

July 25, 2016

Management of Crestline Village Water District,

I am very excited to learn that the position of Temporary Assistant General Manager has become available. I respectfully request that you give my candidacy for the position careful consideration based on my experience, many achievements and years of dedicated service to my Community and the Public Water Utility.

I have been an employee of Lake Arrowhead Community Services District since I began my career on March 1st 1991. I worked as a Maintenance Worker for four years learning the distribution system, performing repairs and installation of domestic potable water system and appurtenances. During this period of time I attended the University of California Riverside where I completed a course in Cross Connection Control and Prevention. When time permitted, I was trained and worked on an "as needed fill in basis" in the daily operation of the district water treatment plant and water pumping stations.

In March of 1995 I transferred to the Operations Division of Lake Arrowhead Community Services District. I continued my career now focusing on the field of wastewater treatment. I attended San Bernardino Valley College with my main course of study residing in the field of water and wastewater treatment. I became a journeyman level Wastewater Treatment Plant Operator with intimate knowledge of the workings of the Grass Valley and Willow Creek Wastewater Treatment Plants. I performed most of the preventive maintenance and repairs of the plants, while working in all capacities of this challenging field. I earned a Grade 3 Wastewater Treatment Plant Operator certification issued by the State Water Resources Control Board. Due to my previous experience in the water treatment field, when a vacancy occurred, I was selected to work in the capacity of Water Treatment Plant Operator. I now took the opportunity to expand my knowledge in the field of potable water treatment and achieved a Grade 3 Water Treatment Plant Operator Certification issued by the California Department of Health Services.

In 1997 the Operations Division of Lake Arrowhead Community Services District began a cross training program. I was the first operator selected to be cross trained. Under the position title of Operator II, I began working in the Mechanical Maintenance Department of Lake Arrowhead Community Services District. With my extensive background in the field of pumping and hydraulics, I had a natural talent for understanding the water and wastewater pumping system. In 1998 I was promoted to the position of Process Mechanic. I have taken this position to a level never before seen in the district. I earned my California Water Environment Association Grade 4 Plant Maintenance Certification, a California Water Environment Association Grade 4 Collection Maintenance Certification and a State Water Resources Control Board Grade 4 Water Distribution Operator Certification. I assumed the responsibility of the daily operation and maintenance of the district's 20 water pumping stations and 20 wastewater pumping stations along with the repair and maintenance of the process and pumping equipment at the two water treatment plants and two wastewater treatment plants. I have supervised the operations and maintenance staff assigned to the Mechanical Maintenance Department, training staff in confined space entry, industrial rigging and lifting and CPR/First Aid. I have taken on the tasks and responsibilities for a multitude of capital improvement projects including the design and installation of 11 emergency

standby generators at district water pumping stations and facilities and the replacement of 13 emergency standby generators at the district wastewater pumping stations. I facilitated the replacement of the wastewater pump station underground fuel storage tanks, complete with planning and design, working with the San Bernardino County Fire Marshalls Office on permitting and specification requirements, coordinating with the Arrowhead Lake Association and outside contractors with the physical removal and proper disposal of the old tanks and the installation and permitting of the new above ground tanks. I continue an ongoing working relationship with the South Coast Air Quality Management District maintaining existing permits through inspection and compliance, and acquiring new permits as needed for the district emergency standby generators. Over the past 15 years I have worked diligently to improve the efficiency and reliability of the district water and wastewater pumping system and the district treatment facilities. I have made many public and professional contacts and take great pride in my public relation skills and in the way that I represent the district.

I was elected to the position of Director for the Crestline Village Water District in 1997 where I have had the pleasure of serving my community for 16 years. I have had the great opportunity to learn and experience the management side of a public utility system dealing with personnel issues, budgets, employee compensation, state water regulations, water system master plan revue, and the interview and hiring process of the District General Manager. I took a 3 year leave of absence from this position in 2010 and was appointed to fill the remaining term of a vacating director. In December of 2015 I was elected to the position of President of the Board of Directors. I look forward to serving my community for many more years.

