



# BOARD OF DIRECTORS MEETING AGENDA

**March 11, 2022 SPECIAL Meeting  
3:00 p.m.**

Meeting link:

<https://sweetwaterspringswaterdistrict.my.webex.com/sweetwaterspringswaterdistrict.my/j.php?MTID=m2e7c5c3f90ecc0694fd8f00f76826f38>

Meeting number: 2563 598 6541

Password: fzKbXbXU275

OR

Join by phone: +1-415-655-0001 US Toll

Access code: 2563 598 6541

Password: 39529298

***All guests that join the virtual meeting will be muted with their camera/ video turned off. Guest(s) will be unmuted and video turned on when they are speaking. Proper decorum including appearance is required.***

NOTICE TO PERSONS WITH DISABILITIES: It is the policy of the Sweetwater Springs Water District to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request made at least 48 hours in advance of the need for assistance, this Agenda will be made available in appropriate alternative formats to persons with disabilities. This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).

Any person who has any questions concerning any agenda item may call the General Manager or Assistant Clerk of the Board to make inquiry concerning the nature of the item described on the agenda; copies of staff reports or other written documentation for each item of business are on file in the District Office and available for public inspection. All items listed are for Board discussion and action except for public comment items. In accordance with Section 5020.40 et seq. of the District Policies & Procedures, each speaker should limit their comments on any Agenda item to five (5) minutes or less. A maximum of twenty (20) minutes of public comment is allowed for each subject matter on the Agenda unless the Board President allows additional time.

## I. CALL TO ORDER (***Est. time: 2 min.***)

- A. Board members Present
- B. Board members Absent
- C. Others in Attendance

II. PUBLIC COMMENT: The District invites public participation regarding the affairs of the District. This time is made available for members of the public to address the Board regarding matters which do not appear on the Agenda, but are related to business of the District. Pursuant to the Brown Act, however, the Board of Directors may not conduct discussions or take action on items presented under public comment. Board members may ask questions of a speaker for purposes of clarification.

III. ADMINISTRATIVE

A. Discussion/Action re General Manager job description and recruitment timeline. (*Est. time 30 min.*)

ADJOURN

## **Sweetwater Springs Water District Mission and Goals**

The mission of the Sweetwater Springs Water District (SSWD) is to provide its customers with quality water and service in an open, accountable, and cost-effective manner and to manage District resources for the benefit of the community and environment. The District provides water distribution and maintenance services to five townships adjacent to the Russian River:

- Guerneville
- Rio Nido
- Guernewood Park
- Villa Grande
- Monte Rio

**GOAL 1: IMPLEMENT SOUND FINANCIAL PRACTICES TO ENSURE EFFECTIVE UTILIZATION OF DISTRICT RESOURCES**

**GOAL 2: PROVIDE RELIABLE AND HIGH QUALITY POTABLE WATER WITH FACILITIES THAT ARE PROPERLY CONSTRUCTED, MANAGED AND MAINTAINED TO ASSURE SYSTEM RELIABILITY**

**GOAL 3: HAVE UPDATED EMERGENCY PREPAREDNESS PLANS FOR ALL REASONABLE, FORESEEABLE SITUATIONS**

**GOAL 4: DEVELOP AND MAINTAIN A QUALITY WORKFORCE**

**GOAL 5: PROVIDE EXCELLENT PUBLIC OUTREACH, INFORMATION AND EDUCATION**

**GOAL 6: ENHANCE BOARD COMMUNICATIONS AND INFORMATION**

**Sweetwater Springs Water District  
Classification Specification**

**General Manager**

**DRAFT**

Salary Range \$??? - \$???

Employment Status: Exempt (At-will)

**Job Summary/Class Characteristics**

Plans, organizes, directs and reviews the operations, including water systems and services, administrative services, public relations, human resources, projects, legal compliance, fiscal and overall activities of the District. The position has regular contact with local, state, and federal agencies, and other stakeholders.

**Supervision Received and Exercised**

Receives policy direction from the Board of Directors. The position provides supervision and direction to management, supervisory, professional, technical and administrative support staff.

