



AGENDA

Please turn off all cell phones while meeting is in progress.

STALLION SPRINGS COMMUNITY SERVICES DISTRICT
27850 STALLION SPRINGS DRIVE, TEHACHAPI, CA 93561

BOARD OF DIRECTORS REGULAR BOARD MEETING
TUESDAY, September 17, 2019 @6:00 PM

NOTICE OF TELECONFERENCE:

The following Director will participate in the Board Meeting via teleconference at the location listed below:

TELECONFERENCE LOCATION:

Director Dewell, 525 ASPEN WAY, GERLACH, NV. 89412. (775)532-2810

- 1) **Flag Salute**
- 2) **Call to Order**
- 3) **Roll Call:**

Directors present:
Directors absent:
- 4) **Reserved for President's Comments and Addendum.**
- 5) **BOARD MEMBER ITEMS** – This portion of the meeting is reserved for Directors to present to the Board and to the public, information, announcements and items that have come to their attention. No formal action will be taken. A Board member may request that an item be placed, for consideration, at a future Board meeting.
- 6) Approval to purchase a 1,2,3 TCP Carbon Absorption Vessel at a cost not to exceed \$130,000 to be paid by Capital Water Contracts.
- 7) Approval to add a job description to Stallion Springs CSD entitled "General Manager Trainer."

- 8) Approval of the August 20, 2019 Special and Regular Board Meeting Minutes.
- 9) Approval of Checks for August 2019 and the CalPERS Retirement Payments.
- 10) Financial Reports.
- 11) Police Report.
- 12) General Manager's Report.
- 13) **PUBLIC PRESENTATIONS** – This portion of the meeting is reserved for persons desiring to address the Board on any matter not on this agenda and over which this Board has jurisdiction. “Please be advised however, the Brown Act prohibits action on items that are not listed on the Agenda, or properly added to the Agenda under the provisions of the Brown Act. The Board may set such items for consideration at some future Board meeting.” Speakers are limited to three (3) minutes. PLEASE STEP TO THE PODIUM TO MAKE YOUR PRESENTATION. STATE YOUR NAME AND ADDRESS FOR THE RECORD, before making your presentation. Thank you.
- 14) Motion to adjourn.

ADA compliance statement: In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the General Manager, David Aranda, at 661-822-3268. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Posted September 13, 2019



STALLION SPRINGS COMMUNITY SERVICES DISTRICT

27800 STALLION SPRINGS DRIVE, TEHACHAPI, CA 93561
(661) 822-3268, FAX (661) 822-1878, sscsd@stallionspringscsd.com

AGENDA SUPPORTING INFORMATION

Agenda #6

Subject: Approval to purchase a 1,2,3 TCP Carbon Absorption Vessel at a cost not to exceed \$130,000 to be paid by Capital Water Contracts.

Submitted by: David Aranda, General Manager

Meeting Date: September 17, 2019

Background: About the time that the Board approved the purchase of the Bornt Property, the Board also approved purchasing a Carbon Absorption Vessel for CV Well #2.

