



**Hidden Valley Lake Community Services District  
Special Meeting  
Friday, February 28, 2025– 5:00 p.m.  
19400 Hartmann Road, Hidden Valley Lake, Ca.**

*Agendas and agenda packet materials are available at: the District Admin office, [hvlcsd.org](http://hvlcsd.org), or by calling the District Secretary. The public may attend in-person or listen to the live audio broadcast at [hvlcsd.org](http://hvlcsd.org). Live broadcasting and audio recordings are available only for Regular and Special Board meetings held in the District Board Room. While every effort is made to provide a complete audio recording of each Board meeting, technical issues can occur.*

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **APPROVAL OF AGENDA**
- 5) **DISCUSSION AND POSSIBLE ACTION:** Authorize the Increase of Signing Authority for Barry Silva, Utility Supervisor, to \$5,000.00
- 6) **DISCUSSION AND POSSIBLE ACTION:** Direct the Personnel Committee to Review the Utility Supervisor Job Description and Salary
- 7) **DISCUSSION AND POSSIBLE ACTION:** Approve and Adopt Resolution 2025-04 Designating the Administrative Services Manager as the Secretary of the Board
- 8) **DISCUSSION AND POSSIBLE ACTION:** Consider Entering into a Contract for Emergency Backup Services
- 9) **DISCUSSION AND POSSIBLE ACTION:** CLOSED SESSION:  
PURSUANT TO CALIFORNIA GOVERNMENT CODE § 54957(b)(1): Public Employee Appointment: Title: [Interim General Manager]

**RECONVENED TO OPEN SESSION:** Presentation of any reportable items

- 10) **DISCUSSION AND POSSIBLE ACTION:** Possible Action Resulting from Closed Session
- 11) **PUBLIC COMMENT**
- 12) **BOARD MEMBER COMMENT**
- 13) **ADJOURN**

Public records are available upon request. Board Packets are posted on our website at [www.hvlcsd.org/meetings](http://www.hvlcsd.org/meetings) . In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting, please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting. Members of the public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.



## Hidden Valley Lake Community Services District

### Utility Supervisor Job Status: Exempt

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Reports to: General Manager Status: Exempt Approved: July 2023	<b>HOURLY SALARY RANGE</b>				
	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
	\$43.11	\$45.37	\$47.77	\$50.28	\$53.23

**DEFINITION:**

Supervises and oversees the operations, maintenance and day-to-day activities of the District’s water production, transmission, and storage facilities, responsible for the operation and maintenance of the District’s water treatment facility, distribution system, and water quality. Supervises and oversees the operations, maintenance and day-to-day activities of the District’s wastewater collection, treatment, and reclamation storage and distribution systems. Schedule maintenance and directs the activities of field staff; performs a variety of technical and administrative support functions including mandated reports, Federal, State and County reporting requirements, site inspections, and verification of code compliance.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the General Manager.

**ESSENTIAL FUNCTIONS:** *(but are not limited to the following)*

- Supervise, train, direct, plan, schedule, and assign the work of field personnel.
- Coordinate and set priorities for operation and maintenance of water and wastewater systems. establish standard operating procedures to provide water of high quality, adequate quantity, and pressure; establishes standard operating procedures to provide high quality wastewater treatment services and tertiary recycled water storage and distribution.
- Maintain records; prepare State and County water quality and wastewater reports.
- Facilitates effective communication amongst field operations staff and between field staff and administrative staff.
- Ensure a safe work environment, coordinate training in safe work techniques and policies, investigate and complete incident reports and near-misses.
- Determine and recommend equipment, materials, staffing, and safety devices/equipment for water, wastewater, and recycled water projects.
- Inspect and evaluate work in progress and completed work.
- Resolve complaints from the public regarding maintenance work, projects, and/or staff activities.
- Enforce District personnel policies and procedures.
- Assist in planning and design of system modifications.

- Maintain inventory of parts and supplies.
- Recommend and justify capital purchases, assist with the review of Capital Improvement projects, gather, and prepare cost estimates and scope of work for contractors and vendors for the maintenance, repair and upgrade of District facilities and serve as contact with contractors and consultants.
- Assist with budget preparation and monitoring.
- Monitor and evaluate work performed by staff and contractors.
- Conduct field operations staff and safety meetings and participate in management meetings.
- Supervise development and implementation of other procedures and programs (e.g., safety, maintenance schedule, emergency response, FEMA training, process control, purchasing, training, SCADA system, and inventory control).
- Oversee the maintenance of District vehicles and equipment.
- Administer District On-Call Program in cooperation with the Operator in Training (OIT) and Utility Operators (I & II).
- Respond to District after-hour emergencies as appropriate.
- Prepare a monthly field operation report to the Board of Directors.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Utility Supervisor position.

