

FILED  
September 6, 2023  
Data Center  
Missouri Public  
Service Commission

# Exhibit No. 241

OPC – Exhibit 241  
DR 0081  
File No. WR-2023-0006

**Missouri Public Service Commission**

**Respond Data Request**

<b>Data Request No.</b>	0081
<b>Company Name</b>	Confluence Rivers Utility Operating Company, Inc.-(Water)
<b>Case/Tracking No.</b>	WR-2023-0006
<b>Date Requested</b>	1/23/2023
<b>Issue</b>	Expense - Payroll
<b>Requested From</b>	Aaron Silas
<b>Requested By</b>	Ron Irving
<b>Brief Description</b>	Payroll Expense
<b>Description</b>	1. For each employee that allocates any labor costs to Confluence Rivers, provide a complete copy of each timesheet by employee, by day, for the time that CSWR LLC first began maintaining timesheets through December 31, 2022. 2. For each employee in which their payroll costs are allocated to Confluence Rivers, please provide complete copy of each employee's job descriptions and a complete listing of all job duties that are required of each employee in each job position. 3. Please provide the list and complete description of all of the timesheet coding options that each employee has to select from when reporting their time for work for CSWR LLC and/or Confluence Rivers. 4. Provide a detailed narrative discussion regarding how CSWR LLC employees delineate their time to operations in each state that CSWR LLC is located as well as to how the employee time and pay is allocated to each tarified rate district in Missouri. 5. Provide a detailed narrative discussion regarding how each employee determines what portions of their time are considered capital or expense. 6. Please provide complete copies of all documentation, studies, etc. that CSWR LLC relies upon for determining the level of pay for each of its employees. Please also include a narrative discussion that would support any low, median, or high recommendation for each employee's level of pay. 7. Provide a complete copy of all instructions, policies and procedures that employees can access as guidance for accurate coding time on timesheets. 8. Please provide a copy of all training materials that have been provided to employees that provide guidance for accurate coding of time on timesheets and the dates when any such training was provided to employees. Data Request submitted by Lisa Ferguson (lisa.ferguson@psc.mo.gov)
<b>Response</b>	Supplement - 2)Please find attached the requested job description information.
<b>Objections</b>	NA

The attached information provided to **Missouri Public Service Commission** Staff in response to the above data information request is accurate and complete, and contains no material misrepresentations or omissions, based upon present facts of which the undersigned has knowledge, information or belief. The undersigned agrees to immediately inform the **Missouri Public Service Commission** if, during the pendency of Case No. **WR-2023-0006** before the Commission, any matters are discovered which would materially affect the accuracy or completeness of the attached information. If these data are voluminous, please (1) identify the relevant documents and their location (2) make arrangements with requestor to have documents available for inspection in the **Confluence Rivers Utility Operating Company, Inc.-(Water)** office, or other location mutually agreeable. Where identification of a document is requested, briefly describe the document (e.g. book, letter, memorandum, report) and state the following information as applicable for the particular document: name, title number, author, date of publication and publisher, addresses, date written, and the name and address of the person(s) having possession of the document. As used in this data request the term "document(s)" includes publication of any format, workpapers, letters, memoranda, notes, reports, analyses, computer analyses, test results, studies or data, recordings, transcriptions and printed, typed or written materials of every kind in

your possession, custody or control or within your knowledge. The pronoun "you" or "your" refers to **Confluence Rivers Utility Operating Company, Inc.-(Water)** and its employees, contractors, agents or others employed by or acting in its behalf.

**Security :** Public

**Rationale :** NA



## Water/Wastewater Operations Specialist

<b>Department:</b>	<b>Job Status:</b> Full-Time Exempt
<b>Reports to:</b> Regional Manager	<b>Positions Supervised:</b> None
<b>Schedule:</b> Monday-Friday 8 hours daily Overtime and weekends as required	<b>Travel Required:</b> 30 - 40%

Water infrastructure is a critical component of the health of all communities in the United States. Unfortunately, much of the water infrastructure supporting our communities is failing due to lack of investment. Central States Water Resources, Inc. (CSWR) is at the forefront of the water utility industry by bringing solutions to some of the most troubled water infrastructure systems in the United States. CSWR is actively acquiring, renovating, and stabilizing water and wastewater operations in many communities, bringing the infrastructure investment needed to ensure safe, reliable water service to allow communities to thrive. CSWR's mission is to make safe water resources available to every community in America.

### Position Summary:

The Operations Specialist is a key team member that will oversee the daily operations of our utilities in their assigned region. This role will work closely with our O&M partners, Regional Director and all internal departments to ensure smooth and compliant daily operations of all CSWR owned utilities in their assigned region in or to ensure that the company is providing safe, reliable water and sewer service to customers and stakeholders.

