



SCOTTS VALLEY WATER DISTRICT

AGENDA PACKET

SPECIAL BOARD MEETING

7/16/25 at 5:15 p.m.

Santa Margarita Community Room
2 Civic Center Drive, Scotts Valley, California

BOARD OF DIRECTORS

Danny Reber, President
Ruth Stiles, Vice President
Bill Ekwall, Director
Wade Leishman, Director
Chris Perri, Director

Alex Schulz, Associate Director
Jasmin Schulz, Associate Director

David McNair, General Manager

Water Industry Acronyms

AF – Acre Foot

AFY – Acre Foot per Year

ACWA – Association of California Water Agencies

ACWA JPIA – ACWA Joint Powers Insurance Authority

AWWA – American Water Works Association

BMP – Best Management Practices

CCR – Consumer Confidence Report

CD – Certificate of Deposit

CEQA - California Environmental Quality Act

CSDA – California Special District Association

DHS – Department of Health Services

DWR – Department of Water Resources

EIR – Environmental Impact Report

EPA – Environmental Protection Agency

FY – Fiscal Year

GASB – Governmental Accounting Standards Board

IRWM – Integrated Regional Water Management

JPA – Joint Powers Agreement

LAIF – Local Agency Investment Fund

LAFCO – Local Agency Formation Commission

LID – Low Impact Development

MCL – Maximum Containment Level

MGD – Million Gallons per Day

MGY – Million Gallons per Year

MOU – Memorandum of Understanding

O&M – Operations and Maintenance

PERS – Public Employees Retirement System

PHG – Public Health Goal

PPB – Parts Per Billion

PRV – Pressure Relief Valve

PVC Pipe – Polyvinyl Chloride Pipe

RWMF – Regional Water Management Foundation

RFP – Request for Proposals

ROW – Right-of-way

RWQCB – Regional Water Quality Control Board

SCWD – Santa Cruz Water Department (City of)

SDWA – Safe Drinking Water Act

SGMA – Sustainable Groundwater Management Act

SLVWD – San Lorenzo Valley Water District

SMGWA – Santa Margarita Groundwater Agency

SqCWD – Soquel Creek Water District

SWRCB – State Water Resources Control Board

TP – Treatment Plant

WY – Water Year



SCOTTS VALLEY WATER DISTRICT

Board of Director

Regular Meeting

7/16/25 at 5:15 p.m.

Santa Margarita Community Room
2 Civic Center Drive, Scotts Valley, California

BOARD OF DIRECTORS
PRESIDENT Danny Reber
VICE PRESIDENT Ruth Stiles
Bill Ekwall
Wade Leishman
Chris Perri
ASSOCIATE DIRECTORS
Alex Schulz
Jasmin Schulz
GENERAL MANAGER
David McNair

Agenda

1. Convene

1.1. Call to Order and Roll Call

2. Business

Items are complex in nature, considered individually, and each item includes an agenda report with recommendation and an oral staff report or presentation.

2.1. Engineering Technician/Specialist Reclassification

Recommendation: Approve the reclassification of the Engineering Technician position to an alternatively staffed position titled Engineering Technician I/II.

3. Adjourn

AVAILABILITY OF PUBLIC RECORDS PROVIDED TO THE BOARD OF DIRECTORS: THE DISTRICT MAKES ANY PUBLIC RECORD PROVIDED TO THE BOARD OF DIRECTORS AVAILABLE FOR PUBLIC REVIEW AT WWW.SVWD.ORG AND AT THE DISTRICT OFFICE DURING NORMAL BUSINESS HOURS AT THE SAME TIME IT IS PROVIDED TO THE BOARD OF DIRECTORS.

PUBLIC ACCESS – ACCOMMODATIONS UNDER THE ADA: PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990, THE DISTRICT REQUESTS THAT ANY PERSON IN NEED OF ANY TYPE OF SPECIAL EQUIPMENT, ASSISTANCE OR ACCOMMODATION(S) IN ORDER TO EFFECTIVELY COMMUNICATE AT THIS MEETING MAKE A REQUEST AT THE ABOVE ADDRESS OR BY CALLING (831) 438-2363 AT LEAST THREE (3) WORKING DAYS BEFORE THE MEETING TO ALLOW TIME TO MAKE ARRANGEMENTS.

AGENDA REPORT

Scotts Valley Water District

Date: July 16, 2025

To: Board of Directors

Item: Business 2.1

Subject: **Reclassification of the Engineering Technician position**

Reason: Supports Strategic Goal No 5 Organizational Vitality

SUMMARY

Recommendation: Approve the reclassification of the Engineering Technician position to an alternatively staffed position titled Engineering Technician I/II.

Fiscal Impact: The current annual compensation range for the Engineering Technician is \$78,792-\$105,588. The proposed Engineering Technician I classification will remain the same with the journey level Engineering II classification set at \$84,588-\$113,352. The funding is available in the FY 2026 budget.

BACKGROUND: In March 2013, the Board approved an Organizational Restructuring Plan. The goal of this plan is for the District to have a fair and competitive compensation structure, to support succession planning and continue to be a high-performance organization. As part of this restructuring plan, the Engineering Position job classification was created.