While performing the duties of this job, the employee is regularly required to talk, speak, and hear, use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell as indicators of industry conditions.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues. (Contact lenses are not allowed when working with or near items such as chlorine gas or biological material.)

**Environmental Factors:**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential duties and functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

## **QUALIFICATIONS:**

*The following are minimal qualifications necessary for entry into the classification.*

- College level course work in industrial technology, management, water and wastewater system operation and design is desired.
- Computer literacy, including word processing and spreadsheet/database software.
- Knowledge of water, wastewater and recycled water operation, preventative maintenance, and safe work practices.
- Minimum (1) year experience as a Utility Operator II for HVLCSD or equivalent and five (5) years of experience with the maintenance and operation of water treatment and distribution and/or wastewater collections and treatment is required.
- Knowledge of recycled water distribution and regulations is desired.

## **Education and/or Experience, Licenses/Certificates:**

- A high school diploma or equivalent is required. Computer literacy, including word processing and spreadsheet/database software.
- Knowledge of water/wastewater/recycled water operation, preventative maintenance, and safe work practices.
- Five (5) years' experience as an Operator II for HVLCSD or comparable position.
- A class "A" California driver's license (with tank endorsement) and:
- Minimum of three of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:
  1. Water Treatment Grade II
  2. Water Distribution Grade II
  3. Wastewater Grade III
  4. Collection System Maintenance Grade III
  5. Cross-Connection Control Specialist Certification (AWWA or County Health)

Must obtain all five certifications within 18 months of entering the position. Must maintain all certifications.

## **KNOWLEDGE/SKILLS/ABILITIES:**

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

### **Knowledge of:**

- Principles of supervision, training and performance evaluation, District policies, rules, regulations, procedures and the development and implementation of Standard Operating Procedures (SOP's).
- Public relations courtesies and effective customer service.
- Federal, State, and local laws, ordinances, codes, and regulations regarding: Water treatment, storage, distribution, and quality; wastewater collection treatment, disposal; and recycled water storage, distribution and usage.
- Occupational hazards and standby safety precautions prevalent in the water, wastewater, and recycled water industry and how to mitigate such hazards.
- The principles and practices of budget development and monitoring.

- Materials, methods, practices, and equipment used in maintenance of water, wastewater, and recycled water electronics, SCADA, pumps, and valves.

**Ability to:**

- Perform a variety of skilled maintenance, repair, and operations work related to the pumping, treatment, storage, and distribution of water; the collection and treatment of wastewater; the storage and distribution of recycled water.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Take water and wastewater samples; perform basic laboratory tests.
- Maintain written logs and records.
- Train staff; establish and maintain cooperative working relationships.
- Formulate and communicate instructions.
- Draft standard operating procedures and procedural manuals.
- Read and write the English language.
- Follow written and oral instructions.

**Must be able to respond to after-hours emergencies within 30 minutes.**

**Other Duties**

Perform other related duties as required.



**RESOLUTION 2025-04**  
**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES**  
**DISTRICT BOARD OF DIRECTORS DESIGNATING THE ADMINISTRATIVE**  
**SERVICES MANAGER AS THE SECRETARY TO THE BOARD**

**WHEREAS**, the Hidden Valley Lake Community Services District Board of Directors will have need for a Secretary to the Board, effective February 28, 2025; and

**NOW, THEREFORE, BE IT RESOLVED** that the Hidden Valley Lake Community Services District Board of Directors designates, effective February 28, 2025, and until further notice, Administrative Services Manager, Penny Cuadras as the Secretary to the Board.

**APPROVED AND ADOPTED** by the Board of Directors of the Hidden Valley Lake Community Services District, a public agency of the State of California, County of Lake, at its special meeting held on the 28th, day of February 2025, and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Jim Freeman, Board President

**ATTEST:**

\_\_\_\_\_  
Jim Lieberman, Vice President



**Hidden Valley Lake  
Community Services District**  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
[www.hvlcsd.org](http://www.hvlcsd.org)

**To:** Board of Directors

**From:** Barry Silva, Utility Supervisor

**Date:** February 28, 2025

**RE:** Field Operations Update

**Current Itinerary:**

- **3/3/25:** Service Line Replacement at Westridge View Rd
- **3/3-3/7/25:**
  - Service Lines to Repair: Colt Court & North Shore Dr / Marine View Rd
  - Install Pump at Lift Station 2

**In Progress:**

- **AMI Replacement:** Staff continue to replace meters as the schedule allows.
- **Effluent Pond pH levels:** Continued correspondence with Ryan Crawford, GHD & Charles Jenfitch to resolves pH concerns.
- **Emergency Backup Services Contract:** In correspondence with Chernoh Excavating (rates attached) & Kevin Smith Construction (2024 rates).
- **Emergency Shut-Off Valves:** Contact D & H Water Systems to purchase.
- **Hydrant Repair:** Westridge View Rd, in correspondence with South Lake County Fire.
- **Wastewater Treatment Plant Inventory & Order:** Mainlines, couplers, pipe.

