to provide the Service, Acorn will need to install/maintain/service the devices set forth in Section IV. B., and certain other equipment, including but not limited to cabling ("Equipment"), and will need access from time to time to the premises where the Systems are located ("Premises"). If the property on which the Premises are located is owned by a third party, this Agreement shall be expressly contingent upon Acorn obtaining a right of entry onto said property.

b. Customer will use reasonable care to avoid causing any damage to the Equipment, and will promptly notify Acorn of any damage to the Equipment located at the Premises of which Customer becomes aware, and of any circumstance that in Customer's judgment poses a threat to the Equipment installed at the Premises. Customer will not relocate, repair, or otherwise disturb the Equipment without the prior written consent of Acorn.

3. **Installation:**

Acorn will use reasonable efforts to cause the installation of the Equipment, taking into account Customer's needs, the time necessary to procure any of the Equipment and Acorn's prior commitments, as soon as reasonably possible after the execution of this Agreement. Acorn's Service Commencement Date will begin upon the start of the onboarding process and Acorn will use reasonable efforts to address requests and issues throughout the onboarding process to the best of Acorn's ability. The Customer acknowledges that Acorn's response quality and timeliness may not meet the Customer's expectation until Acorn has the opportunity to complete its onboarding process. Upon completion of installation and testing, Acorn will notify Customer that installation is complete and will commence provision of the Service.

4. **Term:**

The term of this Agreement shall commence on the Service Commencement Date and shall continue for the period set forth in the Agreement ("Initial Term"). After expiration, this Agreement shall automatically renew on a month to month basis ("Renewal Term"). At any time during the Renewal Term, either party may terminate this Agreement by giving thirty (30) days written notice to the other party.

5. **Payment:**

a. Upon the execution of this Agreement, Customer agrees to pay all of the NRC set forth in Section VI. A. and 50% of the NRC set forth in Section VI. B. of the Agreement. The remaining 50% of the NRC set forth in Section VI. B. shall be paid upon the completion of the onboarding process.

Proposal & Master Service Agreement

b. Customer agrees to pay the Service Fee. The Service Fee will accrue beginning on the Service Commencement Date and will be billed monthly in advance and is due with net 30 terms unless otherwise specified.

c. Interest will accrue on past-due balances at the lower of one and a half percent (1.5%) per month or the highest rate permitted by applicable law.

6. Warranty and Limitations:

a. Acorn will use reasonable efforts to assure that the Service meets the specifications set forth in the Agreement. If Customer believes that there is a failure of the Service to meet the specifications, Acorn will meet with Customer to develop a plan of corrective action and/or make an adjustment to the Service Fee ("Corrective Action").

b. The Corrective Action shall be Customer's sole remedy in the event of any failure of the Service to meet the specifications. The total amount of credit that will be extended to Customer as a result of Acorn's failure to provide the Service shall be limited to one hundred percent (100%) of one (1) month's recurring charges in a single monthly billing period and shall be limited to a total of three (3) months' recurring charges in any continuous twelve (12) month period.

c. Except as set forth in section 6.a. and 6.b., Acorn makes no warranties to Customer with respect to the Service, expressed or implied. Acorn hereby expressly disclaims all warranties of merchantability or fitness for a particular purpose.

d. Any equipment purchased by Customer through Acorn will be covered by warranties, if any, provided by the manufacturer and Acorn makes no warranties to Customer with regard to equipment.

7. Limitation of Liability:

In no event shall Acorn, its agents, or employees be liable to Customer for any damage to Customer's hardware, software, data base, lost data, lost profits, costs of procurement of substitute products or services, or any consequential, incidental, indirect or special damages, however caused and on any theory of liability arising out of this agreement or the services and products provided hereunder, even if Acorn has been informed of the possibility of such damages, unless caused by Acorn's negligence or willful misconduct. Customer acknowledges and agrees that the amounts payable hereunder by Customer are based in part upon these limitations, and further agrees that these limitations shall apply notwithstanding any failure of essential purpose of any limited remedy.

8. Termination:

a. If either party defaults in the performance of any material provision of this Agreement, other than as set forth in section 8.b., then the non-defaulting party may give written notice to the defaulting party that if the default is not cured within thirty (30) days the Agreement will be terminated. If the non-defaulting party gives such notice and the default is not cured during the thirty (30) day period, then the Agreement shall automatically terminate at the end of that period. In the event Acorn terminates this Agreement as a result of any default by Customer, Customer shall pay as damages a fee equivalent to three (3) months of Services Fees as of the termination date (as well as any past due balances) due under the balance of the Agreement. In the event Customer terminates this Agreement as a result of any default by Acorn, Acorn shall pay as damages the sum of the initial assessment fee outlined in Section 6.B.2. In the event that either party defaults three (3) times within a twelve (12) month period, then the non-defaulting party may terminate the

Proposal & Master Service Agreement

Agreement effectively immediately regardless of whether the defaulting party attempts to cure the last default. The defaulting party shall pay damages as specified in this paragraph.

b. In the event of a payment default by Customer, Acorn may terminate this Agreement fifteen (15) days after giving notice of termination to Customer if such payment default is not cured during such fifteen (15) day notice period. In the event Acorn reaches the limit of liability set forth in section 6.b., Customer may terminate this Agreement upon thirty (30) days' notice.

c. Either party may terminate this Agreement for its convenience at any time during the Initial Term by providing thirty (30) days written notice to the other party. If Customer terminates this Agreement for its convenience, Customer shall pay, as consideration, a) an early termination fee equal to three (3) months of services if cancellation occurs within the first year of Agreement term, and (b) any and all outstanding balances for services rendered immediately. If Acorn terminates this Agreement for its convenience, Acorn shall pay, as consideration, the sum of the initial assessment fee outlined in Section 6.B.2.

9. Force Majeure:

Customer acknowledges that Acorn's ability to provide the Service may be impacted by events or actions outside Acorn's control, including, without limitation, acts of God, floods, fires, hurricanes, earthquakes, acts of war, labor actions, failure of third-party suppliers, and changes in applicable laws and regulations (Force Majeure). Acorn shall not be responsible to Customer for any failure to provide the Service due to a Force Majeure.

10. Connectivity:

Customer acknowledges that in order for Acorn to provide the Service contemplated hereunder, Customer will arrange for the provision of high speed, broadband, quality connectivity to the Internet. If Customer desires, Acorn will assist in identifying sources for Internet connectivity, however, unless agreed to otherwise, in writing, connectivity to the Internet shall be the responsibility of Customer and failure to do so shall relieve Acorn, at its option, of any obligation to provide the Service.

11. Cabling:

Customer acknowledges that in order for Acorn to provide the Service contemplated hereunder, that cabling within Customer's premises connecting the equipment to be installed and maintained by Acorn to each other and the Internet must be provided. Unless otherwise agreed to, in writing, it shall be Customer's responsibility to arrange for the provision of cabling of sufficient quality and quantity to meet Acorn's needs. If Customer desires, Acorn will arrange for the installation and/or repair of required cabling for a fee to be agreed upon by the parties. If no separate fee is set forth in the Agreement, it is agreed that Customer shall be responsible for the cabling and that it is not included in the NRC.

12. Insurance Requirements:

Acorn, at its own cost and expense, shall procure and maintain, for the duration of this Agreement, commercial general liability insurance (said insurance shall have a limit for each occurrence of at least One Million Dollars (\$1,000,000), and Two Million Dollars \$2,000,000 aggregate) naming Desert Water Agency as additional insured, in connection with Acorn's activities, officers, employees, officials, agents, officers, staff and Board members), workers' compensation insurance and employer's liability insurance as required by the State of California (said insurance shall not be less than One Million Dollars (\$1,000,000) per

Proposal & Master Service Agreement

accident or disease), and professional errors and omissions liability insurance (said insurance shall cover Acorn's performance under this Agreement with a limit of liability of at least One Million Dollars (\$1,000,000) for any one claim and aggregate), and automobile insurance with a limit of at least One Million Dollars (\$1,000,000). Prior to commencement of the Services, Acorn shall deliver to Client a Certificate of Insurance evidencing compliance with this paragraph. The certificate shall stipulate that advance written notice of cancellation of the required policy shall be given to the Client by any and all insurance companies.

13. Miscellaneous:

a. All notices provided for by this Agreement shall be made in writing by delivering personally or by mailing of such notice to the parties hereto, postage prepaid, and addressed (if to Acorn) to the address for Acorn set forth above or subsequently provided to Customer; and (if to Customer) Customer Address set forth in the Agreement. Notice shall be deemed given upon delivery, if delivered personally; four (4) days after being deposited in the U.S. Mail as first-class or priority mail; or one (1) business day after depositing with a nationally recognized overnight delivery service or U.S. Express Mail.

b. This Agreement may be executed under one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

c. Any provision of this Agreement, which is prohibited or unenforceable in any jurisdiction, shall, as to each jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereto or affecting the validity or enforceability of such provision in any other jurisdiction.

d. This Agreement shall be binding upon and is intended to for the benefit of the parties and their respective successors and assigns, except that Customer shall not have the right to assign or otherwise transfer its rights hereunder or any interest therein without the prior written consent of Acorn.

e. All claims arising out of this Agreement shall be resolved by arbitration in accordance with the then current rules of the American Arbitration Association. The arbitration shall be conducted by a single arbitrator engaged in the practice of law, knowledgeable in the area of the dispute. The arbitrator's decision and award shall be final and binding and may be entered in any court with jurisdiction. Under no circumstances will the arbitrator be authorized to award punitive damages. The arbitration will be held in Riverside, California, unless mutually agreed to by the parties.

f. This Agreement and all acts and transactions pursuant hereto and the rights and obligations of the party's hereto shall be governed, construed and interpreted in accordance with the laws of the State of California, without giving effect to principles of conflicts of law. Each of the parties to this Agreement consents to the exclusive jurisdiction and venue of the state and federal courts of Riverside County, California.

g. This Agreement constitutes the entire agreement and understanding between the parties, and supersedes all offers, negotiations, and collateral materials concerning or in any way related to the subject matter contained herein. Any amendments to this Agreement must be in writing and executed by both parties.

GENERAL MANAGER'S REPORT

August 17, 2021

DWR Statement on the Status of Hyatt Powerplant at Lake Oroville

SACRAMENTO, Calif. – August 5, 2021, Department of Water Resources Director Karla Nemeth released the following statement regarding the status of hydropower operations at the Hyatt Powerplant at Lake Oroville.

