



**REGULAR MEETING OF THE
WATER RESOURCES AND OPERATIONS COMMITTEE
THURSDAY, NOVEMBER 8, 2018, AT 10:30 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
- Page 2 6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
 - Draft Minutes – October 10, 2018
- Pages 3-6 7. JOB DESCRIPTION – PURCHASING & CONTRACTS TECHNICIAN – Receive for information only.
8. UPDATES ON SHOP REMODEL AND CIRP – Receive for information only.
9. STAFF REPORT – AGM BAN- Receive for information only.
10. ADJOURNMENT

INFORMATION

During Public Comment, please state your name, have your information prepared, and be ready to provide your comments. A 3-minute time limit will be imposed. The District is interested and appreciates your comments.

Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

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

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE WATER RESOURCES AND OPERATIONS COMMITTEE
Wednesday, October 10, 2018

1. CALL TO ORDER – 10:30 a.m.
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF A QUORUM – A quorum is present
4. APPROVAL OF AGENDA –
MSC/Hund/Luckman 2/0 to approve the Agenda for October 10, 2018, Regular Meeting of the Water Resources and Operations Committee.
5. PUBLIC COMMENT - None
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
 - Draft Minutes – September 12, 2018
MSC/Hund/Luckman 2/0 to approve the minutes of September 12, 2018, Regular Meeting of the Water Resources and Operations Committee.
7. HOLIDAY OFFICE SCHEDULE – The WRO Committee reviewed the proposed holiday office schedule and referred to the Board of Directors for approval.
8. ALTERNATIVE MEETING DATE FOR THE NEXT WATER RESOURCES AND OPERATIONS COMMITTEE MEETING DUE TO THE STRATEGIC PLANNING WORKSHOPS ON NOVEMBER 14TH AND 15TH – The WRO Committee discussed with a suggested date of November 8, 2018, and referred to the Board of Directors for approval.
9. STAFF REPORT – GM Sauer and AGM Ban updated the Committee on CIRP, Well 14 and GEO Viewer. A brief discussion followed. AGM Ban will take the Committee members on a tour of the shop after the WRO Committee meeting.
9. ADJOURNMENT –
MSC/Hund/Luckman 2/0 to adjourn the Regular Meeting of the Water Resources and Operations Committee at 11:02 a.m.

Respectfully Submitted

Curt Sauer, General Manager

POSITION	Purchasing & Contracts Technician	CLASS/GROUP	AFSCME
SALARY RANGE	Range 24	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Non-Exempt	REVISION DATE	

SUMMARY

The Purchasing and Contracting Technician is responsible for assisting, planning, organizing, and carrying-out the purchasing, contract administration, vendor management, and inventory control activities in support of the operation of the District. All activities are conducted in compliance with applicable federal, state and/or local regulations and District policy.

DISTINGUISHING CHARACTERISTICS

This position is a journey level position and is distinguished by the need for analytical ability, familiarity with local, State and Federal procurement guidelines; and the ability to work with minimal supervision and direction.

SUPERVISION RECEIVED/EXERCISED

This position receives general supervision from the department head, manager, or supervisor, as assigned. No supervision of others is exercised. This position is expected to participate in the sharing of expert knowledge and as a vital member of various project teams.

EXAMPLES OF DUTIES

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

Essential Functions:

- Act's as the District's representative to communicate and/or coordinate all purchasing, procurement, contract, and inventory related matters.
- Administers and coordinates all facets of District's purchasing program, including but not limited to purchase requisitions, purchase order documents, contract agreements, service agreements, change orders, task orders, and other forms of commitment.
- Reviews purchasing documents for completeness, accuracy, and compliance with policy and procedures.
- Maintains the Districts purchase requisition and order system, eligible vendor list, contractual records, project files, all contract correspondence, contractual changes, status reports, and other related documents.
- Solicits sources of supply, analyzes prices, delivery dates, previous performance, current commitments, and indications of financial responsibility, and recommends the most advantageous vendor.
- Assists with the development and writing of contract specifications, bid documents, request for proposals, and related documents.
- Assists with evaluation and analyses of bids and proposals, and makes recommendations for alternate procurements (e.g. emergency, sole source and competition impracticable).
- Negotiate contract terms and conditions, issue annual Blanket Purchase Orders, Master Purchasing Agreements, and Annual Service Agreements.