I was elected to the office of President of the Utility Workers Union of America Local 557 in January 2011. I have worked tirelessly in this position dealing with everything from employee termination to mass layoffs and the following grievance and arbitration proceedings. I have worked with the district to facilitate the successful negotiation of the union's current contract. I am proud to say that all of the employee and district issues that I have dealt with have resulted in a mutually beneficial resolution. I have focused heavily on unification and the relationship between the district employees and the district striving to bring all employees together as one cohesive unit. In the 5 years that I served as the leader of the union, I feel that I have gained the respect of the employees, management and the board of directors.

In closing, I would like to thank you for this opportunity to serve in a capacity that will continue to make Crestline Village Water District the leading water utility in our local mountain community. I know that my 27 years of experience in the maintenance and administration of a public water and wastewater utility, along with the necessary foresight, troubleshooting and people skills makes me the candidate of choice. I have the motivation and the ability to keep this district moving in a positive direction.

Sincerely,



Alan E. Clanin

PERSONAL INFORMATION

DATE _____

NAME (LAST NAME FIRST) Clanin Alan Edward			SOCIAL SECURITY NO. 556— 39 —6223	
PRESENT ADDRESS 420 Dunant Dr		CITY Crestline	STATE Ca	ZIP CODE 92325
PERMANENT ADDRESS P.O. Box 4506		CITY Crestline	STATE Ca	ZIP CODE 92325
PHONE NO. (909) 338-3802		REFERRED BY Karl Drew		

EMPLOYMENT DESIRED

POSITION Temporary Assistant General Manager		DATE YOU CAN START 10/24/2016	SALARY DESIRED Negotiable
ARE YOU EMPLOYED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	WHERE?	WHEN?	

EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL Mary Putnam Henck Lake Arrowhead	3	Yes	General
HIGH SCHOOL Rim of the World Lake Arrowhead Ca	4	Yes	General
COLLEGE San Bernardino Valley College UC Riverside		No	Water Science
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS Water Treatment, Wastewater Treatment, Water Distribution,	
Retired Certified Scuba Diving Instructor, Retired First Aid / CPR Instructor,	
U.S. MILITARY OR NAVAL SERVICE	RANK

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM 03/1991	Lake Arrowhead CSD 27307 St Hwy 189 Blue Jay, Ca 92317	85,000.00		Currently Employed
TO Present				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS KNOWN
Gayle Butler 909 336-7801	27321 North Bay Rd Blue Jay Ca 92317	Union Bank	18
Carl Wood 951 567-1199	1300 L St Washington DC	Utility Workers Union of America	6
Steve Guiderro 909 499-8232	715 Mozumdar Dr Cedarpines Park Ca	Realtor Crestline Sanitation	4

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE 08-15-16 SIGNATURE 

INTERVIEWED BY _____ DATE _____

DO NOT WRITE BELOW THIS LINE

REMARKS

NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED: 1. _____ 2. _____ 3. _____
EMPLOYMENT MANAGER DEPARTMENT HEAD GENERAL MANAGER

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Alan E Clanin

Profile

I have lived in our mountain community since 1976. I am a hard working highly motivated individual with over 27 years of experience in a public water and wastewater utility. Throughout my career I have worked in almost every aspect of this field, from a Maintenance Worker operating a shovel, to President of a Board of Directors overseeing the operation a water district.

Experience

March 1998 to Present Lake Arrowhead Community Services District Lake Arrowhead, CA

Sr. Process/Equipment Mechanic

- The district's only two time recipient of Department Employee of the Year. 2000 and 2015.
- Responsible for the daily operation and maintenance of the district's 20 water pumping stations and 20 wastewater pumping stations
- Responsible for the maintenance and repair of the district's water and wastewater treatment plant process and pumping equipment.
- Duties include but are not limited to record keeping, data recording, permitting and completion of capital improvement projects and repairs.
- Supervision of district operations and maintenance personnel assigned to the Mechanical Maintenance Department and Operations Division projects.
- Representing the district and maintaining a professional knowledgeable relationship while dealing with the community, contractors and regulatory agencies.
- Responding to emergency situations and taking responsibility of personnel, repairs and remediation as needed.
- Training of district personnel in all safety practices including but not limited to confined space entry, industrial rigging and lifting and CPR/ First Aid.
- Modern office practices, methods and modern computer equipment.
- Computer applications related to the water utility field.
- Advanced System Control and Data Acquisition.
- General knowledge of applicable Federal, State and local laws, codes and regulations related to the water and wastewater industry.