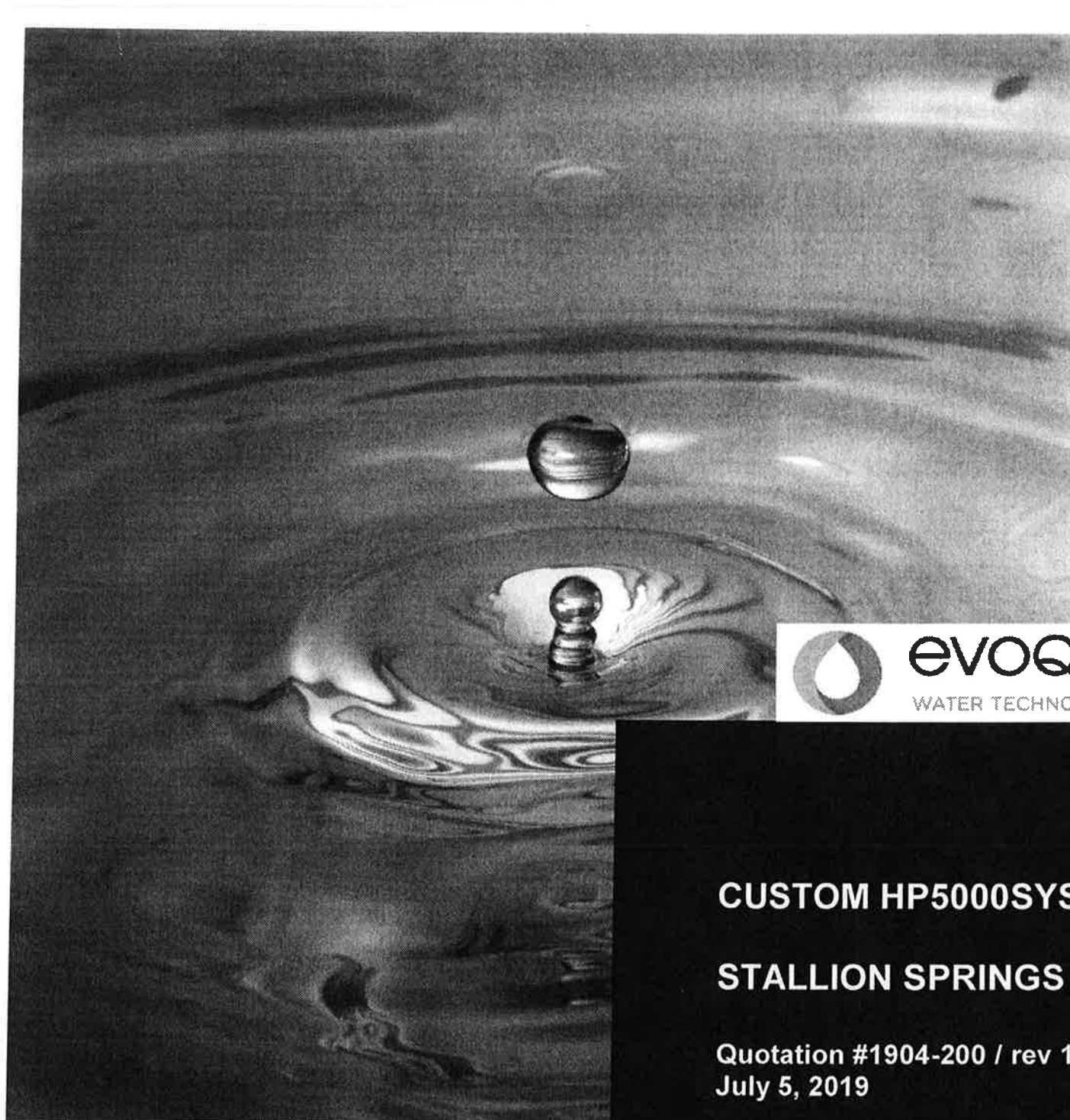
CV Well #2 was found to have very small amounts of 1,2,3 TCP in the water and without filtering that contaminant out the District would be in violation of the drinking water served to the community.

The approved purchase of the Carbon system was put on hold for two reasons. First, the original specifications and pricing were incorrect and second; staff thought it would be best to see if the testing on CV Well #1 would allow us to figure out the validity of blocking off the contaminants in CV Well #1 for potable water use.

The District used an engineer to provide bid specifications for a Carbon Vessel meeting the needs of water produced by CV Well#2 and received two bids.

The District also had a zoning test done on CV Well #1 and found that the nitrate and perchlorate are throughout the Well and thus the ability to control a specific zone of water being blocked will not work.

Recommendation: Approve the purchase of a Carbon Vessel that will be connected to CV Well #2 and filter out 1,2,3 TCP for potable water use at a cost not to exceed \$130,000 from Capital Water Contracts.



eVOQUA
WATER TECHNOLOGIES

CUSTOM HP5000SYS

STALLION SPRINGS

Quotation #1904-200 / rev 1
July 5, 2019



July 5, 2019

W3i Engineering
Attention Terry Schroepfer, P.E.
Tschroepfer@W3eing.com

Subject: 1,2,3 TCP Carbon Adsorption Vessels

Dear Terry,

Evoqua Water Technologies, LLC (Evoqua) is pleased to provide you with this proposal for your vessel delivery and carbon changeout services. Based upon your project parameters and site layout, this proposal provides a detailed description of our on-site services and carbon reactivation services.

