AMADOR WATER AGENCY
SPECIAL MEETING
OF THE
BOARD OF DIRECTORS OF THE
AMADOR WATER AGENCY
HAS BEEN CALLED BY THE PRESIDENT FOR
April 16, 2020
1:30 p.m.
12800 Ridge Rd
Sutter Creek CA 95685

Public Notice: Members of the public will have the opportunity to directly address the Agency Board of Directors concerning any item listed on this Special Meeting Notice before or during consideration of that item.

There is a three-minute time limit per person.

In order to accommodate the social distancing practices required to reduce the risk of spreading COVID-19 and provide for the safety of the public, our employees and Board of Directors, the Agency will conduct its public meetings via videoconference until further notice.

Please join my meeting from your computer, tablet or smartphone.

https://global.gotomeeting.com/join/974677189

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 568 4106
- One-touch: tel:+18775684106,,974677189#

United States: +1 (571) 317-3129
- One-touch: tel:+15713173129,,974677189#

Access Code: 974-677-189

1. CALL TO ORDER- ROLL CALL

2. AGENCY GENERAL
   A. General Manager Recruitment
      1. Discussion and possible action to approve the General Manager Job Description and Recruitment Brochure
      2. Authorization to the AdHoc Committee to proceed with the recruitment process as outlined in the guidelines.
B. Letter on Federal COVID-19 Relief Bill
   1. Discussion and possible action to direct staff to send the California Special Districts Association sample letter to Agency elected officials supporting expanding the eligibility for relief to water agencies and other Special Districts due to the economic impacts of the COVID-19 “shut down.”

3. ADJOURNMENT

If you are an individual with a disability and need assistance or accommodation to participate in this teleconference meeting, please call Clerk of the Board Cris Thompson at (209) 223-3018, fax (209) 257-5281, or email Ms. Thompson at cthompson@amadorwater.org.
AMADOR WATER AGENCY
General Manager
Job Description

POSITION: General Manager
REPORTS TO: Board of Directors
FLSA STATUS: Exempt
DATE PREPARED: April 2020
APPROVED DATE: 

General Description: In accordance with policy direction of the elected five-member Board of Directors, the General Manager is responsible for the total operation of the Amador Water Agency.

Essential Functions: The essential responsibilities and duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the functions required of the position:

1. Provides overall executive direction of day-to-day and long-term operations and activities of the District, organizing and assigning responsibilities, and directing and overseeing the management provided by department managers.

2. Implements policies and directives set by the Board of Directors.

3. Within guidelines established by the Board, directs the implementation of the Agency’s Strategic Plan long-term goals and objectives.

4. Oversees preparation and ongoing implementation and monitoring of the annual Agency budget.

5. Prepares regular reports to the Board of Directors on the current status of Agency finances and budget.

6. Keeps the Board of Directors advised of Agency activities and laws, issues or problems that may affect Agency operations.

7. Represents the Board of Directors and the Agency in contacts with various federal, state, and local government agencies, community groups and businesses and other professional organizations.

8. Negotiates and oversees implementation of a variety of contracts and agreements on the Agencies behalf.
9. Directs the planning, design, construction, operation, and maintenance of Agency facilities.

10. Monitors and implements all personnel rules and regulations, including the recruitment, hiring, promotion and discipline of Agency staff.

11. Responds to and resolves difficult and sensitive customer inquiries and complaints.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

1. Principles and practices of executive management and leadership, including planning and organizing responsibilities, motivation and delegation of authority.

2. Functions, authorities and responsibilities of water and wastewater districts.

3. Applicable federal, state, and local laws, codes and regulations relative to water treatment and distribution and wastewater collection, treatment and disposal.

4. Public agency accounting and finance, including transparent fiscal reporting.

5. Techniques and methods for long-term planning, goal setting, and establishing objectives.

6. Administrative, fiscal, and human resources management principles and practices.

7. Principles and practices of construction and service contract negotiations and administration.


9. Operation and application of common business software applications typical for public agencies.

Ability to:

1. Plan, organize, and direct work at the executive level.
2. Work effectively with Boards of Directors, other utilities and governmental agencies, the public, and others contacted in the course of the work.

3. Monitor, control and accurately report the fiscal status of the Agency.

4. Plan, establish, implement and monitor programs, services, infrastructure needs, goals, objectives, polices and procedures.

5. Analyze complex management and operations problems, evaluate alternatives, and direct changes.

6. Identify and respond to issues and concerns from the general public and the Board of Directors.

7. Communicate effectively orally and in writing, including written reports and oral presentations.

8. Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.

**Physical Demands:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public, potentially in front of large gatherings; maintain the capacity to sit at a computer for a period of time; walk, stand, kneel, climb, stoop, bend, squat; and use hands and fingers to write and handle, grip and operate office equipment and drive an Agency vehicle.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

**Work Environment:** The work environment characteristic described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the job activities are performed indoors in a temperature-controlled environment; occasional outdoor activities may occur including in inclement weather
conditions and including traversing uneven terrain. Minimal exposure to noise generated from the operation of office equipment.