March 1995 to March 1998 Lake Arrowhead Community Services District Lake Arrowhead, CA

Operator II

- Operation of the district water and wastewater treatment plants, dosing chemicals, taking water samples, solids handling and transportation to disposal sites, reading gauges, recording data, interpreting water and wastewater quality and troubleshooting water and wastewater treatment issues.
 - Preventive maintenance and repair of water and wastewater treatment plant process equipment and machinery.
 - Preventive maintenance, repair and operation of the district water and wastewater pumping stations.
-

Alan E Clanin

March 1991 to

March 1995

Lake Arrowhead Community Services District

Lake Arrowhead, CA

Maintenance Worker II

- Repair and installation of water mains, services, hydrants, facilities and pumping systems.
- Operation of the district water treatment plants, dosing chemicals, taking water samples, reading gauges, recording data, interpreting water quality and troubleshooting water treatment issues.
- Preventive maintenance, repair and operation of the district water pumping stations.

January 1997-2010,

Crestline Village Water District

Crestline, CA

January 2013- Present

Director

- Elected President of the Board of Directors in December 2015.
- Administrative principles and practices, including program development, implementation and evaluation of projects.
- Evaluating, interviewing and appointing a General Manager.
- General principles and practices of budget administration.
- General knowledge of applicable Federal, State and local laws, codes and regulations related to a public water utility.
- Principles and practices of contract administration and evaluation.
- General principles of risk management and safety practices related to a public water utility.
- Techniques for effectively representing the district in contracts with government agencies, community groups and various business, professional and regulatory organizations.
- Techniques for dealing effectively with the public, vendors, contractors and district staff.

January 2011 to

Utility Workers Union of America Local 557

Lake Arrowhead, CA

December 2015

President

- This is an elected volunteer position responsible for the representation, administration, organization, and unification of the bargaining unit employees of Lake Arrowhead Community Services District.
- Facilitation of union membership meetings, elections and special events.
- Negotiation and guardianship of the Memorandum of Understanding.
- Representative of employees regarding compensation, working conditions, disciplinary actions and legal representation.

Certification

- State Water Resources Control Board Grade 4 Water Distribution Operator
- State Water Resources Control Board Grade 3 Water Treatment Plant Operator (pending SWRCB approval)
- State Water Resources Control Board Grade 3 Wastewater Treatment Plant Operator
- California Water Environment Association Grade 4 Plant Maintenance Technologist (highest grade available covering mechanical maintenance and electrical instrumentation).
- California Water Environment Association Grade 4 Collection System Maintenance (highest grade available).
- State of California Commercial Class A Driver's License
- Scuba Diving International Certified Instructor (retired)
- EMS Safety Services CPR/First Aid Instructor (retired)

Alan E Clanin

References

Gayle Butler
Union Bank Assistant Vice President Branch Manager
27321 North Bay Road, Blue Jay Ca, 92317
(909) 336-7801

Carl Wood
Utility Workers Union of America
Director of Regulatory Affairs
1300 L Street, NW # 1200
Washington, DC 20005
(951) 567-1199

Steven Guidero
Steve Guidero Enterprises LLC
715 Mozumdar Dr,
Cedarpines Park Ca 92322
(909) 499-8232



Performance Appraisal

Employee:	Alan E. Clanin
Department:	Administration
Job Title:	Assistant General Manager
Date Hired:	11/08/16

Read INSTRUCTIONS Carefully!

1. Use your own independent judgment.
2. Disregard your general impression of the employee and focus on one factor at a time when evaluating the employee.
3. When rating an employee, call to mind instances that are typical of his/her work and way of acting. Do not get influenced by unusual cases, which are not typical.
4. Be sure your rating represents a fair and objective opinion. Do not allow personal feelings to govern your rating.
5. The department manager should review this appraisal and sign it after discussing it with the employee. Have the employee sign it and then return it to the Personnel Department.