Our spent carbon changeout pricing includes disposal or reactivation of your spent carbon at one of our state-of-the-art reactivation facilities. Our three reactivation facilities are in complete compliance with all federal, state, and local permits, and disposal of the spent carbon via reactivation provides a 'green' disposal method that eliminates the generator's liability for the spent carbon.

Our experience in activated carbon services dates back over thirty years, and through Evoqua we can provide the stability, resources, and experience to address your long-term requirements for carbon services. Our activated carbon and services offering includes the following:

- State of the art research and development center, including state certified carbon testing laboratory
- Custom isotherm modeling program to calculate carbon usage rates
- Full line of high quality virgin coal-based and coconut-based carbons, all certified through our QA/QC program
- Full line of pre-engineered adsorption equipment for sale or rental
- Quick response, full turnkey services
- RCRA approved spent carbon reactivation facilities
- Regional service branches located across the country

Should you have any questions regarding this proposal, please do not hesitate to contact me. Evoqua looks forward to working with you to meet your project goals, and we thank you for your continued interest in our products and services.

Sincerely,

Bailey Nelson
Evoqua Water Technologies, LLC
Phone: 562-228-8796
Email: bailey.nelson@evoqua.com

1.0 DESIGN CRITERIA

The system treatment flow will be 180 gpm and provide 1,2,3 TCP reduction based upon the following inlet conditions. While equipment provided will be typical for use in drinking water applications, the system itself is not NSF certified for use in potable applications. Client will need to evaluate suitability of equipment for use in this application.

Source: Stallion Springs Community Services District and Evoqua

Flow Information	
Maximum Operating Pressure	150 psi
Operational Flow Rate	180 gpm
Operational Schedule	24/7
Daily Volume (ave)	259,200 gallons

Feed Water Quality Information*		
Constituent	Units	Feed Water Design Basis
Chloride (Cl)	ppm	< 250
pH	Standard Unit	6.5 to 8.5
Turbidity	NTU	<1.0
Temperature range	°F	50 - 80
TOC	ppm	< 1*
1,2,3-TCP	ppt	9

*Note: Exceeding the above levels, and/or presence of unusual or anomalous constituents in the feed water, not identified in the water analysis provided as summarized above, will void equipment warranty.

For identified organics, we estimate 11 lbs of GAC per day. Please note that is only an estimate and no throughput or performance warranty is provided with this offering:

Evoqua Water Technologies recommends (1) Custom HP5000SYS Systems operated in lead/lag configuration. The HP5000SYS is comprised of two 6' diameter vessels designed for 150 psig at 140°F with a 4" diameter epoxy-lined carbon steel piping manifold. The piping manifold is valved with butterfly valves for lead/lag or parallel operation with separate connections for influent, effluent, and backwash out. The HP5000 System will contain 10,000 lbs of AC1230C granular activated carbon, 5,000 lbs per vessel. Please reference attached product data sheets for more information.

1.1 GENERAL INFORMATION

Additional inorganic data (TDS, alkalinity) needs to be evaluated as well to determine the scale potential of the water. It is possible that acidification upstream of the GAC bed may be required to reduce scaling potential. No chemical feed system has been included in this proposal.

Please note that with all GAC, there will be an initial pH spike when the GAC is placed upon line. This will be mitigated as the GAC is rinsed. The duration of this spike is specific to the water quality being treated but should be considered in the overall treatment scheme.

2.0 MAJOR COMPONENTS

Major mechanical components include:

- (1) Custom HP5000SYS system designed for 150 psi with epoxy lined manifold
- Initial fill of 10,000 lbs of AC1230C granular activated carbon
- Freight to the jobsite
- One half-day for start-up and training. This is limited to 1 trip, 4 hours on site. Additional service time can be provided at a per diem rate.