“DWR State Water Project operations managers have taken the Hyatt Powerplant at Lake Oroville offline due to falling lake levels. This is the first time Hyatt Powerplant has gone offline as a result of low lake levels. However, DWR anticipated this moment, and the state has planned for its loss in both water and grid management. We have been in regular communication about the status of Hyatt Powerplant with the California Independent Service Operator (CAISO) and the California Energy Commission and steps have been taken in anticipation of the loss of power generation. “

“DWR will continue to focus on reservoir operations and water storage management at Lake Oroville to preserve as much water in storage as possible. DWR will use the River Valve Outlet System to release some water from the base of Oroville Dam to maintain river temperature requirements and outflows to the Feather River.”

DWR is delivering five percent of requested water supplies to State Water Project contractors who in turn provide water for agricultural and urban use. Deliveries are being met almost entirely from storage at San Luis Reservoir in Merced County and those deliveries have little impact on the amount of water being stored or released from Lake Oroville.

Infrastructure Investment and Jobs Act

On Tuesday August 10, the Senate passed a \$1 trillion bipartisan infrastructure bill by a vote of **69 - 30**. The package includes funding for water projects, including:

- \$55 billion for clean drinking water
- \$50 billion for flooding and coastal resiliency
- \$21 billion in environmental remediation
- \$9.5 billion for US Army Corps of Engineers
- \$8.3 billion for Bureau of Reclamation western water (Title IX)
- \$3.3 billion for wildfire risk reduction
- \$3.2 billion for Reclamation aging infrastructure
- \$1.15 billion for Reclamation water storage, groundwater storage and conveyance projects
- \$1 billion for water recycling and reuse
- \$1 billion for rural water
- \$500 million for dam safety
- \$300 million for drought contingency plan
- \$250 million for desalination
- \$250 for aquatic ecosystem restoration
- \$100 million for cooperative watershed management
- \$100 million to benefit watershed projects
- \$50 million for Colorado River fish recovery programs

Human Resource's Meetings and Activities

Meetings:

07/20/2021	DWA Board Meeting	Virtual Meeting
07/26/2021	Weekly Staff Meeting	DWA Offices
08/02/2021	Weekly Staff Meeting	DWA Offices
08/03/2021	DWA Board Meeting	Virtual Meeting
08/04/2021	DWA HR Committee Meeting	Virtual Meeting
08/16/2021	Engineering and Operations Staff Meeting	DWA Offices

Activities:

07/21/2021	Conducted Water Service Worker I Interviews	DWA Offices
07/22/2021	Webinar: Alchemizing HR: Avoiding Legal Risks as Employees Return to the Workplace	Virtual Meeting
07/28/2021	JPIA DER (Designed Employer Representative) Online Training	DWA Offices
07/29/2021	Webinar: Alchemizing HR: Leading the Shift from Survive to Thrive: Workforce Strategies for the Future of Work in a post-COVID World	Virtual Meeting
07/29/2021	Webinar: Business Acumen and the Structure of the HR Function	Virtual Meeting
07/29/2021	DWA Safety Meetings – Presentation on the EAP Program	DWA Offices
08/02/2021	Field Employee Appreciation Luncheon	DWA Offices
08/02/2021	Lincoln 457 Representative Meetings	DWA Offices
08/03/2021	Operations Technician Interviews	DWA Offices

August 18, 2021 Vaccination Clinic

On Wednesday, August 18, DWA will be hosting a vaccination clinic from 10:00 a.m. – 4:00 p.m. in the Board Room. Both the Pfizer (for individuals 12 years or older) and J&J (for individuals 18 years or older) vaccines will be available. For assistance with scheduling, please call the Riverside County Public Health Clinics at (951) 358-5000 (Mon – Fri 8 a.m. – 5 p.m.) or Dial 2-1-1. The flyer is attached.

OPERATION
RIVCO SHIELD



COVID-19 Vaccination Clinic Clínica de Vacunación

Desert Water Agency

1200 S. Gene Autry Trail

Palm Springs, CA 92264

Wednesday/Miercoles

August 18, 2021

10 a.m. to 4 p.m.

Register



Pfizer Registration Link
<https://tinyurl.com/3sr2rfs6>

Pfizer vaccine clinic for all individuals who are 12 years or older
Pfizer clínica para todas las personas mayores de 12 años

J&J vaccine clinic for all individuals who are 18 years or older
J&J clínica para todas las personas mayores de 18 años

Register



J&J Registration Link
<https://tinyurl.com/jj9479a3>

For assistance with scheduling please call
(951) 358-5000 / 2-1-1

Si necesita ayuda por favor llame
(951) 358-5000 / 2-1-1

V. 0327

SYSTEM LEAK DATA					
(PERIOD BEGINNING JUL 27, 2021 THRU AUG 9, 2021)					
STREET NAME	NUMBER OF LEAKS	PIPE DIAMETER (INCHES)	YEAR INSTALLED	PIPE MATERIAL	PIPE CONSTRUCTION
VIA VAQUERO RD	7	4	1958	STEEL	BARE/UNLINED
DRY FALLS RD	3	6	1953	STEEL	BARE/UNLINED
ANDREAS RD	3	6	1958	STEEL	BARE/UNLINED
RAMON RD (4424NE)	2	12	1956	STEEL	BARE/UNLINED
TAHQUITZ CANYON WY	2	8	1946	STEEL	BARE/UNLINED
COMPADRE RD	2	6	1958	STEEL	BARE/UNLINED
CAMINO PAROCELA	2	4	1946	STEEL	BARE/UNLINED
WARM SANDS DR	2	4	1946	STEEL	BARE/UNLINED
RAMON RD (4519NE)	1	12	1956	STEEL	BARE/UNLINED
TAMARISK RD	1	10	1942	STEEL	BARE/UNLINED
WAVERLY DR	1	10	1958	STEEL	BARE/UNLINED
SUNNY DUNES RD	1	6	1946	STEEL	BARE/UNLINED
INDIAN CANYON DR	1	6	1951	STEEL	BARE/UNLINED
HUDSON RD	1	6	1955	STEEL	BARE/UNLINED
E PALM CANYON DR	1	6	1955	STEEL	BARE/UNLINED
VIA ENTRADA	1	4	1937	STEEL	BARE/UNLINED
BARISTO RD	1	4	1937	STEEL	BARE/UNLINED
RAMON RD	1	4	1937	STEEL	BARE/UNLINED
CALLE MARCUS	1	4	1945	STEEL	BARE/UNLINED
CAMINO PAROCELA	1	4	1946	STEEL	BARE/UNLINED
McMANUS DR	1	4	1946	STEEL	BARE/UNLINED
ARENAS RD	1	4	1946	STEEL	BARE/UNLINED
INDUSTRIAL PL	1	4	1948	STEEL	BARE/UNLINED
SAN LORENZO RD	1	4	1948	STEEL	BARE/UNLINED
HERMOSA DR	1	4	1948	STEEL	BARE/UNLINED
NICOLA RD E	1	4	1955	STEEL	BARE/UNLINED
BISKRA RD	1	4	1958	STEEL	BARE/UNLINED
ROGERS RD	1	4	1958	STEEL	BARE/UNLINED
JACQUES DR	1	4	1959	STEEL	BARE/UNLINED
INDIAN TR	1	3	1935	STEEL	BARE/UNLINED
TOTAL LEAKS IN SYSTEM:		45			

Streets highlighted in green are included as part of the

2020/2021 Replacement Pipeline Project

Streets highlighted in blue are being proposed as part of the

2021/2022 Replacement Pipeline Project

Estimate for design portion of Vista Chino 20" mainline replacement is being developed

SYSTEM INFORMATION:	
OLDEST PIPE IN THE SYSTEM (YEAR OF INSTALLATION):	1935
AVERAGE YEAR OF INSTALLATION OF UNLINED STEEL PIPE (SYSTEMWIDE):	1952
AVERAGE AGE OF UNLINED STEEL PIPE (SYSTEMWIDE):	66 YEARS
AVERAGE AGE OF PIPELINE AT THE TIME OF REPLACEMENT:	68 YEARS
TOTAL LENGTH OF PIPE IN SYSTEM OLDER THAN 70 YEARS (LINEAR FEET):	128,186
TOTAL LENGTH OF UNLINED PIPE SYSTEMWIDE (LINEAR FEET):	297,672
*AVERAGE LENGTH OF PIPE REPLACED ANNUALLY (LINEAR FEET):	14,500
PROJECTED TIME FRAME FOR 100% REPLACEMENT OF UNLINED STEEL PIPE:	21 YEARS
PROJECTED TIME FRAME FOR 100% REPLACEMENT OF PIPE OLDER THAN 70 YEARS:	9 YEARS
YEAR AGENCY TRANSITIONED TO CEMENT LINED STEEL PIPE:	1960
<p>*PLEASE NOTE THIS FIGURE REPRESENTS THE AVERAGE LINEAR FOOTAGE OF PIPELINE REPLACED ANNUALLY GIVEN AN AVERAGE ANNUAL BUDGET OF \$3 MILLION.</p>	

SYSTEM LEAKS
(Period beginning Jul. 27,
2021 thru Aug. 9, 2021)



General Manager's Meetings and Activities

Meetings:

08/03/21	DWA Bi-Monthly Board Mtg	Conf Call
08/03/21	SGMA Mission Creek Subbasin	Conf Call
08/03/21	Preparation with Staff for NBS Kickoff Mtg	Conf Call
08/04/21	Tribal Water Mediation Mtg. – Water Balance	Conf Call
08/04/21	DWA HR Committee Meeting	Conf Call
08/04/21	SWC Drought Planning Meeting with DWR	Conf Call
08/05/21	Executive Team ERP Project Update	Conf Call
08/05/21	Perris Dam Remediation Cost Closeout Briefing	Conf Call
08/10/21	Lake Perris Seepage Recovery Project Update	Conf Call
08/10/21	WWRRF Cooperators meeting	Conf Call
08/10/21	Respond to Comments on CV-SNMP Workplan	Conf Call
08/11/21	SGMA SGP GSP Working Group Mtg.	SGPWA
08/11/21	Tribal Mediation Mtg with CPS Manager	Conf Call
08/12/21	DWA Executive Cmte Mtg	Conf Call
08/12/21	SGMA Alternatives – Alternatives SGMA Portal	Conf Call
08/13/21	Sites Reservoir Committee – Agricultural Business	Conf Call
08/16/21	Tribal Mediation Small Group Negotiations	Conf Call
08/17/21	SGMA Mission Creek	Conf Call
08/17/21	DWA Bi-Monthly Board Mtg	Conf Call

Activities:

- 1) SWP Contract Extension Amendment
- 2) DWA Remote Meter Reading Fixed Network
- 3) Whitewater Hydro – Automatic Re-start
- 4) State and Federal Contractors Water Authority and Delta Specific Project Committee (Standing)
- 5) Whitewater River Surface Water Recharge
- 6) Lake Oroville Spillway FEMA funding
- 7) Replacement Pipelines 2020-2021
- 8) DC Project – Finance JPA Committee (Standing)
- 9) DWA/CVWD/MWD Operations Coordination/Article 21/Pool A/Pool B/Yuba Water (Standing)
- 10) DWA/CVWD/MWD Exchange Agreement Coordination Committee (Standing)
- 11) SWP 2020 Water Supply
- 12) ACBCI Water Rights Lawsuit
- 13) Whitewater Hydro Operations Coordination with Recharge Basin O&M
- 14) SGMA Tribal Stakeholder Meetings
- 15) Whitewater Spreading Basins – BLM Permits
- 16) Delta Conveyance Project Cost Allocation
- 17) DWA Surface Water Filtration Feasibility Snow Creek Village/Palm Oasis
- 18) MCSB Delivery Updates
- 19) Well 6 Meaders Cleaners RWQB Meetings
- 20) SWP East Branch Enlargement Cost Allocation

Activities Cont.:

- 21) UWMP Population Calculation Update/Valley-Wide UWMP
- 22) RWQCB Update to the SNMP
- 23) SGMA – San Geronio Pass Subbasin

**STAFF REPORT
TO
DESERT WATER AGENCY
BOARD OF DIRECTORS**

AUGUST 17, 2021

**RE: REQUEST BOARD APPROVAL OF DWA DEPARTMENTAL
REORGANIZATION AND BUDGET AUGMENTATION**

With the current and future demands that have been placed on the Agency to address state planning and reporting, conservation legislation requirements, and new customer interactions, staff has determined that there is a need for departmental reorganization to tackle these ever growing issues.

At this time, staff is requesting to create and fill two new positions, Director of Public Affairs and Water Planning and a Conservation Specialist. Since these positions were not part of the current budget, staff is also requesting to augment the current budget in the amount of \$165,400 to cover the new staffing changes.

Fiscal Impact:

The impact to the approved budget is estimated to be \$165,400. Finance Director Saenz has reviewed this report.

Staff is requesting the Board of Directors:

1. Approve creating and filling two new positions:
 - Director of Public Affairs and Water Planning
 - Conservation Specialist
2. Approve 2021/2022 budget augmentation in the amount of \$165,400 for the Director of Public Affairs and Water Planning position and Conservation Specialist position.

Attachments:

Attachment #1: Staff Restructuring PowerPoint Presentation



Staff restructuring

August 17, 2021



Demands

An aerial photograph of a city grid, showing streets and buildings. Three horizontal teal bars are overlaid on the left side of the image, each containing a demand. The bars are positioned at approximately one-third, two-thirds, and three-quarters of the way down the page.

Augmented planning requirements

2018 conservation legislation

New customer interactions

Planning

- > Sustainable Groundwater Management Plan
 - 5-year comprehensive updates, annual reports
 - Coordinate with City General Plan Updates
- > Urban Water Management Plan/Water Shortage Cont. Plan
 - 5-year cycle, annual water supply-demand assessment
- > Salt Nutrient Management Plan
 - Underway soon, will require updates after completion
- > Water Loss Annual Report
- > State Board Annual Report
- > New supplies: Delta Conveyance Facility/Sites



2018 Conservation Legislation

- > Standards in development
- > DWA Water Use Objective (Budget) from DWR/SWRCB
 - More work with large users
 - Audit requirements for CII
- > Objective will change: new flyovers, development, regulation
 - Staff oversight

New requirements will require additional workload



AMI - new customer interactions

> AMI installation

- More data for DWA to process
- New customer interface
- More needs/resources for conservation team

> Grant management & solicitation

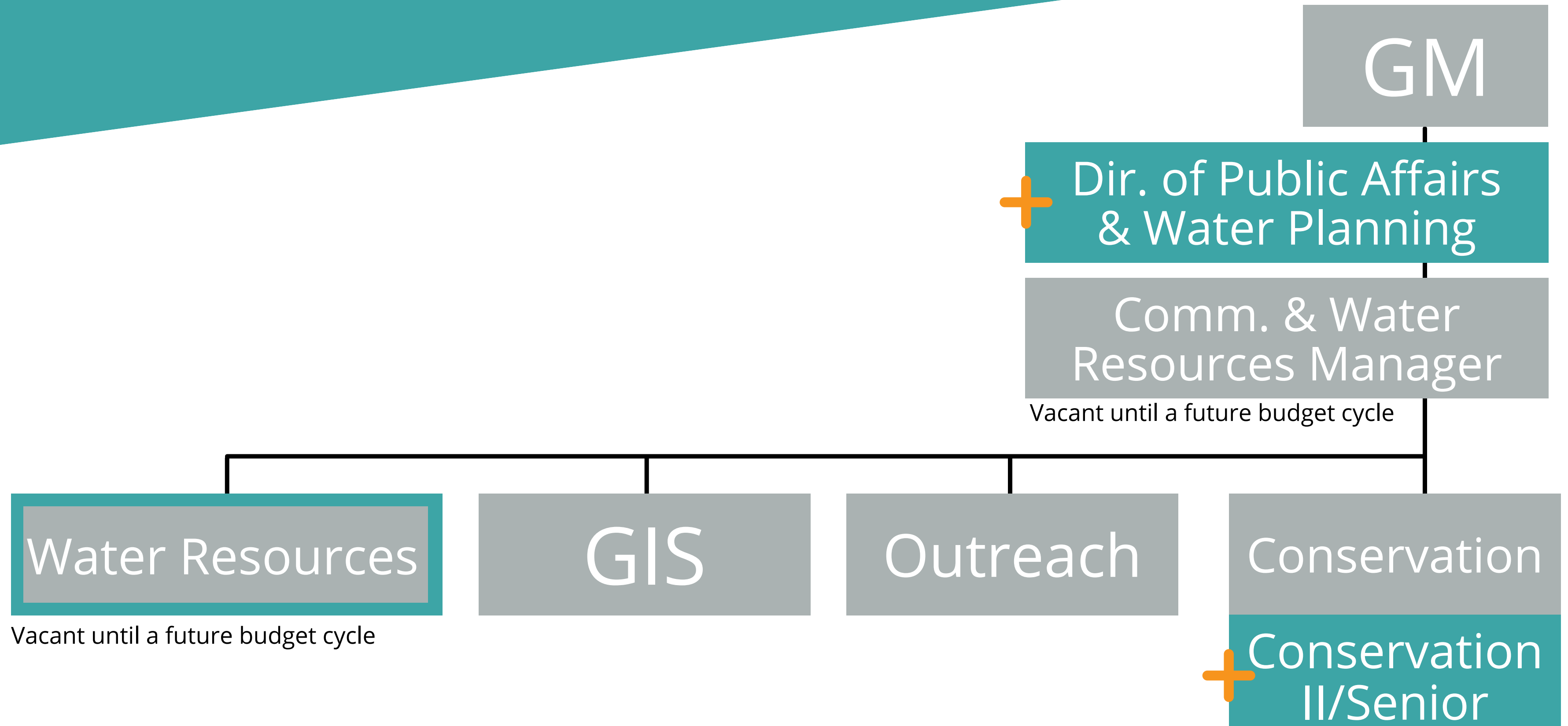


Current approach

- > These new demands are being spread across several departments
 - GM/AGM
 - Engineering
 - Outreach & Conservation
 - Planners
- > Other goals and projects being impacted
- > Consistency and continuity are critical



Organizational chart



Next steps

Adjust Fiscal Year 2021-2022 staffing

Delete "Outreach & Conservation Manager" - Range 55

Add "Director of Public Affairs & Water Planning" - Range 74

Add "Conservation Specialist II/Senior" - Range 43/47

Budget augmentation

FY 2021-2022 budget didn't include this restructuring

Staff requesting a \$165,400 budget augmentation (salary + benefits)

- New positions (Dir of Public Affairs & Water Planning, Senior Conservation Specialist)
- Additional administrative support

Fiscal impact is 1.2% of FY 2021-2022 payroll budget

The source of the funds is the Operating Fund Reserve for Operations and the General Fund Reserve for Operations

Questions



**STAFF REPORT
TO
DESERT WATER AGENCY
BOARD OF DIRECTORS**

AUGUST 17, 2021

**RE: REQUEST BOARD APPROVAL OF ADDITION OF NEW POSITION
TITLES TO THE CLASSIFICATION AND SALARY CHART**

Desert Water Agency has a need to add several new job classifications to the current position classification and salary charts. The additions will allow the Agency to address current and future staffing needs in the fields of conservation, water resources, water planning, GIS, facility safety and asset management.

Fiscal Impact: None

Staff is requesting the Board of Directors:

1. Approve the August 17, 2021 DWA classification and salary listing chart which includes the additional position titles and salaries.

Attachments

- Attachment #1 – Conservation Specialist (I,II, Senior) Job Descriptions
- Attachment #2 – Water Resources Specialist (I,II, Senior) Job Descriptions
- Attachment #3 – Senior Outreach Specialist Job Description
- Attachment #4 – Senior GIS Specialist Job Description
- Attachment #5 – Facilities and Safety Technician Job Description
- Attachment #6 – Communications and Water Resources Manager Job Description
- Attachment #7 – Director of Public Affairs and Water Planning Job Description
- Attachment #8 – August 2021 DWA Classification and Salary Listing



CONSERVATION SPECIALIST I

Range: 38

Salary:

JOB DEFINITION: Under general supervision, performs a variety of professional and administrative activities in conjunction with Agency related conservation programs; and performs related work as assigned by the Communications and Water Resources Manager and Director of Public Affairs and Water Planning.

SUPERVISOR: Communications and Water Resources Manager, or if vacant, Director of Public Affairs and Water Planning

DISTINGUISHED FROM LOWER RANGE POSITION(S):

Conservation Specialist I is the lowest of the three conservation specialist positions. Upward mobility as a conservation specialist is directly related to the incumbent's experience, certifications, knowledge and increased capabilities related to the job duties required.

EXAMPLE OF DUTIES:

Under direction from supervisor, participates in the development of and assists in administration of Agency conservation programs including but not limited to application processing, quality control assurance, and periodic reporting of Grass Removal Program, Smart Controller Program, Nozzle Program, Washing Machine Program, and other conservation programs; assists with the coordination of restaurants and hotels to implement table top/in-room conservation programs and monitor use; responds to reports of water waste and assists with field visits as required; maintains database of water waste reports; coordinates with communications consultants as needed; assists with and may deliver conservation program outreach and education programs to promote water use efficiency; maintains awareness of new developments in the field of water conservation and assists with incorporating into programs, as appropriate; assists in grant program development and related activities; performs related duties as directed.

