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BOARD OF DIRECTORS MEETING AGENDA

March 21, 2022 SPECIAL Meeting

Monte Rio Community Center, 20488 Hwy. 116
Monte Rio, California
2:00 p.m.

***This is an in-person meeting. Masking and social distancing are encouraged.
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. District stakeholders will discuss critical needs and priorities and identify important screening approaches for recruiting a new General Manager. (Facilitated by Sophia Selivanoff, Deputy Executive Director, Regional Government Services). *(Est. time 1.5 hrs.)*

IV. CLOSED SESSION

- A. PUBLIC EMPLOYMENT (Gov. Code, § 54957)
Title: General Manager

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
- Guernwood 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 General Manager Recruitment Key Stakeholders Meeting

Overview
RGS Partnership - Process
Position Description
Recruitment Timeline
Recruitment Strategy and Candidate Profile Development
Robust Marketing Plan
Comprehensive Candidate Evaluation Process
Board of Directors Interview and Selection
Appointment Guidance
Stakeholders Discussion

**Sweetwater Springs Water District
Position Description**

General Manager

DRAFT

Employment Status: Exempt (At-will)

Position Summary

The General Manager plans, organizes, directs and reviews District operations, including water systems and services, administrative services, public relations, human resources, projects, legal compliance, and fiscal responsibilities. The position requires regular contact with local, state, and federal agencies, and other stakeholders.

The General Manager acts under general policy direction from the Board of Directors and exercises supervision over supervisory, professional, technical and administrative support staff.

Essential Duties

1. Directs the planning and implementation of cost-effective production, treatment and distribution of water to District consumers.
2. Directs the development, implementation and evaluation of District programs, goals, objectives, policies and procedures.
3. 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.
4. Prepares a Capital Improvement Plan for review and approval by the Board of Directors; Prepares and submits grant applications for capital improvement projects and other projects in coordination with the Board of Directors; Oversees all capital improvement projects.
5. Negotiates, administers and monitors District contracts and agreements with consultants, contractors, vendors and service providers.
6. Identifies and pursues revenue options, including grant funding opportunities, coordinating administrative services from grant application through management, reimbursement funding protocols, and required grant reporting.
7. Directs development of the agenda and agenda packet for Board of Directors meetings; develops staff reports on agenda items and prepares recommendations for Board action; oversees the development and implementation of the Board-directed Strategic Plan.
8. Monitors developments and legislation related to the District's services, evaluates their impact and recommends and implements policy and procedural improvements; conducts legislative advocacy activities as needed; and

represents the District in industry forums; and supervises the District's compliance with local, state and federal regulations.

9. Ensures that the District's Emergency Response Plan is kept current and documented; Oversees plan implementation with available Board and staff during emergencies; Leads staff during emergencies, obtains needed supplies and support for an emergency, and interacts with other emergency responders.
10. Oversees the maintenance of a documented system of accounting and operations policies and procedures. Ensures technical and administrative staff duties are documented as 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 periodic reports to government agencies as required; is responsible for annual audit and compliance.
11. Provides direction to District staff in the major disciplines of human resources including the administration, interpretation and implementation of policies and procedures concerning employee and labor relations; oversees procedures for recruitment and selection; employee performance management and evaluation; classification and compensation; employee assistance and wellness programs; employee development and staff participation in required training activities.
12. Provides clear direction of roles and responsibilities to staff and delegates responsibility to subordinate managers and supervisors consistent with District policy; Develops and maintains organizational charts for staff, consultants, and other key District support organizations.
13. Develops and administers programs to ensure employee health and safety in compliance with OSHA laws and regulations.
14. Develops partnerships with stakeholders, interest groups, organizations, private enterprises as needed to assist in fulfilling the mission of the District; Builds and maintains positive working relationships with staff, the public, and Board of Directors; fosters an environment that promotes diversity, collaboration, integrity, trust, security, and respect.
15. Serves as the key spokesperson for the District and represents the District at public and professional functions; Interprets the Board of Directors' policies for employees, rate-payers, and the community.

Additional Capabilities

Knowledge of:

1. Public water system operations including well fields, water quality and distribution standards;
2. Methods used in the design, construction, operation and maintenance of water facilities and systems;

3. Laws and regulations relating to water rights in California, as well as applicable local, county, state, and federal regulatory compliance laws, codes, regulations, and procedures;
4. Organizational, management, operations and community relations practices of special districts; Principles and practices of leadership, motivation, team building, and conflict resolution; and
5. Software used in the analysis, and communication of financial data; familiarity and experience with Computerized Maintenance Management Systems (CMMS) and their integration into District Management.

Ability to:

1. Establish, document, and evaluate the effectiveness of work processes, programs, and services and recommend improvements;
2. Exercise judgment and creativity in problem solving and making decisions;
3. Lead by example, and exercise authority and supervision tactfully and effectively;
4. Serve as a strong leader providing advice and consultation to the Board on the development of resolutions and ordinances, regulations, programs, and policies;
5. Communicate clearly and concisely, both orally and in writing; make effective oral and written presentations;
6. Work with General Counsel and other consultants, as required; and
7. 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 at least five years of management experience in the field of water utility and public agency administration and operations with responsibility for formulating and managing programs, budgets and administrative and operations staff. Must possess a valid State of California Class C driver's license at time of appointment. Water Treatment Grade III and Water Distribution Grade II 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.

Note

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