

## CHAPTER 2 ORGANIZATION

### Twain Harte Community Services District Authorized Representative:

General Manager: Scot Moody (See attached Designation of Authorized Agent)

#### A. Roles: (as of February 2011)

1. Operations Manager: Robb Perry (209) 586-4988
2. Operator II: Fred Eldred (209) 586-4988
3. Operator II: Lewis Giambruno (209) 586-4988
4. Operator I: Jason Karney (209) 586-4988
5. FOG Program Coordinator: Collections Department Staff
6. Utility Maintenance/Meter Reader: Doug Hay (209) 586-4988

#### B. Organizational Chart:

See Figure 2-1 for the most current organizational chart

#### Narrative explanations:

1. Board of Directors: Establishes policy.
2. General Manager: Enforces policy, plans strategy, leads staff, allocates resources and delegates responsibility.
3. Finance Officer: Manages accounting, purchasing, secures financing for the District, oversees levying of surcharges and rate increases and reports to the General Manager about financial health of the agency.
4. Operations Manager: Responsible for day to day operations for construction/maintenance, raw water, treated water, meter reading staff, wastewater and fleet maintenance. Manages wastewater collections and operations staff. Oversees operation of collection systems. Also, designated lead for any emergency response efforts.

5. Operator II/ Field Supervisor: Manages construction and maintenance crews. Coordinates emergency repairs. Investigates site conditions. Allocates equipment and labor necessary to complete internal capital improvements. Lead man for field work related to the collection system.
6. FOG Program Coordinator/Operator II: Enforces the wastewater ordinance, oversees the District's FOG program, conducts site inspections of gravity grease interceptors, hydromechanical grease interceptors and oil liquid interceptors and inspects new construction.
7. Operator I: Responsible for lift station monitoring and maintenance, assists in collection system tasks such as flushing and vacuuming. Responsible for tasks such as flushing, camera work, root eradication and investigating causes of blockages, leaks, etc.

**C. Chain of Communication for Reporting SSOs**

See Figure 2-2 for SSO Reporting Flow Chart. A Category I spill is defined as any spill that:

1. Equal or exceeds 1000 gallons; or
2. Results in a discharge to a drainage channel and/or surface water; or
3. Discharges to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

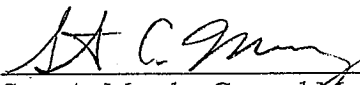


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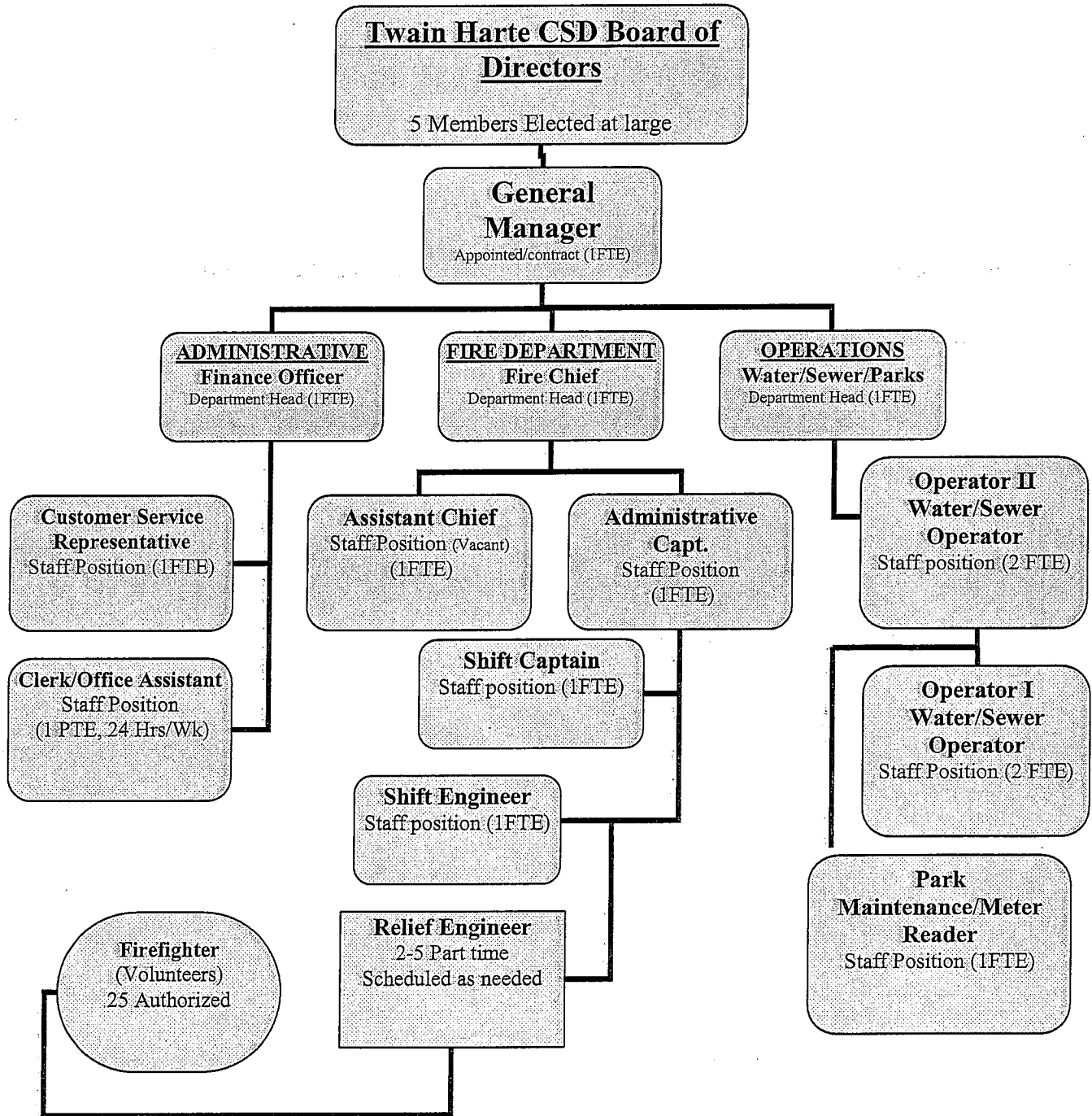
DESIGNATION OF AUTHORIZED AGENT  
And  
LEGALLY RESPONSIBLE OFFICIAL

In accordance with Section J of State Water Resources Control Board Order No. 2006-0003-DWQ Statewide General WDR for Wastewater Collection Agencies; I, Scot A. Moody, General Manager of the Twain Harte Community Services District, hereby designate myself and the District's Operations Manager as the Authorized Agents and Legally Responsible Officials (LRO) for signing and certifying, on behalf of the Twain Harte Community Services District, all reports and/or other information required under the above referenced Order or specifically by the Regional Water Quality Control Board.

  
Scot A. Moody, General Manager

3/8/2011  
Date

**FIGURE 2-1  
CURRENT ORGANIZATIONAL CHART**



**FIGURE 2-2  
SSO REPORTING FLOWCHART**