### Major Job Duties:

- Responsible for providing oversight of daily operations for all CSWR owned utilities in assigned state. Requires regular contact with contract operations firm partners.
- Provides support and assistance to contract operations firms partners, as required, based on day to day operations,
- Ensure the timely reporting and review of all emergencies and critical events
- Lead efforts for root cause analysis investigations and reviews of events as required and to conform with CSWR standards.
- Visit, inspect, audit, and review all CSWR owned locations based on schedule developed with Regional Director and CSWR Compliance team. Ensure compliance with CSWR standards and r
- Manage the timely completion of required environmental health and safety system audits and inspections
- Ensure that all necessary system training has been completed by our vendors, as required and operations firm partners
- All other duties as assigned

### Knowledge/Skills:

- 5+ years' experience in the water/wastewater space
- Bachelor's Degree
- Valid Driver's License
- Working knowledge and proficiency of Office applications and computerize maintenance management system platforms.



## Central States Water Resources

### Regional Manager

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**Department:** Environmental Health & Safety

**FLSA Status:** Exempt

**Job Type:** Regular

**Work Schedule:**

Typically, Monday through Friday. 40 hours per week. Overtime as needed.

**Job Status:** Full Time

**Reports To:** Director of EH&S

**Amount of Travel Required:** 75%

**Positions Supervised:** None

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#### POSITION SUMMARY

The Regional Manager assigned to the position is a key member of the management team and oversees all aspect of their assigned region of operation.

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#### ESSENTIAL FUNCTIONS

##### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

##### Essential Functions

- Responsible for overall management of all aspects of the water and wastewater contract at respective regional location
- Directly responsible for overseeing the various O&M Partners operating and maintaining the water and wastewater systems as well as oversight of all sub-contractors, consultants and vendors
- Develops and implements policies and procedures, and activity reporting systems to ensure efficient and effective service levels as well as compliance with all contractual requirements.
- Provides indirect guidance to the team members; Environmental Health & Safety Supervisor, Project Coordinators, Project Team Leaders, Customer Service, Administrative support and others, including third-party support, in all areas of operations, maintenance and construction to aid in CSWRs mission to provide clean safe water to all residents.
- Responsible for overseeing the coordination and training of updates of System Operation Plans, Quality Management Plans, Computerized Maintenance Management Plans, Emergency Preparedness and Response Plans, as well as other CSWR standardized processes and procedures
- Ensures open, clear and direct communications for all support services provided by CSWR and others
- Responsible for timely reporting of all emergencies, critical and major events
- Ensures proper assistance and support are given to customer service-related functions as well as O&M Partners needing direction
- Responsible for asset management, planning and preparation of capital and operating budgets
- Responsible for integrating new or modified water supply, treatment facilities and wastewater facilities, including lift-stations into operations, and ensuring operating manuals / directives are drafted for each facility or overseeing the O&M Partners execution of this need
- Participates on industry-related committees (e.g., AWWA and WEF), and in community outreach programs related to utility activities

- Ensures effective communication, coordination and interaction with state and government officials, local personnel, O&M Partners, applicable regulatory authorities, and corporate management
- Ensures the timely completion of regional goals and objectives, in addition to senior management / manager goals and objectives
- Performs other related duties as assigned

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- **Accountability** - Ability to accept responsibility and account for his/her actions.
- **Accuracy** - Ability to perform work accurately and thoroughly.
- **Analytical Skills** - Ability to use thinking and reasoning to solve a problem.
- **Attention to Detail** - Ability to pay attention to the minute details of a project or task from the beginning to the end of the project/task.
- **Communication, Oral and written-** Ability to communicate effectively with others using the spoken and written word.
- **Decision Making** - Ability to make critical decisions while following company procedures.
- **Detail Oriented** - Ability to pay attention to the minute details of a project or task.
- **Ethical** - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- **Judgment** - The ability to formulate a sound decision using the available information.
- **Organized** - Possessing the trait of being organized or following a systematic method of performing a task.
- **Problem Solving** - Ability to find a solution for or to deal proactively with work-related problems.
- **Project Management** - Ability to organize and direct a project to completion.
- **Responsible** - Ability to be held accountable or answerable for one's conduct.
- **Resource Management (People & Equipment)** - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- **Safety Awareness** - Ability to identify and correct conditions that affect employee safety.
- **Systems Analysis** - Ability to determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Technical Aptitude** - Ability to comprehend complex technical topics and specialized information.
- **Working Under Pressure** - Ability to complete assigned tasks under stressful situations.