Other Requirements:

Education/Certification: A Bachelor’s Degree from an accredited college or university in public or business administration, management, engineering, political science or a related field is required. Significant directly related and increasingly responsible experience may be considered in lieu of a Bachelor’s Degree.

Professional certifications (i.e. water/wastewater certifications) are desirable but not required.

Must possess a valid California driver’s license, have a satisfactory driving record, and be insurable by the Agency to operate Agency vehicles.

Experience: Minimum of ten years’ experience in the administration of a public agency with water/wastewater agency preferred. Five years of experience in executive management including budget preparation and implementation.
General Manager Recruitment
Amador Water Agency

Ad Hoc Committee
Director Susan Peters
Director Gary Thomas
Interim General Manager John Kingsbury
Consultant to AWA Rob Roscoe

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RECRUITMENT STRATEGY GUIDELINES

Needs Assessment: Meet with Key Decision Makers to Develop Ideal Candidate Profile

The identification of the desired profile of the ideal job candidate for the General Manager (GM) position is crucial for a successful search process. The Ad Hoc Committee (Committee) will meet with the Board of Directors, management, and other stakeholders to discuss and refine the Agency’s needs and resulting position requirements. It may also be helpful to speak to other key staff to get their perspectives on which competencies the new GM will need to bring to the table.

The goal of this phase of the recruitment is to identify and/or develop:

- The various organizational needs, vision, mission, goals, strengths, challenges, opportunities, dynamics, culture, and staff of the Agency;
- Position profile requirements, i.e., knowledge, skills, and abilities;
- Ideal candidate’s competencies, experiences, and characteristic profile;
- Personal and professional attributes required of and priorities for the new incumbent;
- The proper working relationship between the Board and the new General Manager;
- Concerns and issues regarding the recruitment and the position;
Advertising strategies;
Geographic strategies;
Compensation levels; and
Completion timetable.

Working closely with the Board and other stakeholders, the Committee will identify the specific needs of the Agency and the key competencies and characteristics of the “ideal candidate.”

POSITION SPECIFICATION AND ACTION PLAN

Once the “ideal candidate” criteria have been established, the Committee will prepare a written specification that outlines the required skills, competencies, position responsibilities, and criteria for job success. The Committee will provide the written specification to the Board for review and approval. In addition, salary and benefit considerations are discussed to ensure market competitiveness, credential requirements are considered, geographic recruitment boundaries are identified, and a recruitment action plan will be developed.

At the conclusion of the Board meeting, there should be a clear consensus of the key qualifications and characteristics of the position and the process, action plan, and timetable to be utilized for the recruitment activity.

DEVELOP AND IMPLEMENT RECRUITMENT AND ADVERTISEMENT STRATEGY

Following the development of the candidate profile, the Committee will develop a professionally produced recruitment brochure which will be presented to the Board for review prior to printing. The brochure will highlight the strengths and challenges of the Agency, its organizational structure and services, its mission and goals, pertinent facts regarding the position, and necessary and desirable candidate qualifications.

Advertisements and announcements will be prepared and placed for publication in appropriate newsletters, job bulletins and various local, regional, and statewide water association websites.

POTENTIAL CANDIDATES

Applicants will submit a fully completed application form, a resume and cover letter, a supplemental questionnaire, and any other information that applicants would like to add.
After application materials are received, the Committee will prepare a thorough assessment of the merits of each candidate and their appropriateness for hire, including their professional and educational credentials. Initially, candidates and application materials are carefully evaluated based upon an objective and clearly defined factor ranking analysis that incorporates the specific requirements of the job description. All elements from the initially developed position profile will be incorporated in the evaluation, including required experience, education, licenses/certifications, knowledge, skills, and abilities; ideal candidate competencies, experiences, and characteristic profiles; and personal and professional attributes required of and priorities for the new incumbent. Candidates are also ranked against each other and a numerical score that clearly distinguishes the most qualified candidates recommended for further consideration.

**INTERVIEWS/PRESENTATION OF PROSPECTS**

The Committee will present the preliminary slate of top prospects to the Board of Directors. The Board will agree on the number of prospects the Board would like to pursue as possible Board interview candidates.

*Prospect Evaluation: Conduct Initial Screening/Preliminary Interviews*

Top candidates may be initially screened by means of a telephone screening interview to further assess their experience and qualifications, to clarify any issues raised by the submitted documents; reasons for position interest will be identified; the level of commitment to the position and the organization will be determined; and other issues, including salary requirements will be discussed.

In addition, top candidates will be personally interviewed to further narrow the pool to only the most highly qualified candidates and to further establish best organizational fit of each potential finalist. This screening process is specifically designed to assess the personal and professional attributes the District is seeking and will focus on each candidate’s management ability, technical competency, fit with the Agency’s values, culture, needs, the candidate’s behavioral styles and situational experience, and other relevant characteristics. This group may include as many as ten (10) candidates for the position.

The Committee will conduct extensive reference and background checks for each prospect. This review includes employment and professional references, a public records search, Internet, media and newspaper searches, confirmation of educational degrees, driving record check, criminal record search and a financial history check.
The Committee will report the results of the screening process to the Board.