QUALIFICATIONS:

Schooling and High School Diploma or G.E.D.

Certification(s): Employee must obtain an AWWA-CA/NV Water Use Efficiency Practitioner Grade 1 certification within 24 months of the start of their employment. If certification is not obtained, the employee will be terminated from their job.

Experience: One year of office progressively responsible experience providing administrative and technical support to a water conservation program, or any combination of training, experience, or education which would likely provide the required knowledge and abilities.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Principles, methods and practices of water conservation such as landscape design, drought tolerant plants, California native plants, and irrigation systems; conservation program best practices; principles and practices of industrial, commercial, institutional, and residential water use, practices, and methods to improve water use efficiency; principles and practices of data collection and reporting; basic and advanced mathematics and statistical techniques; conservation related ordinances and plumbing codes; correct English usage, including spelling, grammar and punctuation; principles, methods and techniques of communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed; basic conservation principles and programs commonly used in other water utilities.

Ability: With direction from supervisor; understand and effectively carry out general oral and written instructions; operate a computer using word processing, desktop publishing and other standard writing and data storage software; research conservation best practices; communicate clearly and effectively orally and in writing; make public presentations in person and recorded; make sound independent judgments within established guidelines; maintain accurate files and records; maintain effective relationships with those encountered in the course of the work; establish and maintain cooperative relationships with other employees, officials and the general public.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐

Examples: Going up and down ladders, stepping stools, stairs

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐

Examples: Picking up boxes, normal office range of motion

Lifting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Lifting boxes, audiovisual equipment, presentation material, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☒ Often ☒ Infrequently ☐ Never ☐

Examples: Driving or riding in vehicles, sitting at desk

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Operation of computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed by the Conservation Specialist I will be within the Operations Center where there is both overhead lighting and natural light from windows.

There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

On occasion, work will be assigned outside the Agency Operations Center or at outlying Agency facilities and will take place in all weather conditions, including extreme heat in excess of 110°.

The working hours of the Conservation Specialist I may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off however, due to the nature of the position, the incumbent will be required to travel to different locations both locally and out-of-town, and will be required to participate in speaking engagements that will likely take place before or after regular Agency hours, or on weekends.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.



CONSERVATION SPECIALIST II

Range: 43

Salary:

JOB DEFINITION: Under general supervision, performs a variety of professional and administrative activities in conjunction with Agency related conservation programs; and performs related work as assigned by the Communications and Water Resources Manager and Director of Public Affairs and Water Planning.

SUPERVISOR: Communications and Water Resources Manager, or if vacant, Director of Public Affairs and Water Planning

DISTINGUISHED FROM LOWER RANGE POSITION(S):

Conservation Specialist II is the second of the three conservation specialist positions; it is distinguished from the lower conservation specialist position in that more technical, policy, and procedural knowledge and experience, along with certifications are required. Upward mobility as a conservation specialist is directly related to the incumbent's experience, knowledge and increased capabilities related to the job duties required.

EXAMPLE OF DUTIES:

Under direction from the Communications and Water Resources Manager, participates in the development of and assists in administration of Agency conservation programs including but not limited to application processing, quality control assurance, and periodic reporting of Grass Removal program, Smart Controller Program, Nozzle Program, Washing Machine Program and other conservation programs; assists with the coordination of restaurants and hotels to implement table top/in-room conservation programs and monitor use; responds to reports of water waste and assists with field visits as required; maintains database of water waste reports; coordinates with communications consultants as needed; assists with and may deliver conservation program outreach and education programs to promote water use efficiency; maintains awareness of new developments in the field of water conservation and assists with incorporating into programs, as appropriate; assists in grant program development and related activities; performs related duties as directed.

QUALIFICATIONS:

Schooling and Certification(s): High School Diploma or G.E.D.
Employee must possess an AWWA-CA/NV Water Use Efficiency Practitioner Grade 1; a Qualified Water Efficient Landscaper certification; Certified Landscape Irrigation Auditor; or a comparable water-conservation or landscaping certification.

Employee must obtain an AWWA-CA/NV Water Use Efficiency Practitioner Grade 2 certification within 24 months of the start of their

employment. If certification is not obtained, the employee will be terminated from their job.

Experience: Two (2) years of experience as a Conservation Specialist I with Desert Water Agency; or two (2) years of office progressively responsible experience providing administrative and technical support to a water conservation program; or Associate's degree or equivalent in Earth Science, Natural Resources Management, Engineering, Planning or a related field from an accredited college, university, or trade school.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Principles, methods and practices of water conservation such as landscape design, drought tolerant plants, California native plants, and irrigation systems; conservation program best practices; principles and practices of industrial, commercial, institutional, and residential water use, practices, and methods to improve water use efficiency; principles and practices of data collection and reporting; basic and advanced mathematics and statistical techniques; conservation related ordinances and plumbing codes; correct English usage, including spelling, grammar and punctuation; principles, methods and techniques of communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed; basic conservation principles and programs commonly used in other water utilities.

Ability: With direction from supervisor; understand and effectively carry out general oral and written instructions; operate a computer using word processing, desktop publishing and other standard writing and data storage software; research conservation best practices; communicate clearly and effectively orally and in writing; make public presentations in-person and recorded; make sound independent judgments within established guidelines; maintain accurate files and records; maintain effective relationships with those encountered in the course of the work; establish and maintain cooperative relationships with other employees, officials and the general public.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐

Examples: Going up and down ladders, stepping stools, stairs

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐

Examples: Picking up boxes, normal office range of motion

Lifting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Lifting boxes, audiovisual equipment, presentation material, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☒ Often ☒ Infrequently ☐ Never ☐

Examples: Driving or riding in vehicles, sitting at desk

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Operation of computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed by the Conservation Specialist II will be within the Operations Center where there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

On occasion, work will be assigned outside the Agency Operations Center or at outlying Agency facilities and will take place in all weather conditions, including extreme heat in excess of 110°.

The working hours of the Conservation Specialist II may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off; however, due to the nature of the position, the incumbent will be required to travel to different locations both locally and out-of-town, and will be required to participate in speaking engagements that will likely take place before or after regular Agency hours, or on weekends.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.



SENIOR CONSERVATION SPECIALIST

Range: 47

Salary:

JOB DEFINITION: Under general supervision, performs more complex variety of professional and administrative activities in conjunction with Agency related conservation programs; and performs related work as assigned by the Communications and Water Resources Manager and Director of Public Affairs and Water Planning.

SUPERVISOR: Communications and Water Resources Manager, or if vacant, Director of Public Affairs and Water Planning

DISTINGUISHED FROM LOWER RANGE POSITION(S):

Senior Conservation Specialist is the highest of the three conservation specialist positions; it is distinguished from the lower conservation specialist positions in that extensive technical, policy, and procedural knowledge and experience is required, as well as additional certifications and the ability to train the lower level conservation personnel positions.

EXAMPLE OF DUTIES:

Under direction from supervisor, performs all duties of the Conservation Specialist I and II positions; participates in the development of and assists in administration of Agency conservation programs including but not limited to application processing, quality control assurance, and periodic reporting of Grass Removal Program, Smart Controller Program; Nozzle Program; Washing Machine Program and other conservation programs; coordinates with restaurants and hotels to implement table top/in-room conservation programs and monitor use; responds to reports of water waste and determines if there is a need for a field visit; maintains database of water waste reports; coordinates with communications consultants as needed; assists with and delivers conservation program outreach and education programs to promote water use efficiency; maintains awareness of new developments in the field of water conservation and recommends incorporating into programs, as appropriate; identifies conservation program tasks needed to assist in grant program development and related activities; works closely with water resources and outreach specialists; performs related duties as directed.

QUALIFICATIONS:

Schooling and Certification(s): High School Diploma or G.E.D;
Employee must possess an AWWA-CA/NV Water Use Efficiency Practitioner Grade 2; a Qualified Water Efficient Landscaper certification; Certified Landscape Irrigation Auditor; or a comparable water-conservation or landscaping certification.

Employee must obtain an AWWA-CA/NV Water Use Efficiency Practitioner Grade 3 certification within three years of the start of their

employment. If certification is not obtained, the employee may be terminated from their job.

Experience: Two (2) years of experience as a Conservation Specialist II with Desert Water Agency; or four (4) years of office progressively responsible experience providing administrative and technical support to a water conservation program; or Bachelor's degree or equivalent in Earth Science, Natural Resources Management, Engineering, Planning or a related field from an accredited college or university.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Principles, methods and practices of water conservation such as landscape design, drought tolerant plants, California native plants, and irrigation systems; conservation program best practices and analysis; principles and practices of industrial, commercial, institutional, and residential water use, practices, and methods to improve water use efficiency; principles and practices of data collection and reporting; basic and advanced mathematics and statistical techniques; conservation related ordinances and plumbing codes; correct English usage, including spelling, grammar and punctuation; principles, methods and techniques of communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed; basic conservation principles and programs commonly used in other water utilities.

Ability: Work independently with direction from supervisor; research and make recommendations on conservation program design; understand and effectively carry out general oral and written instructions; operate a computer using word processing, desktop publishing and other standard writing and data storage software; communicate clearly and effectively orally and in writing; make public presentations in-person and recorded; make sound independent judgments within established guidelines; maintain accurate files and records; maintain effective relationships with those encountered in the course of the work; establish and maintain cooperative relationships with other employees, officials and the general public.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Going up and down ladders, stepping stools, stairs

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Picking up boxes, normal office range of motion

Lifting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Lifting boxes, audiovisual equipment, presentation material, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☒ Often ☒ Infrequently ☐ Never ☐

Examples: Driving or riding in vehicles, sitting at desk

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Operation of computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed by the Senior Conservation Specialist will be within the Operations Center where there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

On occasion, work will be assigned outside the Agency Operations Center or at outlying Agency facilities and will take place in all weather conditions, including extreme heat in excess of 110°.

The working hours of the Senior Conservation Specialist may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off; however, due to the nature of the position, the incumbent will be required to travel to different locations both locally and out-of-town, and will be required to participate in speaking engagements that will likely take place before or after regular Agency hours, or on weekends.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

**SENIOR WATER RESOURCES SPECIALIST****Range: 52****Salary:**

JOB DEFINITION: Under general supervision, performs more complex variety of professional and administrative activities in conjunction with Agency related to groundwater management, water supply planning, and performs related work as assigned by the Communications and Water Resources Manager and Director of Public Affairs and Water Planning.

