

AGENDA

FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING

December 16, 2020 following the regular meeting

**Due to COVID 19 restrictions, this meeting is being held via ZOOM. Meeting ID 963 6983 8109
You can also call in at 1-669-900-6833 Call the office at 336-5263 if you need assistance joining the meeting.**

Mission:

The Fall River Valley CSD is committed to providing quality municipal services to the residents of the Fall River Valley in a reliable, professional, cost effective, and environmentally conscious manner.

CALL TO ORDER

ROLL CALL OF DIRECTORS

PUBLIC COMMENT: Any member of the public may address the Board relating to any matter within the Boards' jurisdiction that is NOT on today's agenda. Pursuant to the Brown Act (Govt. Code Section 54950 et. seq.) action or Board discussion cannot be taken on public comment matters other than receive comments and, if deemed necessary, to schedule the matter on a subsequent Board Agenda.

(A) Action Item

(D) Discussion Item

(I) Information Item

NEW BUSINESS:

- Consider Request for Qualifications for Recreation Management Services (I)(D)(A)
- Consider updated job description and title for Office and Operations Assistant (I)(D)(A)
- Consider updated Pay Schedule for 2020/2021 (I)(D)(A)

ADJOURNMENT

Next Regular Board Meeting January 13, 2021

Request for Qualifications Recreation Management Services

The Fall River Valley Community Services District requests proposals from qualified firms or individuals to provide recreation management services. You are invited to submit a proposal, in accordance with this request, to the Fall River Valley Community Services District no later than 3:00 p.m. On January 7, 2021. Statements may be mailed to FRVCSD, PO Box 427, Fall River Mills, CA 96028 or delivered in person to the District office at 24850 Third Street, Fall River Mills, CA. The Statement of Qualifications must be in the District office no later than the above stated date and time.

The Parks Manager will be responsible for the following:

- *Identification of funding sources, with an emphasis on procurement of grant funding
- *Development of an economic sustainability plan for the parks department that will provide the resource stream needed for the projected life of current and future park facilities
- *Grant administration
- *Coordination of planning, including soliciting public input and cooperating with professional planners to develop work plans
- *Development of working relationships with the appropriate regulatory agencies
- *Soliciting bids and overseeing construction, maintenance, and repair of park facilities
- *Supervising volunteer park personnel, ensuring work is performed safely and efficiently
- *Planning for seasonal variations in resource needs
- *Periodic inspection of all park facilities, including buildings, grounds, and boundaries
- *Coordinating with organizations that will use the park facilities for group events
- *Cooperating with the Fall River Lions Club or its successor in the operation of the park and softball field on Long Street in Fall River Mills
- *Providing a written report to the General Manager and board of Directors at least once per month. Attendance at the regular, once per month board meeting is mandatory.

FRVCSD is an equal opportunity employer.

All proposals must be submitted in a sealed envelope and marked with the following language: "Statement of Qualifications: Recreation Management Services." Proposals will be evaluated on the following: Qualifications (40%,) Experience (40%,) and Capacity (20%.) Proper evaluation requires the following detailed information:

Qualifications: List of qualifications of persons to be assigned to project;

Experience: Information regarding the applicant's experience, including a list of projects previously undertaken, with specific information regarding the types of grants awarded, project activities, and the status of the projects.

Capacity: Identify the number and title of staff assigned to provide services.

Responses that demonstrate the highest value to the District will be contacted for further evaluation.

Fall River Valley Community Services District

Job Description



Job title: Office and Operations Assistant

Work Location: District Office, 24850 3RD Street and Field work in McArthur and Fall River Mills

Division/Department: Administration and Operations

Reports to: General Manager

Part time as needed

Nonexempt

Essential Duties and Responsibilities:

- Answer phone calls in a professional manner, send faxes and general mail
- Perform data entry tasks and enter information into computer database programs
- Perform payroll, billing and accounts payable tasks
- Be available to fill in for the Office Manager as needed
- Perform related duties as assigned by Office or General Manager
- Perform historical water and sewer systems documentation in office and in field
- Maintain compliance with all company policies and procedures

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Computer proficiency, programs and database systems (MS Office – Word, Excel and Outlook).
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Must possess good organizational skills and coordination abilities.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Can perform the payroll cycle.
- Can perform Accounts receivable cycle.
- Can perform Accounts Payable cycle.
- Must be quick to respond to queries, requests and instructions.
- Must have neat and legible handwriting.
- Must work well with the public and possess technical knowledge, problem solving abilities and multi-tasking skills.
- High school diploma or GED required.
- Associate degree preferred, 4 + years' experience in an office setting will be considered.

Physical Requirements:

- Must participate in pre-employment Drug testing, random drug testing, and be drug free on the job.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Must be able to lift and carry up to 25 lbs.
- Must be able to talk, listen and speak clearly on telephone.

Print Employee Name:

Employee signature:

Date:

Fall River Valley Community Services District Pay Schedule for Fiscal Year 2020-2021
Effective 07/01/2020

Job Title	Time	Minimum	to	Maximum
Laborer	HOURLY	\$ 15.00	to	\$ 25.00
Utility Operator	HOURLY	\$ 19.00	to	\$ 32.00
Operations Supervisor	HOURLY	\$ 28.00	to	\$ 47.00
Office and Operations Assistant	HOURLY	\$ 17.00	to	\$ 29.00
Office Manager	HOURLY	\$ 20.00	to	\$ 33.00
Parks Manager	*SALARY	\$ 10,000.00	to	\$ 16,000.00
General Manager	SALARY	\$ 60,000.00	to	\$ 100,000.00

*The board has the option to hire a Parks Manager as an outside contract employee, in lieu of a District Employee.
Adopted by the Board on 12/16/2020