- Monitors contracts progress to ensure compliance by interpreting and evaluating contract provisions; makes recommendations for corrective action resulting from vendor inaction or deficiencies; prepares change orders; ensures contract close-out, extension or renewal; and regularly communicates contract status to affected departments.
- Reconciles invoices; resolves invoice, delivery/shipment, and payment dispute discrepancies; and submits invoices in a timely manner for payment processing.
- Oversees and maintains prevailing wage and certified payroll compliance.
- Maintains, monitors, and ensures vendor accounts are in order by identifying vendor type, issuance and collection of W9's, DE 542 reporting, license verification, insurance compliance, and other vendor approval duties.
- Maintains the certificate of insurance management program and ensures all vendor insurance is in compliance with District Insurance requirements.
- Coordinates with Project Managers to direct vendor activity according to vendor compliance status (i.e. notice to proceed, stop work, etc.).
- Establishes and maintains an inventory control system for materials, supplies, and parts required for the efficient operation of the District.
- Maintains perpetual inventory records and compares to inventory on hand; coordinates reorder points; reports periodic usage.
- Administers the District's fixed asset system with tracking/controlling of fixed assets by assigning physical asset tags, conducting periodic counts of fixed assets and valuation reviews, and arranging for disposal options for obsolete items, and assisting with fixed asset audits.
- Prepares regular reports or correspondence on the status of contracts, vendors, vendor insurance, inventory, or other related reports.
- Assists and/or presents purchasing, contracting, and procurement related staff training.
- Interprets policy and procedures, assist with the development and implementation of new policies and procedures regarding procurement, contracts, and related purchasing processes.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work process and work cooperatively and jointly to provide seamless customer service.
- Establishes and maintains cooperative working relationships with staff, vendors, outside agencies, and the public.

MINIMUM QUALIFICATIONS

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

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

Experience:

- Minimum of three (3) years of increasingly responsible experience in procurement, purchasing, and/or contract management.
- Public agency experience highly desired.

Education and/or Training:

- High School Diploma or equivalent.
- Bachelor's Degree from an accredited educational institution in business or public administration, accounting, finance, or closely related field highly desired.

Certificates, Licenses, Registration:

- A Certificate related to acquisitions such as a Certified Associate Contracts Manager, Certified Professional Contracts Manager, Certified Purchasing Manager or Certified Public Purchasing Officer from a nationally recognized organization such as the National Contract Management Association or Universal Purchasing Certification Council highly desired.

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

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Practices, theories, and principles related to procurement;
- Contract administration policies and procedures for informal and formal bids and negotiated contracts;
- Certificate of Insurance monitoring and tracking;
- Prevailing wage requirements and certified payroll compliance;
- Procurement and contracting law;
- Utilization of purchasing documents and processing techniques;
- Inventory Control and purchasing practices;
- Computers, software, and office equipment operation; and
- Microsoft Office Products such as Word, Excel, PowerPoint, and Outlook.

Skill in:

- Effectively use verbal and written communication;
- Managing and executing multiple tasks and meeting deadlines;
- Possessing strong organizational skills;
- Writing and drafting technical documents and professional correspondence; and
- Interacting, establishing and maintaining effective professional, working relationships with District staff and the public.

Ability to:

- Evaluate and analyze information to formulate recommendations;
- Prepare clear and concise reports and establish and oversee monitoring systems for tracking information;
- File alphabetically and numerically; maintain accurate records; retain and recall information, and to proofread for accuracy;
- Adjust to changes in workload and deadlines, and work under pressure of meeting deadlines;
- Exercise independent judgment within given framework or defined parameters;
- Exercise initiative to obtain information necessary to respond to internal/external requests;
- Read, understand, and carryout written and verbal instructions;
- Write clearly using correct grammar, spelling, and punctuation;
- Communicate clearly and concisely, both orally and in writing;
- Work efficiently in teams and independently, while being productive when completing work tasks;
- To proficiently use Windows and Microsoft Office Products such as Word, Excel, PowerPoint, and Outlook;
- Represent the District in a professional manner and; establish and maintain cooperative, respectful, and effective working relationships with those contacted in the course of work including staff, officials, vendors, and the public.
- Ability to type 45 wpm.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 35 lbs.) on a frequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand, walk, and climb on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copiers, and fax machines on a regular basis. Ability to stoop, kneel, and crouch on a frequent basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** The duties of this position require frequent work in an outdoor and shop/warehouse setting.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop/warehouse setting or environment.
- **Fumes/Gasses:** On occasion, the duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected. Noise levels in an outdoor or shop/warehouse setting from machinery or heavy equipment are expected.

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

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

Safety: Follows proper safety practices at all times.

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

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