SUPERVISOR: Communications and Water Resources Manager, or if vacant, Director of Public Affairs and Water Planning.

DISTINGUISHED FROM LOWER RANGE POSITION(S):

Senior Water Resources Specialist is the highest of the three water resources specialist positions; it is distinguished from the lower water resources specialist positions in that extensive technical, policy, and procedural knowledge and experience is required, as well as the ability to train the lower level water resources personnel positions.

EXAMPLE OF DUTIES:

Under direction from supervisor; performs all duties of the Water Resources Specialist I and II positions; using GIS, databases, and other tools, researches, collects, receives, compiles, integrates, and analyzes information in support of planning, water resources, growth projections, and environmental studies; prepares comprehensive reports and technical research papers for presentations; assists with the management and administration of appropriate databases; conducts studies or project analyses of groundwater, surface water, recycled water, and other water related data; coordinates and monitors, as assigned, the work of project consultants and contractors; reviews, evaluates, and critiques work products of consultants; coordinates, as assigned, with internal stakeholders, consultants, other agencies, and developers to communicate agency's policies and requirements for development; works closely with conservation and outreach specialists; performs related duties as directed.

QUALIFICATIONS:

Schooling and Certification(s): Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in civil or environmental engineering, natural resources management, planning or a closely related field

Experience: Two (2) years of experience equivalent to a Water Resources Specialist II with the Desert Water Agency, or a valid certificate of registration as an Engineer-In-Training issued by the State of California.

License(s):

Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Principles, methods and practices in the field of water resources planning; research and statistical methods and techniques; application of ordinances, legislation, policies, standards, procedures, and historical practices associated with water resources planning; Federal, state, and local laws, codes, and regulations in Agency area; correct English usage, including spelling, grammar and punctuation; principles, methods and techniques of communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed; basic water resources principles common in water utilities work.

Ability: Work independently with direction from supervisor; understand and effectively carry out general oral and written instructions; operate a computer using word processing, desktop publishing and other standard writing and data storage software; communicate clearly and effectively orally and in writing; make sound independent judgments within established guidelines; maintain accurate files and records; maintain effective relationships with those encountered in the course of the work; establish and maintain cooperative relationships with other employees, officials and the general public.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Going up and down ladders, stepping stools, stairs

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Picking up boxes, normal office range of motion

Lifting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Lifting boxes, audiovisual equipment, presentation material, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☒ Often ☒ Infrequently ☐ Never ☐
Examples: Driving or riding in vehicles, sitting at desk

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Operation of computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed by the Senior Water Resources Specialist will be within the Operations Center where there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

The working hours of the Senior Water Resources Specialist may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off.

On occasion, work will be assigned outside the Agency Operations Center or at outlying Agency facilities and will take place in all weather conditions, including extreme heat in excess of 110°.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.



WATER RESOURCES SPECIALIST I

Range: 42

Salary:

JOB DEFINITION: Under general supervision, performs a variety of professional and administrative activities in conjunction with Agency related to groundwater management, water supply planning, and performs related work as assigned by the Communications and Water Resources Manager and Director of Public Affairs and Water Planning.

SUPERVISOR: Communications and Water Resources Manager, or if vacant, Director of Public Affairs and Water Planning

DISTINGUISHED FROM LOWER RANGE POSITION(S):

Water Resources Specialist I is the lowest of the three water resources specialist positions. Upward mobility as a water resources specialist is directly related to the incumbent's experience, knowledge and increased capabilities related to the job duties required.

EXAMPLE OF DUTIES:

Under direction from supervisor; using databases, and other tools, researches, collects, receives, compiles, integrates, and analyzes information in support of planning, water resources, growth projections, and environmental studies; assists with preparation of comprehensive reports and technical research papers for presentations; assists with the management of appropriate databases; assists with studies or project analyses of groundwater, surface water, recycled water, and other water related data; assists with the coordination and monitoring, as assigned, of the work of project consultants and contractors; assists with reviews, evaluations, and critiques of consultants work products; assist with the coordination, as assigned, with internal stakeholders, consultants, other agencies, and developers to communicate agency's policies and requirements for development; performs related duties as directed.

QUALIFICATIONS:

Schooling and Certification(s): Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in civil or environmental engineering, natural resources management, planning or a closely related field

Experience: One year of office progressively responsible experience providing administrative and technical support in water resources planning, or any combination of training, experience, or education which would likely provide the required knowledge and abilities.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Principles, methods and practices in the field of water resources planning; research and statistical methods and techniques; application of ordinances, legislation, policies, standards, procedures, and historical practices associated with water resources planning; Federal, state, and local laws, codes, and regulations in Agency area; correct English usage, including spelling, grammar and punctuation; principles, methods and techniques of communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed; basic water resources principles common in water utilities work.

Ability: With direction from supervisor; understand and effectively carry out general oral and written instructions; operate a computer using word processing, desktop publishing and other standard writing and data storage software; communicate clearly and effectively orally and in writing; make sound independent judgments within established guidelines; maintain accurate files and records; maintain effective relationships with those encountered in the course of the work; establish and maintain cooperative relationships with other employees, officials and the general public.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Going up and down ladders, stepping stools, stairs

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Picking up boxes, normal office range of motion

Lifting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Lifting boxes, audiovisual equipment, presentation material, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☒ Often ☒ Infrequently ☐ Never ☐
Examples: Driving or riding in vehicles, sitting at desk

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Operation of computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed by the Water Resources Specialist I will be within the Operations Center where there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the

confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

The working hours of the Water Resources Specialist I may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off.

On occasion, work will be assigned outside the Agency Operations Center or at outlying Agency facilities and will take place in all weather conditions, including extreme heat in excess of 110°.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

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WATER RESOURCES SPECIALIST II

Range: 47

Salary:

JOB DEFINITION: Under general supervision, performs a variety of professional and administrative activities in conjunction with Agency related to groundwater management, water supply planning, and performs related work as assigned by the Communications and Water Resources Manager and Director of Public Affairs and Water Planning.

SUPERVISOR: Communications and Water Resources Manager, or if vacant, Director of Public Affairs and Water Planning

DISTINGUISHED FROM LOWER RANGE POSITION(S):

Water Resources Specialist II is the second of the three water resources specialist positions; it is distinguished from the lower water resources specialist position in that more technical, policy, and procedural knowledge and experience is required. Upward mobility as a water resources specialist is directly related to the incumbent's experience, knowledge and increased capabilities related to the job duties required.

EXAMPLE OF DUTIES:

Under direction from supervisor; using GIS, databases, and other tools, researches, collects, receives, compiles, integrates, and analyzes information in support of planning, water resources, growth projections, and environmental studies; assists with preparation of comprehensive reports and technical research papers for presentations; assists with the management of appropriate databases; assists with studies or project analyses of groundwater, surface water, recycled water, and other water related data; assists with the coordination and monitoring, as assigned, of the work of project consultants and contractors; assists with reviews, evaluations, and critiques of consultants work products; assist with the coordination, as assigned, with internal stakeholders, consultants, other agencies, and developers to communicate agency's policies and requirements for development; performs related duties as directed.

QUALIFICATIONS:

Schooling and Certification(s): Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in civil or environmental engineering, natural resources management, planning or a closely related field

Experience: Two (2) years of experience equivalent to a Water Resources Specialist I with the Desert Water Agency, or any combination of training, experience, or education which would likely provide the required knowledge and abilities.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Principles, methods and practices in the field of water resources planning; research and statistical methods and techniques; application of ordinances, legislation, policies, standards, procedures, and historical practices associated with water resources planning; Federal, state, and local laws, codes, and regulations in Agency area; correct English usage, including spelling, grammar and punctuation; principles, methods and techniques of communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed; basic water resources principles common in water utilities work.

Ability: With direction from supervisor; understand and effectively carry out general oral and written instructions; operate a computer using word processing, desktop publishing and other standard writing and data storage software; communicate clearly and effectively orally and in writing; make sound independent judgments within established guidelines; maintain accurate files and records; maintain effective relationships with those encountered in the course of the work; establish and maintain cooperative relationships with other employees, officials and the general public.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Going up and down ladders, stepping stools, stairs

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Picking up boxes, normal office range of motion

Lifting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Lifting boxes, audiovisual equipment, presentation material, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☒ Often ☒ Infrequently ☐ Never ☐
Examples: Driving or riding in vehicles, sitting at desk

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Operation of computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed by the Water Resources Specialist II will be within the Operations Center where there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the

confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

The working hours of the Water Resources Specialist II may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off.

On occasion, work will be assigned outside the Agency Operations Center or at outlying Agency facilities and will take place in all weather conditions, including extreme heat in excess of 110°.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

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**SENIOR OUTREACH SPECIALIST**

Range: 48
Salary:

JOB DEFINITION: Under general supervision, performs more complex variety of professional, technical and support duties to support the Agency's outreach, education and communication efforts; and performs related work as assigned by the Communications and Water Resources Manager and Director of Public Affairs and Water Planning.

SUPERVISOR: Communications and Water Resources Manager, or if vacant, Director of Public Affairs and Water Planning

DISTINGUISHED FROM LOWER RANGE POSITION(S):

Senior Outreach Specialist is the highest of the three outreach specialist positions; it is distinguished from the lower outreach specialist positions in that extensive technical, policy, and procedural knowledge and experience is required, as well as the ability to train the lower level outreach personnel positions.

EXAMPLE OF DUTIES:

Participates in the development and execution of outreach; coordinates with customers and groups on general, project-related and conservation program inquiries; develops customer and media materials; creates compelling messaging to support Agency operations and programs; develops and provides stakeholder and public presentations; pitches and conducts interviews with media outlets (print, television, radio, etc.); analyzes and makes recommendations on outreach and conservation best practices; assists with grant applications and reporting; represents the Agency at public events and meetings; develops materials for and presents to schools and community groups to further Agency messaging; develops concepts for and executes graphic design and video campaigns; creates and executes social media campaigns; works on regional outreach efforts with other agencies; works closely with conservation and water resources specialists and would require collaboration with the Agency's Information Systems; Customer Service and other departments; manages projects and plans Agency events; maintains and updates Agency website; researches and conducts legislative outreach.

QUALIFICATIONS:

Schooling and Certification(s): Degree from a four-year college or university with major in a related subject (communications, journalism, graphic design, education) or two years of experience and an Associate degree or professional certificates.