Appraised by: ALAN CLANIN / KAEL DEAN

Karl B. Grew

Appraiser's Signature

Date: 6/9/17

QUALITY: Freedom from errors and mistakes, accuracy, quality of work in general.

Unacceptable. Excessive errors and mistakes. Little care taken.	4	Comments: Assignments are generally error free. Accuracy is expected to improve as knowledge of the District increases. Quality of document writing has improved and will continue to do so with experience.
Performance needs some improvement.	3	
Acceptable, Meets standards.	2 X	
Highest possible quality. Final job virtually perfect.	1	

QUANTITY: The actual work output of the employee relative to other employees.

Extremely low output. Definitely not acceptable.	4	Comments: Time has been utilized acclimating to the District. The projects undertaken are larger research type tasks that are progressing at an acceptable pace.
Acceptable but low output. Below average.	3	
Acceptable. Average output.	2 X	
Definitely a top producer. Above average.	1	

INITIATIVE & CREATIVENESS: Consider ability to plan work and to go ahead with the job without being told every detail, and the ability to make constructive suggestions.

Performs routine only. Lacks initiative.	4	Comments: Task oriented. Takes initiative to proceed with projects without being assigned. Mindful of progress toward implementation of District projects and future needs of the District. Still needs occasional reassurance which will diminish with time and knowledge.
Occasionally shows initiative. Sometimes makes suggestions.	3	
Is progressive. Has some creative suggestions.	2 X	
Initiative and creativeness results in frequent savings in time and money.	1	

EFFORT: The degree to which the employee does his/her best to be a top employee without regard to how effective he/she may be. Consider conscientiousness and motivation.

Exerts effort only when he/she is forced to do so.	4	Comments: Very motivated to moving forward. Working with staff to increase efficiency while preparing for the future. Remains focused on assignments while learning District procedures. Needs to be more inquisitive and less timid regarding General Manager training.
Low motivation. Could perform much better than he/she does.	3	
Acceptable enthusiasm and motivation.	2 X	
Very hard worker. Constantly strives to achieve. Intensely motivated. Highly dedicated.	1	

DEPENDABILITY:

The extent to which the employee can be depended upon to be available for work and to do it properly. The degree to which he/she is reliable, trustworthy and persistent.

Often unreliable. Does not assume responsibility. Gives up easily.	4	Comments: Very reliable and trustworthy. Can be counted on to do any task assigned. Trusted with District banking and has confidence of District Staff.
Sometimes unreliable. Avoids responsibility. Satisfied to get by.	3	
Trustworthy and reliable. Needs average direction. About average in persistence.	2 X	
Completely reliable. Highly persistent. Finishes a job at any cost to his/herself.	1	

COOPERATIVENESS:

Willingness to work harmoniously with others in getting a job done. Ready to observe and conform to the policies of the management.

Extremely negative and hard to get along with. Makes no effort to cooperate.	4	Comments: Works very well with others. Promotes teamwork and unity. District Staff recognizes and has accepted position and authority. Needs to remain vigilante not to get too close to subordinates.
Indifferent. Needs improvement.	3	
Cooperative. Gets along well with others. Has a good attitude.	2 X	
Goes out of his/her way to cooperate and get along. Stimulates teamwork and good attitude toward others.	1	

PEOPLE INTERACTION:

The polite attention an individual gives other people.

Blunt, discourteous, antagonistic.	4	Comments: Very courteous and respectful to others. Has already received a letter of appreciation from a customer.
Sometimes tactless.	3	
Agreeable and pleasant. Always very polite and willing to help.	2 X	
Inspiring to others in being courteous and very pleasant.	1	

JOB KNOWLEDGE:

Knowledge of the techniques, skills processes, equipment, procedures and materials.

Lacks minimum information to perform work properly.	4	Comments: Has good knowledge of water distribution and water quality. Gaining knowledge of the District and way of doing business. Needs improvement learning policies, procedures and financial processes. Is not afraid to seek assistance if needed.
Minimum knowledge for doing the job.	3	
Well informed about own job and related jobs.	2 X	
Authoritative knowledge of own work. Superior knowledge of related jobs.	1	

PERSONAL APPEARANCE: Personal impression an individual makes on others. Consider cleanliness, grooming, neatness and appropriateness of dress on the job.