**Recommend Slate of Candidates**

The Committee will submit for the Board’s review, clear analysis of the most qualified applicants as finalists.

**Applicant Interviews:**

Working with the Board, the Committee will arrange for “a stakeholder interview panel” “peer (general manager) interview panel” and a final Board interview with the prospective general managers. A set of key questions will be developed to that will help analyze the candidates’ qualifications and management/work style.

**Negotiate Terms and Conditions of Employment**

The Committee will assist the Board in the negotiations of the final terms and conditions of employment, such as compensation package, benefits, and other prerequisites.

**Maintain All Required Legal Documentation**

The Committee will be responsible for ensuring compliance with and establishing and maintaining all legally mandated documentation throughout the process.

**Complete all Correspondence**

Each candidate, regardless of their qualifications and success in the selection process, deserves the courtesy and respect of being informed throughout the process. The Committee will keep all the candidates abreast of the process and their continued candidacy.

**Maintain Regular and Ongoing Communications**

The Committee will provide progress reports to the Board at critical points in the recruitment process or as issues arise. The Committee will be responsible for scheduling, coordinating, and preparing all of the necessary materials for Board and other meetings throughout the duration of the process.
SCHEDULE

Shown below is a schedule that is suggested for conducting the Committee’s recruitment effort. It is estimated that the executive search efforts of this scope may take three (3) to four (4) months to complete, allowing enough time for all phases of the process.

Committee Initial Meeting: January 29, 2020
Contract with Consultant Firm, Rob Roscoe: February 13, 2020
February: Meetings with Board of Directors, management, and other stakeholders
April 16: Board approves Brochures
April 17: Job Advertising
May 8: Application Deadline
May 12: Review Application Packet
May 18-29: Screening and Interview Process
June 4: Special Board Meeting – Closed Session  
  ➢ Public employee appointment discussion
June 11: Regular Board meeting  
  ➢ Final employment agreement
July 6: Anticipated General Manager Start date (as agreed upon)
July 10: Interim General Manager transitions out

Revised: April 14, 2020
April [XX], 2020

The Honorable [Member Name: Find Your Representative of Congress] The Honorable Kamala Harris
United States House of Representatives United States Senate
[Address] 112 Hart Senate Office Building
Washington, D.C. 20515 Washington, D.C. 20510

The Honorable Dianne Feinstein
United States Senate
331 Hart Senate Office Building
Washington, D.C. 20510

Dear [Congressman/woman X], Senator Feinstein and Senator Harris,

The [Your District Name] respectfully urges you and your colleagues to consider including the needs of independent special districts in the impending fourth COVID-19 pandemic relief bill.

As a provider of [your district services (water, fire protection, parks, etc)] to [approximate population number served] residents in the [name of community/communities/region you serve], access to resources to confront COVID-19, as well as relief to recover, is essential to continuing our operations and best serving our – and your – constituents.

COVID-19 has brought significant challenges to our community and our district. [Briefly explain any challenges your district has had since the pandemic began such as curtailment of services, reductions in revenue, increased costs, short staffing, needed supplies or equipment, or additional hazards]

As the fourth federal COVID-19 relief bill is developed, I urge you and your colleagues to keep in mind these very serious issues. Independent special districts and the communities and regions that rely on our services across the nation will be further harmed should the pandemic continue and local governments not be considered for inclusion in resources already provided to other entities. On behalf of our district and our mutual constituents, we request you:

- **Expand the Coronavirus Relief Fund’s eligibility for “local forms of government”** to receive a portion of the funds and appropriate $100 billion specifically for local governments to utilize and continue services across the country.
- **Include local governments in the COVID-19 payroll tax credit.** All public agencies are required to provide paid COVID-19 sick and family leave; however special districts and other public agencies are excluded from the credit, putting us at a disadvantage.
- **Restore advance refunding of tax-exempt bonds, as outlined in H.R. 2772.** Doing so would allow flexibility for states and local governments to access billions of dollars to reallocate and spend on other projects, which, in turn, strengthens local infrastructure networks.
- **Increase access to capital for small borrowers, as is included in H.R. 3967.** This would increase the bank-qualified borrowing limit from $10 million to $30 million and allow it to apply at the borrower level. Taking this measure would grant small issuers – both government and non-profit, who may be hardest hit during the downturn, access to capital for immediate project needs.
We thank you for your leadership in securing significant relief for our nation in the previous three COVID-19 relief bills: health care districts with medical centers have new access to vital equipment; families will receive stimulus rebates to soften financial hardships and pay utility bills; and 457 retirement account holders have temporary flexibility for higher fund disbursements to help cover COVID-19 expenses. But without the aforementioned fixes, special districts like ours, and thousands of others serving millions of Americans, will struggle to maintain the critical local infrastructure and continue the essential community services that our nation’s businesses and families depend upon.

Thank you for your consideration,

[Signature]

[name]
[position]
[district name]

CC:

Steven Mnuchin
Secretary of the Treasury
[via LegAffairs@do.treas.gov]

California Special Districts Association
[via advocacy@csda.net]