Experience: Three or more years of experience as an Outreach Specialist II at the Desert Water Agency, or five or more years of progressively

responsible professional experience involving outreach, media, education, journalism, graphic design, copy writing, or advertising.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Principles, methods and practices applied in communications; social media engagement and analytics; design and implementation of public relations, community affairs and advertising tactics; methods and techniques of writing for advertising, marketing and public relations; web updates and analytics; methods and practices of effective representation of Agency interests before elected bodies and officials; principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation; principles, methods and techniques of graphic design, layout and print production; advertising and public relations industry practices and trends.

Ability: Work independently with direction from supervisor and effectively carry out implementation of new and established outreach campaigns; strong command of persuasive and technical writing; limited mathematical calculations for agency statistics; understand and effectively carry out general oral and written instructions; operate a computer using word processing, desktop publishing and other standard writing and graphics software; operate audiovisual equipment; communicate clearly and effectively orally and in writing; make sound independent judgments within established guidelines; maintain accurate files and records; maintain effective relationships with those encountered in the course of the work, including the media; establish and maintain cooperative relationships with other employees, officials and the general public.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Going up and down ladders, stepping stools, stairs

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Picking up boxes, normal office range of motion

Lifting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Lifting boxes, audiovisual equipment, presentation material, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☒ Often ☒ Infrequently ☐ Never ☐
Examples: Driving or riding in vehicles, sitting at desk

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Operation of computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed by the Senior Outreach Specialist will be within the Operations Center or other places of business, including schools, auditoriums, and clubs, or, on occasion, outdoor speaking engagements.

Within the Operations center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

The working hours of the Senior Outreach Specialist may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off; however, due to the nature of the position, the incumbent will be required to travel to different locations both locally and out-of-town, and will be required to participate in speaking engagements that will likely take place before or after regular Agency hours, or on weekends.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

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**SENIOR GIS SPECIALIST**

Range: 52
Salary:

JOB DEFINITION: Under general supervision, performs more complex variety of Geographic Information System (GIS) duties to support the Agency's GIS efforts; and performs related work as assigned by the Communications and Water Resources Manager and Director of Public Affairs and Water Planning.

SUPERVISOR: Communications and Water Resources Manager, or if vacant, Director of Public Affairs and Water Planning.

DISTINGUISHED FROM LOWER RANGE POSITION (S):

This position is the highest level in the GIS series; it is distinguished from the lower GIS specialist positions in that extensive technical, policy, and procedural knowledge and experience is required, as well as the ability to train the lower level GIS personnel positions.

EXAMPLE OF DUTIES:

Provides technical and professional duties related to the overall development, operation, and maintenance of GIS in support of Agency operations. Collects, verifies, inputs, edits, maintains, updates field and office generated attributes, tabular and spatial data; edits and performs quality assurance on data entities and attributes; works with other Agency departments to identify, design, and develop GIS applications and procedures integrating the GIS system with existing databases; Creates views to display geographic data themes, view map projections; creates ArcGIS tables from a variety of tabular sources; joins and links multiple tables and modifies table structure; edits tables and creates charts for presenting tabular data; creates maps and/or other graphical representation of Agency facilities for presentations; incorporation of AutoCAD or similar computer aided design information into GIS files; prepares graphical representations of physical or planned facilities; interprets maps, graphs, aerial images; create high quality maps, drawings, and models using GIS in compliance to the spatial digital maps with the County; assists in the development and maintenance of GIS library structure and associated applications; prepares reports and maintains files, records, and drawings; works closely with conservation, outreach, water resources and field services; performs related duties and responsibilities as required.

QUALIFICATIONS:

Schooling and Certification(s): Graduation from high school or G.E.D. equivalent, supplemented by college-level courses in GIS, geography, planning, and computer aided drafting.

Experience: A minimum 5 years of experience performing sub-professional, technical civil engineering work or any combination of training, or an Associate's degree or equivalent in Geography, Earth Science, Computer Science, Drafting, Engineering, or a related field from an accredited college, university, or trade school; and 5 years GIS related work experience.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Computerized mapping and digital data conversion; principles and practices of data manipulation and analysis, terminology, methods, techniques and nomenclature of civil, mechanical and/or electrical engineering drafting; applications development methods, tools, and utilities applicable to the GIS system; principles and practices of software and computer aided drafting; proficient in AutoCAD and ESRI GIS software; standard engineering and architectural scales; algebra, geometry, and trigonometry as applied to mapping processes; database administration knowledge.

Ability: Work independently with direction and oversight from supervisor and Apply the principles of algebra, geometry and trigonometry in performing required duties; perform difficult mapping duties; read and interpret engineering plans and specifications, legal descriptions and survey notes; compile information and compose clearly written technical reports; maintain complex records; establish and maintain cooperative working relationships with fellow employees, contractors, engineers and the general public.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Going up and down ladders, stepping stools, stairs

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Picking up boxes, normal office range of motion

Lifting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Lifting boxes, field equipment, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☒ Often ☒ Infrequently ☐ Never ☐
Examples: Driving or riding in vehicles, sitting at desk

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Operation of computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed by the Senior GIS Specialist will be within the Operations Center. On occasion will be required to perform outdoor work and will be exposed to hot and cold temperatures. Summer temperatures can exceed over 110° degrees Fahrenheit.

Within the Operations Center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

The working hours of the Senior GIS Specialist may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

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**FACILITIES AND SAFETY TECHNICIAN****Range: 43**
Salary:

JOB DEFINITION: Under general supervision, assists Facilities and Safety Officer with safety management programs and maintenance of facilities for the Agency; inspects and services Agency security camera systems; assists with the organization and implementation of the Agency Computerized Maintenance Management System (CMMS); and performs related duties as assigned.

SUPERVISOR: Facilities and Safety Officer

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This position is an entry level position for the Facilities and Safety Department.

EXAMPLE OF DUTIES:

Assists with the maintenance, alteration, modification and repair of Agency security camera systems to include monitoring, inspecting and evaluation of contractors engaged in the maintenance and repair of Agency security camera systems; assists with, prepares and maintains a variety of records and reports, worksheets, accident reports and maintenance requests; maintain accurate reports and records; compile statistical data for reports; maintains records and reports for successful tracking incident rates to identify problem areas; perform tasks associated with asset management to include assisting with the implementation and maintenance of the Computerized Maintenance Management System; gathers information on Agency facilities and equipment tagging to develop spare part records and asset location tracking; and other related duties as assigned; assists with and participates in development, implementation and administration of comprehensive employee health and safety programs, including industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials and environmental hazard abatement in compliance with DWA, OSHA, state, and federal laws and regulations; assists with special and periodic inspections of Agency facilities and operations to identify safety hazards and required abatements; assists with production and reporting of Agency safety records to OSHA and other related entities; and other duties as assigned.

QUALIFICATIONS:

Schooling: Minimum of High School Diploma or G.E.D.

Certification(s): Obtain AWWA or ACWA certification on topics relevant to safety. Obtain certification in CMMS implementation and optimization.

Experience: Any combination of education and training that would provide the required knowledge and abilities for position.

Knowledge: Modern equipment and communication tools used for business functions and programs; knowledge pertaining to security camera operations and maintenance; basic principles and practices of an asset management program.

Ability: Work independently with direction and oversight from Facilities and Safety Officer; follow oral and written instructions; maintain a given work schedule; research, analyze and react with correct methods and procedures in solving a variety of questions and problems that may arise in the course of installing, operating, upgrading or repairing Agency security camera systems; establish and maintain cooperative relationships with fellow employees, members of the public, and those contacted during the course of work; ability to organize and prioritize various projects and duties and complete in a timely fashion.

License(s): Possession of a valid driver's license issued by the California Department of Motor Vehicles for use of operating Agency vehicles and equipment required in the fulfillment of the job duties for this position, with an acceptable driving record. Obtain certification for use of Aerial Lift and Scissor Lift heavy equipment.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Going up and down ladders, stepping stools, stairs

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Picking up objects, normal office range of motion

Lifting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Picking up boxes, picking up safety equipment, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☒ Often ☐ Infrequently ☐ Never ☐

Examples: Sitting at desk, driving or riding in vehicles

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Standing on carpeted areas and on cement when in the Agency's vault area, sand, pavement, dirt, concrete and uneven surfaces at job sites or Agency facilities.

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Operation of equipment such as computer keyboard, telephone, etc.

WORK ENVIRONMENT:

Work will be within the Agency Operations Center or outside at Agency facility sites, dependent upon the nature of work being performed. Within the Operations Center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the various work areas, including, but not limited to: telephones, main switchboard, computers, computer printers, calculators. Work outdoors will be in various weather conditions, some of which could be extreme, including heat in excess of 110°. When called out to the site or when conducting safety and security inspections, may be required to work near moving equipment and traffic, walk on uneven or slippery surfaces, lift up to 90 pounds with assistance and be exposed to outdoor weather conditions involving extreme heat or cold. Safety sensitive function: all on-duty time, driving, waiting to drive, performing work in or near a vehicle or other heavy machinery, chemicals, or potentially hazardous materials.

The working hours of the Facilities and Safety Technician may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off.

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

Employee Signature

Date

Supervisor Signature

Date

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COMMUNICATIONS AND WATER RESOURCES MANAGER

Range: 64 (Exempt)
Salary:

JOB DEFINITION: Under direction, performs a variety of professional and administrative activities in conjunction with Agency related public affairs, conservation and community involvement programs; assists with the development and coordination of Agency conservation programs; assists in analyzing program goals, performance measures, and sources of funding; may serve as liaison between the Agency and other public agencies, schools, community and industry groups and the media; assists with the creation, development and distribution of a wide variety of printed materials and other services for use in public information programs; assists with the development of the GIS program; assists with the coordination of field services work with public outreach, turf buy-back program, and GIS field data collection; and performs related duties as assigned by the Director of Public Affairs and Water Planning

SUPERVISOR: Director of Public Affairs and Water Planning

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This position is a supervisory level position.