Very untidy. Often inappropriately dressed.	4	Comments: Dresses in casual business attire appropriate for position within the District.
Sometimes untidy and careless about personal appearance.	3	
Generally neat and clean. Careful about personal appearance. Appropriate attire worn.	2 X	
Exceptionally well groomed. Very neat. Always appropriately dressed.	1	

ATTENDANCE: Faithfulness in coming to work daily and conforming to work hours.

Often absent without good excuse.	4	Comments: Has had two sick days. Conforms to work hours during days worked.
Lax in attendance.	3 X	
Usually present. Absent occasionally for good cause.	2	
Always present. Is never absent.	1	

TARDINESS: Faithfulness to conform to work hours.

Frequently reports to work late.	4	Comments: Very punctual. Usually early to work. No tardiness observed.
Lax in reporting to work on time.	3	
Usually very prompt in reporting to work on time.	2 X	
Always prompt. Never late in reporting to work.	1	

LOYALTY: Identification with the district, its goals and its purposes. Willingness to stand up for District and promote its welfare. Willingness to put the welfare of the District ahead of immediate self-interests.

Has little or no concern for the goals and general welfare of the District.	4	Comments: High enthusiasm representing the District and the position of Assistant General Manager. Takes considerable pride in the public image and continues to place the needs of the District first.
Somewhat critical of the District and its personnel. Overly concerned with self-interests.	3	
Interested in the wellbeing of the District and stands up for it. Usually feels enthusiastic toward District.	2	
Exceptional concern for goals and welfare of District. Enthusiastic supporter of District's personnel/policies.	1 X	

JUDGEMENT: The extent to which the employee makes decisions which are sound. Freedom from impulsiveness and immaturity in his/her thinking. Ability to base his/her actions on fact rather than emotion.

Frequently makes decisions which are unsound. Immature in thinking and judgement.	4	Comments: Makes decisions based on current knowledge of the District and input from Staff. Decision making will become easier and more accurate as knowledge increases with time. Boundaries are difficult to discern in the AGM position and overstepping ones' place is always a concern.
Sometimes fails to consider facts and makes errors of judgement the average person would avoid.	3	
Generally thinks rationally. Has healthy respect for facts. Very mature and sound in his/her thinking.	2 X	
Exceptional rational powers. Brilliant in analyzing facts and solving problems. No impulsive decisions.	1	

CAPABILITY & AMBITION: Capacity and ambition for future growth. Review all the factors that you have previously considered and evaluate his/her capacity and ambition for future growth.

Currently incapable of handling existing responsibilities and shows no ambition for growth.	4	Comments: Very capable in current position. Time, and greater knowledge of District procedures and policies will promote succession. Can probably handle most situations without stumbling. Highly certified in water related utilities.
Currently capable of handling existing responsibilities and shows little or no ambition for growth.	3	
Very capable. Has shown ambition to expand knowledge and expertise beyond job requirements.	2 X	
Extremely capable. Has expanded knowledge and expertise well beyond job requirements.	1	

GOALS: Area where appraiser and employee can establish goals for the next six months, year or longer. Use reverse side of paper if additional space is needed.

Appraiser:	Employee: Focus on District procedures, policies and regulations. Improve knowledge of the IT system.
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Employees Signature: *[Signature]* Date: 06/01/17
 The employee's signature simply serves to acknowledge that this appraisal was discussed with the employee and does not necessarily indicate the employee's agreement with it.

Comments resulting from interview with employee: _____

Type of review: Probationary New Job Annual Six Month Separation
 Other _____

Acknowledged by: *[Signature]* Date: 6/10/17
 General Manager

Comments: ALAN IS DOING A GREAT JOB. HE SHOWS GREAT INITITIVE IN TAKING ON ASSIGNMENTS AND FOLLOWING THROUGH. VERY GOOD UNDERSTANDING OF FIELD OPERATIONS. LEARNING ADMINISTRATIVE SIDE OF DISTRICT. IT WILL IMPROVE WITH EXPERIENCE.