3.0 SYSTEM PRICING

One (1) Custom HP5000SYS System	
Supply of (1) custom HP5000SS Aqua-Phase Carbon Adsorption System with (2) vessels and interconnecting manifold.	\$103,257
10,000 lbs AC1230C Carbon	
Supply and installation of 10,000 lbs AC1230C Carbon. Customer to provide disinfection of vessels prior to installation. (\$1.76/LB, includes installation labor)	\$17,617
Freight to Site	
Freight of all equipment to site.	\$3,434
Start-Up	
Includes one half-day of labor.	\$1,926
Service Pricing	
GAC Exchange (Per Vessel)	
2 Evoqua OSHA Trained Technicians to conduct service on-site. Vacuum 5,000 lbs of spent carbon from the empty vessel and transport to our reactivation facility in Red Bluff, CA. 5,000 lbs of carbon will be vacuum filled back into your adsorption vessel.	\$13,267
Non-Hazardous Spent Carbon Analytical / Profiling Fee	
One-time charge to complete profiling and approval for spent carbon return at Evoqua's reactivation facilities	\$450

\$ 126,234

Please note that while equipment has been offered for capital purchase, Evoqua can offer this equipment on a rental or rent-to-own basis if requested.

Notes on Exchange Fee Above:

- Exchange service includes 2 OSHA Trained field service technicians on-site for 3.5 hours. Any additional demurrage due to the customer or additional site time beyond this time will be billed at \$185.00 per hour. Demurrage begins at sign in at the gate and ends with the customer's approval to begin work.
- Service truck must have access within 25 feet of the adsorber(s).
- Fee is contingent upon work being performed in level "C" or "D" PPE.
- Adsorber manway / connection for carbon removal / fill is a minimum 4" opening.
- Overhead clearance above the adsorber is a minimum of 4 feet.
- Spent carbon must be free-flowing and free of foreign contaminants or debris.

4.0 COMMERCIAL TERMS

Delivery

- Drawings for approval 4 weeks after acceptance of purchase order by Evoqua
- Shipment 14-16 weeks after approval of drawings

Also, please note:

- Evoqua's price does not include, and Evoqua shall not be responsible for, any taxes, permits, tariffs, duties or fees (or any incremental increases to such taxes, permits, tariffs, duties or fees enacted by governmental agencies) unless specifically agreed herein or otherwise by Evoqua in writing.
- Spent carbon disposal / reactivation service is contingent upon profile approval completion (typically 5-10 business days upon receipt of representative spent carbon sample and Spent Carbon Profile Form).
- Pricing is valid for fifteen (15) days from the date of this proposal. For pricing beyond this period, Evoqua reserves the right to escalate pricing to reflect the current cost of steel. If requested, this can be accomplished by escalating pricing based upon a mutually agreed upon PPI index to be determined.
- Payment terms are net 30 days with approved credit.
- Evoqua has not considered any client specifications in the preparation of this proposal. Equipment quoted will be provided in complete accordance with Evoqua internal standards only.
- Please note that no throughput or performance warranty is provided with this proposal.
- Please note that site preparation is not included in the scope of this service. In the event that a concrete pad is unavailable or unfeasible, Evoqua recommends the carbons systems be placed on steel plates to create an even and protected surface.
- Please note that the customer should add an anti-siphon loop following this system.

5.0 ATTACHMENTS

Scope of Supply Checklist

Standard Terms and Conditions

Reference Sheet

AC1230C Product Bulletin

PV5000SYS General Arrangement Drawing

Please note that while the dimensions are the same, the materials of construction are changed to allow for 150 psi maximum pressure.