EXAMPLE OF DUTIES:

Performs skilled, professional duties in the development of public awareness, conservation, information and other community involvement programs, as well as internal communications activities; as directed, takes proactive steps to establish positive relationships with key media, business, civic and community leaders, and may serve as liaison between the Agency and designated public agencies, community and industry groups and the media, as directed; may represent the Agency on Association of California Water Agencies Communication Committee; assists with responds to media inquiries or requests for interviews, ranging from the routine to highly sensitive issues and incidents; assists with and prepares news releases and public service announcements with corresponding photographs and graphics; as directed, establishes and maintains effective media relations; coordinates and assists other departments in the preparation of announcements and public information materials; conducts background research to write articles, writes and edits copy; assists with the two-way communication between the Agency and the community; assists with and provides community outreach and education regarding rate adjustments; assists other Agency staff with the formulation of methods and approaches for addressing community and agency concerns; as directed, is the Agency's representative at meetings with local citizens, public groups and developers to ensure that concerns and needs are responded to; conducts background research to write articles, writes and edits copy; assists with the coordination of assigned media activities and events, public awareness information or community involvement programs, or internal communication projects, publications and Agency-related events, and with the designs and development of supporting materials; as directed, attends general community and professional public forums and statewide

meetings in order to speak on behalf of the Agency with regard to public information and conservation issues, Agency projects and programs and answer related questions; conducts internal and external surveys, analyzes data and provides recommendations related to results; as directed, arranges for and conducts tours of Agency facilities, and organizes and conducts Agency and State Water Project facility tours; assists with Water Audits (Water Conservation Reviews) for large volume water users; assists with the planning, development, designs, and coordination of the production and distribution of a variety of printed and audiovisual materials relating to the Agency for both in-house and public presentations, including, but not limited to, technical reports, correspondence, flyers, brochures, newsletters, videos, PowerPoint presentations, fact sheets, bill inserts, overlays, charts and other printed/graphic materials; as directed, organizes and coordinates deadlines and production schedules to carry out Public Information, Conservation and Planning program responsibilities (Smart Irrigation Controller Program, Integrated Water Regional Management Plan, Urban Water Management Plan, Conservation Grants, Solar Grants, Homeowner Association Conservation Programs, Public Service Announcement Campaigns, Rate Adjustment Outreach Campaigns); reviews the public relations budget annually and develops future budget recommendations; assists with the oversight of production, publication and mailing of Agency's Annual Water Quality report; as directed, assigns point of contact for special programs including Urban Water Management Plan, Integrated Regional Water Management Plan, California Urban Water Conservation Council Best Management Practices, California Water Plan; assists with the administration of the Agency's website and assists in the development of content for the website; as directed, serves as sole administrator for Agency's social media activity; as directed, implements Agency conservation programs including, but not limited to, budgeting, planning, overseeing, and monitoring results for Turf Buy Back Program, Smart Controller Program and Toilet Rebate Program and coordination and oversight of Agency grant writing; assists with oversight the development of the GIS program; Provides direction and supervision to water resources, public outreach, conservation, and GIS staff; as directed, manages communications consultants as needed.

QUALIFICATIONS:

Schooling and Certification(s): Graduation from an accredited four-year college or university with major coursework in public relations, journalism, communications, civil or environmental engineering, planning or a closely related field.

Experience: Four years of progressively responsible professional experience with Desert Water Agency preferably including one year supervisory experience, or an equivalent combination of training and experience likely to provide the desired knowledge and ability.

License(s): Possession of a valid Class C drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Principles, methods and practices applied in design and implementation of public relations, community affairs and advertising programs; methods and techniques of writing for advertising, marketing and public relations; methods and practices of effective representation of Agency interests before elected bodies and officials; principles and practices of sound

business communication; correct English usage, including spelling, grammar and punctuation; principles, methods and techniques of graphic design, layout and print production and photography; desktop publishing applications in the preparation of print and graphic materials; advertising and public relations industry practices and trends; basic conservation and water resources principles and programs commonly used in the water utility industry.

Ability: Work independently with direction from upper management; understand and effectively carry out general oral and written instructions; give understandable oral and written instructions; instruct, train and supervise personnel in public information functions; direct departmental staff toward the achievement of given objectives; analyze work activities and operational problems and make logical recommendations for resolve; operate a computer using word processing, desktop publishing and other standard writing and graphics software; operate audiovisual equipment; communicate clearly and concisely, orally and in writing; apply writing style and techniques appropriate for differing business and journalistic/public relations purposes; create effective graphic designs and creative approaches for use in public information and education programs; edit written materials; interpret information and situations and make recommendations in accordance with applicable policies, regulations and guidelines; maintain effective relationships with those encountered in the course of the work, including the media; exercise sound judgment within established guidelines; maintain accurate files and records; establish and maintain cooperative relationships with other employees, officials and the general public.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐

Examples: Going up and down ladders, stepping stools, stairs

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐

Examples: Picking up boxes, normal office range of motion

Lifting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Lifting boxes, audiovisual equipment, presentation material, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☒ Often ☒ Infrequently ☐ Never ☐

Examples: Driving or riding in vehicles, sitting at desk

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Operation of computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed by the Communications and Water Resources Manager will be within the Operations Center or other places of business, including schools, auditoriums, and clubs, or, on occasion, outdoor speaking engagements.

Within the Operations center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

The working hours of the Communications and Water Resources Manager may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off; however, due to the nature of the position, the incumbent will be required to travel to different locations both locally and out-of-town, and will be required to participate in speaking engagements that will likely take place before or after regular Agency hours, or on weekends.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

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**DIRECTOR OF PUBLIC AFFAIRS
AND WATER PLANNING****Range: 74 (Exempt)**
Salary:**Management****JOB DEFINITION:**

Performs a variety of complex professional and administrative activities in conjunction with Agency related public affairs, conservation, water resources, GIS planning, and field services; develops and oversees the implementation of Agency community involvement programs and conservation programs; with Board guidance, develops and analyzes program goals and performance measures; serves as Agency representative on water resources planning efforts; researches and secures grant funding; serves as liaison between the Agency and key stakeholder groups; oversees Agency branding; monitors water policy legislation; oversees and coordinates the work of consultants engaged in resources related studies; oversees the development of the Agency's GIS program; oversees field work priorities associated with conservation programs, public outreach, and GIS data collection; performs related duties as assigned by the General Manager.

SUPERVISOR: General Manager**EXAMPLE OF DUTIES:**

Oversee and manage the development of public awareness, conservation, information and other community involvement programs; establishes positive relationships with key media, business, civic and community leaders, and serves as Agency spokesperson between the Agency and designated public agencies, community and industry groups and the media, oversees responses to media inquiries or requests for interviews; oversees news release responses and public service announcements; oversees effective media relations; oversees the coordination and assistance with other departments with of announcements and public information materials; oversees and facilitates two-way communication between the Agency and the community; oversees the community outreach and education regarding rate adjustments; manages internal communication programs; attends general community and professional public forums and statewide meetings in order to speak on behalf of the Agency, Agency projects and programs and answer related questions; communicates with the General Manager and Board of Directors regarding issues that affect the Agency's water planning, community relations, public image and legislative issues; oversees the organization and coordination of tours of Agency facilities and State Water Project facility tours; oversees the planning, development, and coordination of Conservation and Planning program responsibilities (Incentive programs, Integrated Water Regional Management Plan, Urban Water Management Plan, Grants); oversees and participates in Sustainable Groundwater Management planning efforts; oversees the production, publication and mailing of Agency's Annual Water Quality report; oversees the administration of the Agency's website; oversees management of the Agency's social media presence; monitors water policy legislation and makes recommendations for policy changes to meet any new requirements; oversees and manages the planning and development of highly complex programs, studies and reports relating to current and long range water resources; oversees

the development of the GIS program; provides highly responsible and complex support to the General Manager and Assistant General Manager related to State Water Project and other source of water projects.

QUALIFICATIONS:

Schooling and Certification(s): Graduation from an accredited four-year college or university with major coursework in public relations, journalism, communications, civil or environmental engineering, planning or a closely related field.

Experience: Minimum of five years of progressively responsible professional experience with Desert Water Agency including two years supervisory experience or an equivalent combination of training and experience likely to provide the desired knowledge and ability.

License(s): Possession of a valid Class C drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Principles, methods and practices applied in design and implementation of public relations, community affairs and advertising programs; methods and techniques of writing; marketing; methods and practices of effective representation of Agency interests before elected bodies and officials; principles and practices of sound business communication; strong command of written and verbal language; principles, methods and techniques of branding and design; conservation program best management practices; water management principles; water loss principles; water resources principles and programs commonly used in the water utility industry.

Ability: Work independently with little direction; develop and effectively present strategic guidance for the Assistant General Manager, General Manager and Board of Directors; understand and effectively carry out general oral and written instructions; give understandable oral and written instructions; instruct, train and supervise personnel in outreach, conservation, GIS and water resources functions; direct staff toward the achievement of given objectives; analyze work activities and operational problems and make logical recommendations for resolve; prepare and review comprehensive, technical reports; operate a computer using word processing, desktop publishing and other standard writing and graphics software; communicate clearly and concisely, orally and in writing; apply writing style and techniques appropriate for differing business and journalistic/public relations purposes; edit written materials; interpret information and situations and make recommendations in accordance with applicable policies, regulations and guidelines; maintain effective relationships with those encountered in the course of the work, including the media; exercise sound judgment within established guidelines; maintain accurate files and records; establish and maintain cooperative relationships with other employees, officials and the general public.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐

Examples: Going up and down ladders, stepping stools, stairs

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐

Examples: Picking up boxes, normal office range of motion

Lifting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Lifting boxes, audiovisual equipment, presentation material, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☒ Often ☒ Infrequently ☐ Never ☐

Examples: Driving or riding in vehicles, sitting at desk

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Operation of computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed by the Director of Public Affairs and Water Planning will be within the Operations Center or other places of business, including schools, auditoriums, and clubs, or, on occasion, outdoor speaking engagements.

Within the Operations center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

The working hours of the Director of Public Affairs and Water Planning may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off; however, due to the nature of the position, the incumbent will be required to travel to different locations both locally and out-of-town, and will occasionally be required to participate in speaking engagements that will likely take place before or after regular Agency hours, or on weekends.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Desert Water Agency
Position Classification and Monthly Salary Schedule

Effective 08/20/2021 for RDO2 Pay Period Employees. Effective 08/27/2021 for RDO1 and Classic Pay Period Employees.