Since 2016 the board has approved three single position reclassifications to alternatively staffed classifications within the organizational plan. This has made it possible for the organization to hire and retain staff that the District has made significant investments in through in-house and professional educational training.

DISCUSSION

To support the District's desire to recruit and retain talented and motivated individuals, it is proposed to replace the single position with an alternatively staffed classification. That requires lower level of skills and experience from an entry level candidate, allows them to be challenged by obtaining required certifications and grow into the fully skilled journey level position. The incumbent will be eligible to be promoted to the Engineering Technician II position once they meet all minimum requirements.

The classification is governed by the Memorandum of Understanding between the District and its Employees Union AFSCME Local 101.

Submitted,

David
General Manager

Enclosed: Current Job Description, Engineering Technician
Revised Job Description, Engineering Technician I/II



Position: **Engineering Technician**

Reports to: Operations Manager

Definition: Under general supervision, perform technical office engineering work in support of District or developer projects and programs; conduct engineering plan checking to ensure compliance with District requirements and specifications; prepare records, reports and analysis; and coordinate various water utility projects. Assignments are varied and may include operational, construction or design engineering tasks related to water supply, water quality, hydrogeology and infrastructure.

Supervision: Reports to the Operations Manager. May provide direction and general supervision to operations staff engaged in various related activities.

Typical Duties: Duties may include, but are not limited to, participating or directing the following:

- Perform engineering calculations, computations, research, analysis and related engineering support work for projects assigned.
- Conduct field, and office engineering studies related to the planning, design, construction and operation of facilities used for water treatment or distribution and/or for related control systems.
- Estimate cost, material, labor and time requirements.
- Work as technical liaison with developers, consultant engineers and other agency representatives on private and public development projects, subdivisions, systems design, assessment districts and other related projects.
- Perform contract administration on assigned construction projects, which may include assisting in the development of requests for proposals, developing bid specifications, acting as contract administrator, monitoring progress payments, ensuring conformance with the conditions of the contract, conducting field inspections, reviewing change orders and maintaining related documentation.
- Review development plans and specifications for conformance with Water District requirements, State and Federal Regulations and sound engineering practices.
- Prepare reports and correspondence as needed.
- Coordinate District well monitoring and aquifer testing.
- Maintain and manage electronic and hard copy engineering records using various

technological methods. Research, prepare and update maps, drawings, specifications and technical materials using diverse platforms.

- Assist in the preparation of permit applications and environmental review documents related to District projects.
- Prepare letters and reports relating to plan submittal or in response to customer requests.
- Establish and maintain effective working relationships with City and County agencies, consultants, contractors and customers.
- Provide information to the public, both in person and by phone, regarding water system, projects, District policies and procedures, and other technical matters.
- Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic engineering concepts, techniques, terminology and methods used in civil engineering, surveying and hydraulics as applied to planning, design and construction of water systems; technology and applications related to computer applications used in civil engineering such as AutoCAD, WaterCAD, GIS, GPS; basic principles of contract administration, research methods and data processing. Also desirable is the knowledge of standard waterworks practices including piping, pumps, motors and water treatment equipment.

Ability to:

- Apply engineering and data processing principles to find solutions to engineering problems
- Interpret and prepare drawings, maps, profiles graphs and compilations of numerical data; make engineering studies and economic evaluations; perform engineering computations, evaluations and research.
- Write and compile effective technical and administrative reports.
- Communicate information clearly and accurately, both orally and in writing.
- Effectively plan and coordinate all aspects of an assigned project, including review for compliance with all applicable environmental codes and statues and coordination with regulatory and jurisdictional agencies on obtaining any necessary environmental or jurisdictional permit required for a project.
- Prepare and maintain accurate engineering records (paper and digital).
- Use specialized software to maintain and update computer databases.
- Deal tactfully and effectively with peers, customers and public.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge

and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of office and field engineering/construction experience.

Education: Completion of, or ability to complete within one year of appointment, either (1) six semester units or eight quarter units of coursework in engineering, construction, design or associated subjects at an accredited college or university, or (2) an equivalent program or instruction acceptable to the District.

License or Certification: Must possess and maintain a valid California Driver's License and a safe driving record.

Desirable Qualifications: Experience in public utility or governmental agency. California State Water Resources Control Board T2 Treatment Operator Certification or D2 Distribution Operator Certification.

Other requirements:

Must be willing to work outside in a variety of weather. Must take part in all safety and training programs for staff, must have sufficient eyesight to read standard text on paper and computer screen, must have acute hearing, must be able and willing to lift, drag and push files and records weighing up to 25 pounds.

Revised: September 1, 2017 (May 2013)



Job Description

Position: Engineering Technician I/II

Reports to: Operations Manager

Basic Function

Under general supervision, perform technical office engineering work in support of District or developer projects and programs; conduct engineering plan checking to ensure compliance with District requirements and specifications; prepare records, reports and analysis; and coordinate various water utility projects. Assignments are varied and may include operational, construction or design engineering tasks related to water supply, water quality, hydrogeology and infrastructure.