SCOPE OF SUPPLY CHECKLIST

No	Work Scope Item	Others	Evoqua
1	Equipment system(s) as proposed herein		X
2	Equipment quality assurance check on site		X
3	Site(s) for the Evoqua Water Technologies LLC equipment/facility that comply with the requirements of the hydraulic profile, process flow, or special design requirements	X	
4	Permanent electrical services terminated at the control panels or instruments within the Evoqua Water Technologies LLC equipment/facility battery limit(s). Voltage & amperage TBD as specified by Evoqua Water Technologies LLC	N/A	
5	Valved supply of temporary pump test water to the Evoqua Water Technologies LLC equipment/facility battery limit(s), if applicable	X	
6	Discharge of effluent water(s) such as process return, outfall, wastewater, or sewer tie-in within the Evoqua Water Technologies LLC equipment/facility battery limit(s).	X	
7	Valved supply of permanent compressed and/or instrument quality air and/or potable water to the Evoqua Water Technologies LLC equipment/facility battery limit(s). Volume & pressure TBD.	N/A	
8	Instrumentation field calibration	N/A	
9	Supply and installation of piping to Evoqua Water Technologies LLC provided equipment boundary	X	
10	Supply of Interconnecting isolation valves, check valves, control valves, etc. between systems		X
11	Offloading of vessels and piping, installation of vessels and Evoqua Water Technologies LLC supplied piping	X	
12	Supply of loose instrumentation in between equipment components	N/A	
13	Wiring of loose instruments to junctions boxes and/or control panels	N/A	
14	Interconnecting conduit and wiring between unit components and existing power and control distribution	N/A	
15	Field testing of unit assemblies	X	
16	Manuals (2)		X
17	Chemical sanitization, qualification	X	
18	Initial load of GAC		X
19	Initial TCLP of spent carbon	X	
20	Anti-Siphon Loop	X	
21	Grounding of Evoqua Water Technologies LLC provided equipment	X	



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AGENDA SUPPORTING INFORMATION

Agenda #7

Subject: Approval to add a position to the Stallion Springs CSD, "General Manager Trainer"

Submitted by: David Aranda, General Manager

Meeting Date: September 17, 2019

Background: Attached is the Job Description outlining the requested position. The purpose behind this request is twofold.

First, it is probably time for the District to advertise for a full time General Manager. I thought it might be advantageous to advertise for a trainee, a person that would be hired at less pay and be trained by me, the specifics of the job as a General Manager for Stallion Springs.

Second, CalPERS requires that a retiree in a part time position not hold that position for more than two years. CalPERS does allow that same person to remain with the same agency providing that the job title changes.

With approval of this Job Description the General Manager will write up an ad and look for a General Manager Trainee.

Recommendation: Approval the job description of "General Manager Trainer" to the Stallion Springs Organization Chart.

Stallion Springs
Community Services District
Job Description



Job Title:	General Manager Trainer	REPORTS TO:	Board of Directors
Hours of Work:	Various	Schedule:	Flexible
Location:	District Office	Travel Required:	As needed
Level/Salary Range:		Position Type:	Part Time/Salary
HR Contact:		Date posted:	
Applicant(s):		Posting Expires:	

Applications Accepted By:	
PHONE OR E-MAIL: (661) 822-3268	MAIL: Stallion Springs Community Services District 27800 Stallion Springs Drive Tehachapi, CA 93561

Job Description

GENREAL DESCRIPTION
Under administrative direction of the Board of Directors, provides confidential support and training for the General Manager in training, enabling them to manage and direct the daily activities of Stallion Springs Community Services District. Trains & Helps plan, organize, and coordinate District operations and services in the following divisions: Administrative Services and Finance, Engineering, Maintenance and Operations. Represents and acts on behalf of the Board of Directors in training the General Manager in training to communicate to staff and others, and performs related duties as required. Ensures that all work is performed in a safe manner, and all facilities are maintained in a safe condition and trains the General Manager in Training to do the same. Takes responsibly for executing actions needed to support the General Manager in the overall success of the District. Provides highly complex training to the General Manager in training, including processing the Board of Directors' timesheets and reimbursement requests, screens incoming calls and mail; types various memos, reports, correspondence and documents. Provides other training for a wide variety of assignments related to administrative support of budgets, contracts, research projects, and department programs.