**Field Operations Needs:**

- **Greenridge Booster Station:** Schedule Cla-Val Company to assess booster station pressure safety valve & street pressure reducing valve.
- **Staffing:** Onboard Water Operator Grade II.
- **Water Treatment Plant:** Schedule PumpMan Company to maintenance booster pump.
- **Wastewater Treatment Plant:** Discuss the possibility of contacting a Junk Removal Company to dispose of excess debris.



# CHERNOH EXCAVATING, INC.

P.O. BOX 426  
LOWER LAKE CA 95457  
(707) 995-1359  
chernohexc@yahoo.com

**2025**

**Equipment**                      **Price per hour with operator** (3 hour Min) on all Equipment

	ST	OT
Transport 5 ton	\$ 110.00	140.00
Transport 20 tons	\$ 155.00	185.00
Transport 35 tons	\$ 160.00	200.00
Transport 47 ton Low Bed	\$ 165.00	205.00
Transport Small equipment	\$ 95.00	105.00
40 Excavator 10,000 lb	\$ 116.00	141.00
80 Excavator 18,000lb	\$ 125.00	165.00
80 Excavator with hammer	\$ 230.00	255.00
138 Excavator 30,000 lbs	\$ 155.00	185.00
170 Excavator 40,000 lbs	\$ 195.00	215.00
170 Excavator w/Hammer	\$ 270.00	290.00
238 Excavator 60,000 lbs	\$ 245.00	255.00
Excavator with masticator	\$ 325.00	350.00
Loader 3 yards	\$ 155.00	180.00
Loader 3.25 yards	\$ 160.00	185.00
Loader with side dump bucket	\$ 165.00	190.00
Track Loader Rubber TL 140	\$ 100.00	125.00
D5	\$ 150.00	175.00
D61	\$ 195.00	215.00
D6	\$ 195.00	215.00
D7RCat	\$ 265.00	290.00
Grade Tractor Deere 210LE	\$ 116.00	141.00
Motor Grader 140	\$ 195.00	220.00
Motor Grader	\$ 150.00	175.00
Bomag 42" smooth drum	\$ 75.00	100.00
Compactor Vibromax 70"	\$ 125.00	150.00
Compactor Cat 563 E	\$ 135.00	160.00
580 SL Backhoe	\$ 120.00	145.00
420 D Cat Backhoe	\$ 120.00	145.00
With forks	\$ 125.00	150.00
Trencher	\$ 65.00	80.00
563 Compactor	\$ 140.00	140.00
Reach Forklift 8,000 lb lift	\$ 125.00	150.00
Vacuum Trailer	\$ 92.00	
Water trailer (500 gallons)	\$ 25.00	

# CHERNOH EXCAVATING, INC.

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LOWER LAKE CA 95457  
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(Trucking has a 2 hour Min.)

10 Wheel Dump Trucks 10-12 yards	\$ 140.00	165.00
End Dump 24 yards	\$ 160.00	185.00
High side End dumps	\$ 165.00	190.00
Transfer Truck	\$ 160.00	185.00
Water Trucks	\$ 140.00	160.00
Boom Truck	\$ 195.00	205.00
Utility Truck	\$ 35.00	
Pick up truck	\$ 30.00	
5-yard dump trailer	\$ 15.00	

## STRAIGHT TIME HOURLY RATES OVERTIME

	Up to 8 hrs	After 8 hrs
Labor	\$ 45.00	\$ 67.50
Foreman	\$ 60.00	\$ 90.00
Operator	\$ 55.00	\$ 82.50

## WEEKENDS & HOLIDAY RATES

Emergency Call-Out	7am to 7pm	Overtime
Emergency Call-Out	7pm to 7am	Double Time
Labor	\$ 67.50 overtime	\$ 135.00 Double Time
Operator	\$ 82.50 overtime	\$ 165.00 Double Time

## PRICES ARE PER DAY

Trench Plate	\$ 10.00	Trench Turtle	\$ 76.00
Dry Saw	\$ 35.00	Trench compactor	
Stomper	\$ 100.00	22" 30"	\$ 250.00
Air Compressor & Jack Hammer	\$ 112.00	Remote compactor	\$ 615.00
Chain saw	\$ 40.00		

**15% mark up on all time and materials**

I / We agree to the following by the hour rates: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ Phone number: \_\_\_\_\_

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Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_