Supervision

Reports to the Operations Manager. May provide direction and general supervision to operations staff engaged in various related activities.

Distinguishing Characteristics

Engineering Technician I: This is the entry-level classification in the Engineering Technician series. Initially working under close supervision, employees in this role learn and carry out clearly defined tasks. As they gain experience and develop proficiency, they take on more complex assignments with increasing independence. This classification is alternately staffed with Engineering Technician II, and employees typically promoted to a higher level after two years of successful performance at the Engineering Technician I level, along with demonstrated competency in duties required of the Engineering Technician II.

Engineering Technician II: This is the fully qualified working level of this series. Under general supervision, incumbents independently perform the full range of professional duties. The Engineering Technician II must possess both a California State Water Resources Control Board T2 Treatment Operator Certification and D2 Distribution Operator Certification.

Typical Duties

Duties may include, but are not limited to, participating or directing the following:

- Perform engineering calculations, computations, research, analysis and related engineering support work for projects assigned.
- Conduct field, and office engineering studies related to the planning, design, construction and operation of facilities used for water treatment or distribution and/or for related control systems.

- Estimate cost, material, labor and time requirements.
- Work as technical liaison with developers, consultant engineers and other agency representatives on private and public development projects, subdivisions, systems design, assessment districts and other related projects.
- Perform contract administration on assigned construction projects, which may include assisting in the development of requests for proposals, developing bid specifications, acting as contract administrator, monitoring progress payments, ensuring conformance with the conditions of the contract, conducting field inspections, reviewing change orders and maintaining related documentation.
- Review development plans and specifications for conformance with Water District requirements, State and Federal Regulations and sound engineering practices.
- Prepare reports and correspondence as needed.
- Coordinate District well monitoring and aquifer testing.
- Maintain and manage electronic and hard copy engineering records using various technological methods. Research, prepare and update maps, drawings, specifications and technical materials using diverse platforms.
- Assist in the preparation of permit applications and environmental review documents related to District projects.
- Prepare letters and reports relating to plan submittal or in response to customer requests.
- Establish and maintain effective working relationships with City and County agencies, consultants, contractors and customers.
- Provide information to the public, both in person and by phone, regarding water system, projects, District policies and procedures, and other technical matters.
- Administer the Cross Connection Control and Backflow Prevention Program by maintaining records and providing information to State and local authorities when required.
- Inspect cross connection installations to ensure District Standards are met.
- Test assemblies to ensure compliance with Cross Connection Control and Backflow Prevention Program.
- Conduct surveys of water service connections for the prevention, control and elimination of contamination or pollution hazards to the District's water supply.
- Administer the Districts customer Backflow Device Annual Testing Program.
- Oversee and maintain the District's work order management system, including the organization and upkeep of digital maps, technical drawings, specifications, and related documents using platforms such as GIS, GPS, and other relevant technologies
- Perform related duties as assigned.

Minimum Qualifications:

Knowledge

Basic engineering concepts, techniques, terminology and methods used in civil engineering, surveying and hydraulics as applied to planning, design and construction of water systems;

technology and applications related to computer applications used in civil engineering such as AutoCAD, WaterCAD, GIS, GPS; basic principles of contract administration, research methods and data processing; State and local regulations related to construction of water systems; Cross Connection Control Program State Laws; Installation and testing of cross connection assemblies; State and District ordinances and codes concerning cross connection control. Also desirable is the knowledge of standard waterworks practices including piping, pumps, motors and water treatment equipment

Ability to

- Apply engineering and data processing principles to find solutions to engineering problems
- Interpret and prepare drawings, maps, profiles graphs and compilations of numerical data; make engineering studies and economic evaluations; perform engineering computations, evaluations and research.
- Write and compile effective technical and administrative reports.
- Communicate information clearly and accurately, both orally and in writing.
- Effectively plan and coordinate all aspects of an assigned project, including review for compliance with all applicable environmental codes and statues and coordination with regulatory and jurisdiction agencies on obtaining any necessary environmental or jurisdiction permits required for a project.
- Prepare and maintain accurate engineering records (paper and digital).
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Experience and Education:

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

Experience: Two years of office and field engineering/construction experience.

Education: Completion of, or ability to complete within one year of appointment, either (1) six semester units or eight quarter units of coursework in engineering, construction, design or associated subjects at an accredited college or university, or (2) an equivalent program or instruction acceptable to the District.

License or Certification: Must possess and maintain a valid California Driver's License and a safe driving record. Must possess and maintain a valid Backflow Prevention Assembly Tester Certificate and a valid Cross Connection Control Specialist Certificate recognized by the California-Nevada Section, American Water Works Association or the ability to obtain certification within eighteen (18) months of employment in the position.

Scotts Valley Water District

Engineering Technician I / II

Page 4

Desirable Qualifications: Experience in public utility or governmental agency. California State Water Resources Control Board T2 Treatment Operator Certification or D2 Distribution Operator Certification.

Other requirements:

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Revised: July 2nd, 2025 ~~September 1, 2017~~ (May 2013)