GENERAL CHARACTERISTICS
The General Manager Trainer is characterized by the responsibility to train the General Manager in training, the overall management of activities, as well as clerical support as related to the District through managers and staff; coordinates assigned activities, and assists with support in accordance with directors.

SUPERVISION EXERCISED AND RECEIVED
Exercises considerable discretion and independent judgment in the coordination and prioritization of duties and responsibilities. General supervision is provided by to the General Manager in Training.

EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS

Stallion Springs

Community Services District

Job Description



-
- Trains the General Manager in Training to manage and direct the day-to-day activities to achieve overall successful performance of the District.
- Assists the General Manager in Training in maintaining calendars and schedules and/or coordinates meetings, seminars, conference registration, and training sessions for staff; acts as meeting secretary including preparing agendas and informational packets, and setting up the room.
- Under direction from the Board of Directors, the General Manager Trainer supervises responsibilities in accordance with the organization's policies and applicable laws. Directly supervises the organizational chart positions and others as assigned, as well as provide direction to the GM Trainee to perform this task in the future.
- The General Manager Trainer directs all office services to include customer service, parks and recreation and code enforcement (CCR's), and trains the GM Trainee to do the same.
- Trains the GM Trainee to maintain the SSCSD's Records Management Program
- Trains the GM Trainee to ensures compliance with the California Public Records Act in response the requests for public records.
- Trains to GM Trainee to develop, plan, and implement goals and objectives consistent with the Agency's mission, vision, strategic plan and key performance measures; utilizes performance planning techniques to identify, establish, achieve, and measure progress towards meeting these goals and objectives.
- Trains the GM Trainee to do the duties of the General Manager in the absence of the General Manager Trainer.
- Helps establish and ensure that safe working conditions are maintained and trains the GM in Training to do the same.
- Prepares and recommends new policies and procedures to the General Manager in Training; reports on the effectiveness of established policies and procedures to the Board of Directors, and recommends improvements and revisions.
- Trains the GM Trainee to coordinates operational activities of multiple departmental functions; ensures that the District complies with changing regulatory requirements and trains the GM in Training to do the same.
- Trains the GM in Training to Identify, select and oversee the services of consultants and contract service providers as required.
- Trains the GM in Training to analyze work programs; conduct studies of systems and procedures; evaluate divisional and departmental policies and rules, and formulates improvements; Trains the GM in Training to develop and adapt work methods to meet changing needs to improve efficiency.
- Trains the GM in Training to work collaboratively with management staff to establish District procedures, business processes and other services and activities. Provides support for these processes.
- Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, postage meters, facsimile machines, and multi-line telephones; may operate other department-specific equipment.

Stallion Springs

Community Services District

Job Description



- Exercises the use of good communication skills to represent the District and Train the GM in Training to engage interested parties at meetings and hearings of the Board of Directors, District Boards, and other groups or agencies; and participates in public meetings/hearings in order to clearly present the District's position, provide information and clarification, and to receive input from interested parties, as well as train the GM in Training on these kinds of meeting procedures.
- Gives the GM in Training assistance with inter-agency coordination, planning and response, including emergency or disaster related events.
- Trains the GM in Training in how to prepare, assemble and distribute Board meeting agenda and materials as well as, taking meeting minutes; Advises of Postings schedule, etc.
- Trains the GM in Training to compose various types correspondence, memorandums, reports, and forms, etc.,
- Trains the GM in Training to schedule appointments, meetings and transportation/lodging for staff;
- Attends meetings and trains GM in Training on taking minutes via shorthand or recorded dictation;
- Trains GM in Training to prepare and/or process documents and records, including timesheets and claim vouchers, etc.;
- Trains GM in Training on proper procedures in maintaining accurate and up to date office files, recording and logging and developing different tickler files, logs, accounts and other types of files for current and accurate information;
- Other duties as assigned.