### **Qualifications**

- Bachelor's Degree in Civil Engineering or Business
- 10+years' experience in water and/or wastewater systems
- Valid Driver's License



## **EH&S Compliance Inspector**

Department: EH&S

Job Status: Full Time

FLSA Status: Exempt

Reports To: Systems & Regulatory Manager

Amount of Travel Required: 25%

Job Type: Regular

Positions Supervised: None

Work Schedule: Typically, Monday through

Friday. 40 hours per week. Overtime as needed

### **POSITION SUMMARY:**

Under the general supervision of higher-level staff, develops and implements laboratory, monitoring, testing, and administrative duties to ensure CSWR's compliance with applicable federal, state, and local regulatory agency requirements pertaining to water and wastewater.

### **ESSENTIAL FUNCTIONS**

Environmental Health and Safety (EHS):

- Track and prepare reports on all permits and environmental compliance testing across CSWR's wastewater and drinking water systems.
- Prepare proper documentation for all permit renewals.
- Act as liaison on behalf of CSWR with local, state, and federal regulatory governing agencies.
- Track progress and completion on all permit compliance schedules, and terms and conditions, tasks, and dates of completion of Settlement Agreements/Consent Orders.
- Assist in developing and maintaining a process to provide real-time notifications of violation notices and incidents that have the potential to impact the public, i.e. spill, boil water notice, low pressure notice, effluent discharge limit exceedance or sanitary sewer overflows from O&M providers or CSWR auditors along with any potential penalties that could result from such notices or incidents.
- Audit EHS best management practices and standard operating procedures for CSWR and for all CSWR vendors.
- Assist with CMMS service area buildouts
- Assist with CMMS GIS mapping
- Support Auditors in completing the CSWR required site visits
- Participate in all CSWR safety training
- Coordinate with the O&M Partner on the following:
  - State inspections
  - ESG inspections
  - Rate case inspection
  - AOC removed facility audits
  - Annual inspections
- Work with regional manager on Annual review of emergency response plans developed for each facility



- Runs reports and track violations with the regulatory database that has been established for all CSWR sites.
- Partake in the monthly operations meetings that are held with contractors to review any monthly violations.
- Ensure that proper sampling schedules are established within the CMMS so that sampling requirements are completed.
- Knowledge of federal, state, and local laws and related regulatory guidelines pertaining to water and wastewater; procedures, practices, and regulations of water and wastewater sampling; standard methods, techniques and equipment used in the field sampling and laboratory testing of water and wastewater.
- Knowledge of principles, practices, and techniques for facility inspections.
- The basic principles and techniques of organic chemistry and microbiology and related water and wastewater treatment principles and practices.
- Ability to read, analyze, understand, and apply a wide variety of laws, rules and regulations, instruction manuals, blueprints, diagrams, labels, and other technical information.
- Ability to conduct sampling and testing of water and wastewater.
- Work in compliance with CSWR policies and guidelines at all times.
- All other duties as assigned

**Education/Experience Requirements**

- Bachelor's degree
- 5+ years of water/wastewater utility experience
- Advanced level knowledge of the Microsoft Office Suite

**Employee Signature and Acknowledgement:** \_\_\_\_\_

**Date:** \_\_\_\_\_





Central States Water Resources

## Regulatory Project Coordinator

<b>Department:</b> Regulatory Team	<b>Job Status:</b> Full-Time Exempt
<b>Reports to:</b> Regulatory Case Manager	<b>Positions Supervised:</b> none
<b>Schedule:</b> Monday-Friday 8 hours per day Overtime as needed	<b>Travel Required:</b> 15%

### Position Summary:

The Regulatory Analyst/Project Coordinator will play a key role in collecting, interpreting, and communicating information that is used throughout multiple different business processes by various internal and external stakeholders. This position will also be responsible for coordinating with legal counsel and various other 3<sup>rd</sup> parties to ensure business processes are running effectively and efficiently. Additionally, this position requires the ability to organize and juggle multiple different functions for multiple operating units simultaneously.

### Essential Functions:

- Collecting, interpreting, and effectively communicating information on all aspects of water/wastewater utility operations
- Responding to regulatory information requests to ensure consistency, accuracy, and timeliness
- Assisting in the preparation of regulatory applications across multiple operating units with varying requirements
- Documenting processes to ensure repeatability and accountability
- Tracking and projecting key milestones across multiple operating units
- Working closely with key stakeholders (internal and external) to provide necessary information
- Analyzing business processes to identify deficiencies and areas for improvement
- Ensuring timely filings for regulatory compliance requirements
- Documenting and following up on important actions and decisions from meetings
- Ensuring stakeholder views are managed towards the best solution
- Other duties as assigned.

### Position Requirements:

- Ability to accept responsibility and account for ones' own actions.
- Able to compile, organize and analyze data
- Exceptional verbal, written and presentation skills.
- Deadline driven and well organized
- Ability to work effectively both independently and as part of a team.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Ability to work on tight deadlines.

### Experience/Education

- Analyst or Project Coordinator Experience is a plus
- Bachelor's Degree



Central States Water Resources

**Regulatory Project Coordinator**

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Employee Signature

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Employee Name

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Date