

Hidden Creek Water Company
Hobble Creek Canyon (left fork)

11-22-09

Job Description: Water Master

The water master position requires a small system certified operator who will act as an independent contractor (no benefits available) and requires 24 hr.-365 day a year availability for system operation and emergency response (coordination with an approved certified "back-up" operator to be on call otherwise) and includes the following responsibilities and tasks:

1. Take monthly meter readings (currently 18 connections with manual read May-Oct months)
2. Prepare and mail customer invoices utilizing Quicken or Quick Book software(18 connected customers and 30 stand-by customers)
3. Make customer payment bank deposits, reconcile monthly bank statements and prepare monthly cash flow and accounts receivable statements for the Board of Directors.
4. Perform delinquent account collection efforts and monthly reporting thereof.
5. Provide info. required for annual utilities report to Public Service Commission.
6. Perform water quality testing (one bac-t sample monthly, two Radium-228 annually, one Nitrate annually, Volatile Organics, Inorganics & Metals, Pesticides, Radionuclides every three years) and deliver to lab.
7. Prepare and mail annual CCR (consumer confidence report)
8. Administer cross-connection program (annual customer testing & reporting, hazard survey, educational info., etc.)
9. Perform sanitary survey every 3 years (next due in 2012)
10. Update source protection plan as required by the Division.
11. Update emergency response plan as required by the Division.
12. Keep current on required CE credits (20 hours every three years)
13. Coordinate and communicate with the Division regarding compliance issues.
14. Meet with the Company Board of Directors on an as needed basis regarding operation of the system.
15. O&M (typical operation and maintenance items):
 - a. Perform weekly site inspection of storage tank (record level) and pump house for proper levels & operation. Coordinate repairs as needed.
 - b. Perform monthly inspection of 2 PRV's (pressure reducing stations). Coordinate repairs as needed.
 - c. Perform hydrant flushing on scheduled program.
 - d. Perform meter tests on scheduled program.
 - e. Perform annual well draw down test.
 - f. Direct & coordinate resources/vendors for water line repairs when needed.
 - g. Coordinate and inspect customer connections and disconnections when needed.
 - h. Coordinate parts inventory recommendations.

Bid One

From: waterdog456@aol.com
Date: December 1, 2009 6:29:05 PM MST
To: TracyTanMac@aol.com
Subject: Bid for water operator

Tracy

I worked for Springville City in the public utilities department (sewer and water) for 31 years. The last 10 years I was their Water Superintendant. I retired this last October.

I have read the water master job description for Hidden Creek Water Company. Assuming that I would not have to pay for any costs to attend conferences, training or ongoing continuing education training required by the State, I would manage the system for a salary of \$1,500.00 a month under an independent contractor status/arrangement. I hope this proposal is agreeable to you. As you well know there is a lot of time involved meeting the State's drinking water requirements regarding testing, compliance, reporting, the billing/invoicing and collections of unpaid accounts, customer complaints/questions/concerns, the time and travel expenses to take samples and get them to the lab, etc.

I look forward to further discussion with you regarding the position. Thanks for your consideration,

Sincerely,

Russell Vest

Bid Two

From: Chris Averett <chris1salem@hotmail.com>
Date: December 2, 2009 12:32:53 PM MST
To: Tracy Tanner <tracytan49@gmail.com>
Subject: Water Master Position

Tracy:

I received your job description for a water master for Hidden Creek Water Company. If I were to accept this position as an independent contractor (with no benefits) I would expect \$30.00 per hour. I would expect the equivalent of 2 hours for every workday that I was to be on call and 3 hours every day on the weekends and holidays. That would equate to \$1,900 a month salary.

This is based on my experience of 10.5 years of work in the industry. Eight years with Springville City and the last 2.5 years with Salem City as the water department Superintendent. I am certified to a grade 4 system operator with the State of Utah.

Thanks,

Chris Averett