KNOWLEDGE OF

- Modern principles, practices, and methods of public administration and general management; supervision and performance management.
- Budget and fiscal management; effective communication, facilitation, and teambuilding.
- Applicable federal, state, and local laws, rules and regulations pertaining to public agencies and the services of the District.
- Principles of effective communication, public relations, and partnership with elected officials, District staff, outside government agencies, individual members of the public and community.
- Water and Wastewater utility operations and maintenance, including federal, state and local agencies which must coordinate work with the District; environmental regulations; citizen and public interest groups dealing with water and wastewater.
- Design, construction and maintenance of public works, water resources, and other public projects.
- Principles and practices of data collection and report preparation.
- Current methods and techniques used in preparing Board meeting agendas, postings and distributions;
- Computer database programs, desktop publishing and word processing in currently used programs such as Microsoft Outlook, Word, Excel and Adobe;
- Basic operation of audio and visual devices and/or software used for meetings and transcription;

Stallion Springs

Community Services District

Job Description



- Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions.

ABILITY TO

- Provide effective leadership, management and oversight of assigned responsibilities.
- Manage, supervise, train and evaluate assigned staff.
- Inspire District staff at all levels to work cooperatively and effectively and to create a culture of integrity, respect and excellence.
- Analyze a variety of administrative and organization problems, make sound policy and procedural recommendations, and adopt an effective course of action.
- Communicate clearly and concisely, both orally and in writing with the General Manager, members of the Board of Directors, government agencies, facility users, independent contractors, vendors, SSCSD personnel and the public. Make effective public presentations.
- Properly interpret and make decisions in accordance with relevant laws, regulations, and policies.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Think critically and exercise independent judgment in fairly routine situations such as scheduling meeting and making conference/travel arrangements.
- Analyze administrative problems and a variety of programs, systems and procedures; develop goals, objectives, and performance measures consistent with District mission, vision, and strategic plans.
- Effectively assemble, organize, and present reports containing alternative solutions and recommendations.
- Comprehend a variety of reference books and manuals including computer manuals, the Brown Act, City Clerk's handbook, personnel handbook and policies and procedures;
- Plan, organize, and successfully implement complex projects and assignments.
- Prepare letters of correspondence, memos, staff reports, Board Agenda, minutes, resolutions, and travel requests using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Establish, maintain, and foster positive and effective working relationships with customers, vendors, employees, supervisors and directors at all times.
- Standard office equipment.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, engineering or a High school diploma and equivalent experience in related fields. It is highly desirable to also possess skills in the areas of finance management, Public Administration, Human Resource Management, or other disciplines strongly related to the position of high-level management at the District. Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying

Stallion Springs
Community Services District
Job Description



at the sole discretion of the District.

Experience: Three years of increasingly responsible managerial level experience in executive or confidential administrative secretarial work that can be directly related to the duties and responsibilities prescribed for the class of Assistant to the General Manager/Clerk.

License: Possession of and ability to maintain a valid California Class C driver's license and maintain a satisfactory driving record.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in an office environment, with moderate noise levels and controlled temperature conditions. There may be occasional exposure to outdoor conditions of inclement weather, noise, dust and potentially hazardous materials.

Standing in work areas and walking between work areas may be required. The position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination using a computer keyboard. Specific vision abilities required by this job include close vision, distance, color vision, peripheral vision, depth perception, and ability to adjust focus. Acute hearing is required when providing phone and personal service. The employee must regularly lift, drag and/or push up to 30 pounds. The employee may be exposed to dust and/or other allergens. The employee works in an environment of frequent interruption and changing workload/assignments. The employee will occasionally be required to climb, balance, and walk on uneven surfaces. This position requires driving a personal or District vehicle. Attendance at off-hour meetings and occasional travel may be required.

Physical Requirements:

- **Mobility:** frequent use of keyboard; frequent sitting at desk and in meetings for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; occasional pushing, pulling or lifting up to twenty (20) pounds;
- **Vision:** Constant use of overall vision; frequent writing and typing; frequent grasping, holding and reaching; frequent operation of office equipment, computers and clerical supplies;
- **Hearing/Talking:** frequent hearing and talking in person and on the phone;
- **Emotional/Psychological:** frequent public and/or coworker contact; occasionally works alone;
- **Driving:** ability to use fine and gross motor coordination for driving.

Reviewed By:		Date:	
Approved By:		Date:	