**Examples of Essential Duties**

1. Directs the planning and implementation of District programs related to the cost-effective production, treatment and distribution of water to District consumers.
2. Provides direction on the development, implementation and evaluation of District programs, goals, objectives, policies and procedures.
3. Represents the Board of Directors' policies and programs with employees, residents, rate-payers and the community.
4. Oversees development of the agenda for Board of Directors meetings and prepares recommendations for action by the Board of Directors; oversees the development and implementation of the Board-directed Strategic Plan.
5. Administers and monitors District contracts and agreements with consultants, contractors, vendors and service providers; oversees capital improvement projects.
6. Directs the preparation of plans and specifications for projects to be undertaken by the District; directs the review and approval of private and other government agency plans as submitted for construction.
7. Monitors developments and legislation related to the District's services, evaluates their impact and recommends and implements policy and procedural improvements; complies with District, local, state and federal regulations on regulatory and compliance requirements.
8. Maintains a documented system of accounting and operations policies and Standard Operating Procedures; directs and oversees the development, presentation, and administration of the District's annual budget and rate

schedules; makes recommendations to the Board of Directors on final expenditure levels; prepares and reviews District contracts, leases, and agreements with vendors and other agencies, along with other legal and financial documents; prepares monthly/quarterly reports to government agencies as required; issues timely and complete financial statements, reports, and budgets; responsible for annual audit and compliance.

9. Provides direction to District staff in the major disciplines of human resources including the administration, employee and labor relations, interpretation and implementation of policies and procedures; oversees procedures for the evaluation of employee performance management and evaluation; recruitment and selection; classification and compensation; employee assistance and wellness programs; employee development and training activities.
10. Builds and maintains positive working relationships with staff, the public, and Board of Directors; fosters an environment that embraces diversity, integrity, trust, and respect.
11. Prescribes the activities of employees including delegation of responsibility to subordinate managers and supervisors consistent with District policy.
12. Develops and administers programs to ensure employee health and safety and agency compliance with safety and health laws and regulations.
13. Represents the District in meetings with governmental agencies, professional and business organizations, and the public; makes presentations to the Board of Directors and others; serves as the District's spokesperson to the media, general public, and ratepayers after consultation with the Board of Directors and General Counsel.

*Knowledge of:*

1. Public water system operations including well operations, water quality and standards;
2. Methods used in the design, construction, operation and maintenance of water facilities and systems;
3. Applicable local, county, state, and federal regulatory compliance laws, codes, regulations, and procedures;
4. Organizational, management, operations and community relations practices of special districts;
5. Modern business and public administration, including finance, accounting, purchasing, safety, risk management, and personnel management;
6. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;
7. Project management, budget principles, and fiscal controls;
8. Cost estimating, contract administration, research, and evaluation methods;
9. Microsoft office or equivalent software with advanced skills in the organization, analysis, and communication of financial data;

10. Principles, practices and techniques of human resources administration, including recruitment and selection, classification and compensation administration, employee and labor relations, employee development, and administrative principles and practices, including goal setting, program development, implementation and evaluation; and
11. Principles and practices of leadership, motivation, team building, and conflict resolution.

*Ability to:*

1. Plan, organize, coordinate, and direct the District's operations to achieve efficiency and meet program goals;
2. Plan, organize and manage the fiscal and financial affairs of the District, prepare budgets, financial statements, and administrative reports;
3. Understand, interpret, and apply laws, rules, regulations, and ordinances relating to the District's activities;
4. Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies;
5. Establish and evaluate the effectiveness of work processes, programs, and services and to make recommendations on improvements;
6. Analyze situations, identify problems, and recommend solutions;
7. Exercise judgment and creativity in making decisions;
8. Exercise leadership, authority, and supervision tactfully and effectively;
9. Build and maintain positive working relationships with District employees and the public;
10. Foster an environment that embraces diversity, integrity, trust, and respect;
11. Communicate clearly and concisely, both orally and in writing with the Board of Directors, staff, general public and stakeholders; deal fairly and communicate effectively with people of diverse socioeconomic backgrounds and cultures;
12. Make effective oral and written presentations to staff and the Board of Directors;
13. Plan, organize, and administer a human resources and payroll program;
14. Work with General Counsel and other consultants, as required; and
15. To be an integral team player, which involves flexibility, cooperation, and communication; establish and maintain cooperative working relationships.

**Physical Demands**

Mobility to work in a typical office setting, use standard office equipment and capable of traveling to various locations in order to visit work sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, via the computer or over the telephone, and make presentations; Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Minimum Requirements**

Bachelor's Degree from an accredited college or university in Civil Engineering, Hydrology, Environmental Science, Business or Public Administration or related field AND five years of management experience in the field of water utility and public agency administration or operations, requiring the responsibility for the formulation and implementation of programs, budgets and administrative operations. Water Treatment Grade III and Water Distribution Grade III certification issued by the State of California, Department of Health Services is desirable. Equivalent combinations of formal education and appropriate related experience may be considered.

**License**

May be required to possess a valid State of California Class C driver's license at time of appointment.

**Note**

This class specification lists the major duties and requirements of the job and is not all-inclusive. Position may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.