DEPARTMENT	POSITION TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ACCOUNTING	Account Clerk I	24	\$ 4,089	\$ 4,298	\$ 4,506	\$ 4,743	\$ 4,977
	Account Clerk II	31	\$ 4,858	\$ 5,108	\$ 5,366	\$ 5,641	\$ 5,921
	Account Clerk III	33	\$ 5,108	\$ 5,366	\$ 5,641	\$ 5,921	\$ 6,221
	Account Clerk/Telephone Operator	20	\$ 3,706	\$ 3,892	\$ 4,089	\$ 4,298	\$ 4,506
	Accountant	46	\$ 7,030	\$ 7,396	\$ 7,770	\$ 8,159	\$ 8,576
	Accounting Supervisor	53	\$ 8,369	\$ 8,783	\$ 9,223	\$ 9,681	\$ 10,172
	Controller	66	\$ 11,496	\$ 12,070	\$ 12,683	\$ 13,333	\$ 14,006
	Senior Account Clerk	40	\$ 6,066	\$ 6,378	\$ 6,698	\$ 7,030	\$ 7,396
ADMINISTRATIVE	Administrative Assistant I	33	\$ 5,108	\$ 5,366	\$ 5,641	\$ 5,921	\$ 6,221
	Administrative Assistant II	38	\$ 5,775	\$ 6,066	\$ 6,378	\$ 6,698	\$ 7,030
	Administrative Assistant III	40	\$ 6,066	\$ 6,378	\$ 6,698	\$ 7,030	\$ 7,396
	Executive Secretary/Assistant Secretary to the Board	53	\$ 8,369	\$ 8,783	\$ 9,223	\$ 9,681	\$ 10,172
	Senior Administrative Assistant	46	\$ 7,030	\$ 7,396	\$ 7,770	\$ 8,159	\$ 8,576
CONSTRUCTION - FLEET MAINTENANCE							
Construction	Assistant Construction Superintendent	53	\$ 8,369	\$ 8,783	\$ 9,223	\$ 9,681	\$ 10,172
	Construction Superintendent	65	\$ 11,220	\$ 11,781	\$ 12,380	\$ 13,006	\$ 13,666
	Equipment Operator	36	\$ 5,496	\$ 5,775	\$ 6,066	\$ 6,378	\$ 6,698
	Water Service Foreman	46	\$ 7,030	\$ 7,396	\$ 7,770	\$ 8,159	\$ 8,576
	Water Service Worker I	28	\$ 4,506	\$ 4,743	\$ 4,977	\$ 5,234	\$ 5,496
	Water Service Worker II	33	\$ 5,108	\$ 5,366	\$ 5,641	\$ 5,921	\$ 6,221
	Water Service Worker III	37	\$ 5,641	\$ 5,921	\$ 6,221	\$ 6,534	\$ 6,865
Fleet Maintenance	Fleet Mechanic Foreman	43	\$ 6,534	\$ 6,865	\$ 7,212	\$ 7,578	\$ 7,963
	Fleet Mechanic I	31	\$ 4,858	\$ 5,108	\$ 5,366	\$ 5,641	\$ 5,921
	Fleet Mechanic II	36	\$ 5,496	\$ 5,775	\$ 6,066	\$ 6,378	\$ 6,698

Desert Water Agency
Position Classification and Monthly Salary Schedule

Effective 08/20/2021 for RDO2 Pay Period Employees. Effective 08/27/2021 for RDO1 and Classic Pay Period Employees.

DEPARTMENT	POSITION TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
FIELD SERVICES							
	Field Services Representative I	34	\$ 5,234	\$ 5,496	\$ 5,775	\$ 6,066	\$ 6,378
	Field Services Representative II	37	\$ 5,641	\$ 5,921	\$ 6,221	\$ 6,534	\$ 6,865
	Field Services Supervisor	53	\$ 8,369	\$ 8,783	\$ 9,223	\$ 9,681	\$ 10,172
	Field Services Technician I	27	\$ 4,408	\$ 4,628	\$ 4,858	\$ 5,108	\$ 5,366
	Field Services Technician II	30	\$ 4,743	\$ 4,977	\$ 5,234	\$ 5,496	\$ 5,775
	Field Services Technician III	37	\$ 5,641	\$ 5,921	\$ 6,221	\$ 6,534	\$ 6,865
ENGINEERING - OPERATIONS							
Engineering							
	Associate Engineer	56	\$ 9,007	\$ 9,455	\$ 9,933	\$ 10,425	\$ 10,951
	Engineering Technician I	34	\$ 5,234	\$ 5,496	\$ 5,775	\$ 6,066	\$ 6,378
	Engineering Technician II	39	\$ 5,921	\$ 6,221	\$ 6,534	\$ 6,865	\$ 7,212
	Engineering Technician III	43	\$ 6,534	\$ 6,865	\$ 7,212	\$ 7,578	\$ 7,963
	Laboratory Director	53	\$ 8,369	\$ 8,783	\$ 9,223	\$ 9,681	\$ 10,172
	Operations and Engineering Manager	72	\$ 13,333	\$ 14,006	\$ 14,712	\$ 15,443	\$ 16,219
	Senior Engineer	64	\$ 10,951	\$ 11,496	\$ 12,070	\$ 12,683	\$ 13,333
	Senior Engineering Technician	45	\$ 6,865	\$ 7,212	\$ 7,578	\$ 7,963	\$ 8,369
	Staff Engineer	51	\$ 7,963	\$ 8,369	\$ 8,783	\$ 9,223	\$ 9,681
Operations							
	Operations Technician Foreman	51	\$ 7,963	\$ 8,369	\$ 8,783	\$ 9,223	\$ 9,681
	Operations Technician I	37	\$ 5,641	\$ 5,921	\$ 6,221	\$ 6,534	\$ 6,865
	Operations Technician II	41	\$ 6,221	\$ 6,534	\$ 6,865	\$ 7,212	\$ 7,578
	Operations Technician III	46	\$ 7,030	\$ 7,396	\$ 7,770	\$ 8,159	\$ 8,576
	Operations Technician in Training	30	\$ 4,743	\$ 4,977	\$ 5,234	\$ 5,496	\$ 5,775
	System Operator I	35	\$ 5,366	\$ 5,641	\$ 5,921	\$ 6,221	\$ 6,534
	System Operator II	38	\$ 5,775	\$ 6,066	\$ 6,378	\$ 6,698	\$ 7,030
	System Operator III	41	\$ 6,221	\$ 6,534	\$ 6,865	\$ 7,212	\$ 7,578
	System Operator in Training	30	\$ 4,743	\$ 4,977	\$ 5,234	\$ 5,496	\$ 5,775
	Water Operations Supervisor	60	\$ 9,933	\$ 10,425	\$ 10,951	\$ 11,496	\$ 12,070

Desert Water Agency
Position Classification and Monthly Salary Schedule

Effective 08/20/2021 for RDO2 Pay Period Employees. Effective 08/27/2021 for RDO1 and Classic Pay Period Employees.

DEPARTMENT	POSITION TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
FACILITIES MAINTENANCE AND SAFETY	Facilities and Safety Officer	54	\$ 8,576	\$ 9,007	\$ 9,455	\$ 9,933	\$ 10,425
	Facilities and Safety Technician	43	\$ 6,534	\$ 6,865	\$ 7,212	\$ 7,578	\$ 7,963
INFORMATION SYSTEMS	Information Systems Manager	65	\$ 11,220	\$ 11,781	\$ 12,380	\$ 13,006	\$ 13,666
	Computer Operator I	31	\$ 4,858	\$ 5,108	\$ 5,366	\$ 5,641	\$ 5,921
	Computer Operator II	40	\$ 6,066	\$ 6,378	\$ 6,698	\$ 7,030	\$ 7,396
	PC Support Technician I	37	\$ 5,641	\$ 5,921	\$ 6,221	\$ 6,534	\$ 6,865
	PC Support Technician II	43	\$ 6,534	\$ 6,865	\$ 7,212	\$ 7,578	\$ 7,963
	Senior PC Support Technician	51	\$ 7,963	\$ 8,369	\$ 8,783	\$ 9,223	\$ 9,681
	Programmer I	50	\$ 7,770	\$ 8,159	\$ 8,576	\$ 9,007	\$ 9,455
	Programmer II	54	\$ 8,576	\$ 9,007	\$ 9,455	\$ 9,933	\$ 10,425
MANAGEMENT	General Manager	Contract	n/a	n/a	n/a	n/a	\$ 24,887
	Assistant General Manager	83	\$ 17,453	\$ 18,324	\$ 19,240	\$ 20,206	\$ 21,215
	Finance Director	81	\$ 16,626	\$ 17,453	\$ 18,324	\$ 19,240	\$ 20,206
	Human Resources Director	66	\$ 11,496	\$ 12,070	\$ 12,683	\$ 13,333	\$ 14,006
	Director of Public Affairs and Water Planning	74	\$ 14,006	\$ 14,712	\$ 15,443	\$ 16,219	\$ 17,026
OUTREACH, CONSERVATION, AND WATER PLANNING	Outreach and Conservation Associate	45	\$ 6,865	\$ 7,212	\$ 7,578	\$ 7,963	\$ 8,369
	Communications and Water Resources Manager	64	\$ 10,951	\$ 11,496	\$ 12,070	\$ 12,683	\$ 13,333
	Outreach Specialist I	41	\$ 6,221	\$ 6,534	\$ 6,865	\$ 7,212	\$ 7,578
	Outreach Specialist II	45	\$ 6,865	\$ 7,212	\$ 7,578	\$ 7,963	\$ 8,369
	Senior Outreach Specialist	48	\$ 7,396	\$ 7,770	\$ 8,159	\$ 8,576	\$ 9,007
	GIS Specialist I	46	\$ 7,030	\$ 7,396	\$ 7,770	\$ 8,159	\$ 8,576
	GIS Specialist II	49	\$ 7,578	\$ 7,963	\$ 8,369	\$ 8,783	\$ 9,223
	Senior GIS Specialist	52	\$ 8,159	\$ 8,576	\$ 9,007	\$ 9,455	\$ 9,933
	Conservation Specialist I	38	\$ 5,775	\$ 6,066	\$ 6,378	\$ 6,698	\$ 7,030
	Conservation Specialist II	43	\$ 6,534	\$ 6,865	\$ 7,212	\$ 7,578	\$ 7,963
	Senior Conservation Specialist	47	\$ 7,212	\$ 7,578	\$ 7,963	\$ 8,369	\$ 8,783

Desert Water Agency
Position Classification and Monthly Salary Schedule

Effective 08/20/2021 for RDO2 Pay Period Employees. Effective 08/27/2021 for RDO1 and Classic Pay Period Employees.

DEPARTMENT	POSITION TITLE	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
OUTREACH, CONSERVATION, AND WATER PLANNING	Water Resources Specialist I	42	\$ 6,378	\$ 6,698	\$ 7,030	\$ 7,396	\$ 7,770
	Water Resources Specialist II	47	\$ 7,212	\$ 7,578	\$ 7,963	\$ 8,369	\$ 8,783
	Senior Water Resources Specialist	52	\$ 8,159	\$ 8,576	\$ 9,007	\$ 9,455	\$ 9,933
SNOW CREEK SECURITY	Snow Creek Security	17	\$2,620	\$2,751	\$2,890	\$3,032	\$3,184
	Senior Water Resources Specialist						
BOARD DIRECTOR	Board Director (Grandfathered Only)		\$ 779.50	\$ 779.50	\$ 779.50	\$ 779.50	\$ 779.50