

**Special Meeting
August 2, 2021
6:00 p.m.**



**NOTICE OF SPECIAL MEETING OF
BOARD OF DIRECTORS**

August 2, 2021

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public that is within the subject matter jurisdiction of the Board, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2.

Please Note: If you have comments on a specific agenda item(s), please fill out a comment card and return it to the Board Secretary. The Board President will call on you for your comments at the appropriate time, either before or during the Board's consideration of that item.

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 646-2114 (Govt. Code Section 94594.1 and 94594.2 (a))

In accordance with California Executive Order N-29-20, Section 3: A local legislative body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. A physical location accessible for the public to participate in the teleconference is not required.

GoToMeeting:

Meeting Link: <https://global.gotomeeting.com/join/434753669>

United States (Toll Free): [1 866 899 4679](tel:18668994679)

Access Code: 434-753-669

The meeting will be called to order at 6:00 p.m.

1. Roll Call

2. Approval of Minutes – No minutes to approve.

3. Public Comments

The Board will receive comments from the public at this time on any item of interest to the public that is not on the agenda that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2. Matters raised by public comment requiring Board action will be referred to staff or placed on a subsequent agenda where appropriate.

When addressing the Board, please state your name and address and limit your comments to three (3) minutes.

Please Note: If you have comments on specific agenda items, please fill out a comment card and return it to the Board Secretary. The Board President will call on you for your comments at the appropriate time, either before or during the Board's consideration of that item.

4. Board Discussion and/or Action

- a) Approve newly created Board Secretary & Assistant General Manager salaried position, and appoint Summer Ward, with a starting annual salary of \$96,000, retroactive to July 1, 2021.(Etchart/Kentosh) - Attachment

6. Meeting Adjournment.



Board Secretary & Assistant General Manager

Exempt /Non – Exempt: Exempt, pursuant to the Fair Labor Standards Act.

Salary Range: \$85, 000 - \$120,000 Annual

Definition

The Board Secretary/Assistant Manager is an at-will employee who serves at the pleasure of the Board of Directors. This position is responsible for serving as the Secretary to the Board of Directors as well as assisting the General Manager with the planning, organizing and directing the activities and operations of the Meiners Oaks Water District. The Board Secretary/Assistant Manager is potentially involved in all aspects of the day-to-day water district operations and administrative functions. This includes functions such as attending all District Board Meetings and taking minutes. In addition, this position is responsible for maintaining the District's financial records, accounts receivable, Payroll, Human Resources, and accounts payable. This position is also responsible for supervising the office staff.

Examples of Duties and Responsibilities

- Participates in formulating long range goals related to water source development and water demand management, equipment and system maintenance and enhancement of the water system along with the budgeting for it through the Capital Improvement Program.
- Participates in water rate reviews, protest hearings and revenues.
- Prepares Board agendas and minutes, water production and sales reports and related activities for the District.
- Oversees the District's budget.
- Supervises and directs the work of all District staff.
- Keeps abreast of the water utility field relative to state and federal issues.
- Maintain District files and official records.
- Oversees financial and accounting related duties, including the preparation of monthly financial statements, tax reports, receiving payments and reconciling them with purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase and expenditure requests, and purchase orders.
- Responsible for the District banking.
- May supervise and train assigned subordinates to ensure office work flow is maintained and office goals are met; assign work according to changes in workload priorities; evaluate office and administrative functions to recommend changes in office procedures; evaluate the work performance of staff.



- Oversee the preparation of payroll.
- Perform a wide variety of complex, responsible and confidential clerical and administrative tasks.
- Respond to customers in person and on the phone.
- Process outgoing and incoming mail.
- Perform related duties and other responsibilities as required.

Knowledge of:

- Principles and practices of government budget preparation and administration, especially utility operations and California Environmental Quality Act (CEQA) requirements.
- Principles of management supervision, training and performance evaluation.
- District practices and procedures and policies.
- Modern office practices, methods, and equipment, including computer equipment.
- Word processing methods, techniques, and programs; basic accounting methods, procedures, and terminology; database and spreadsheet applications and programs.
- Principles of business letter writing.
- Basic principles of record keeping.
- Vocabulary, spelling, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public and District staff.
- Familiar with Ralph M. Brown Act public meeting requirements (Gov. Code sections 54950-54963)

Ability to:

- Plan, direct and control the administration and operations of the organization.
- Prepare and analyze technical reports.
- Successfully develop, administer and monitor the District's budget.
- Supervise and evaluate staff.
- Develop and implement policies as approved by the Board of Directors.
- Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of the District's goals.
- Interpret and apply District policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of business.
- Ability to utilize Microsoft Office computer programs, including Word and Excel.
- Assist the Board of Directors in developing and implementing District policies and procedures.



- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Train, supervise and evaluate staff.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and word - processing, database, spreadsheet, and graphics software applications programs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Working Conditions and Physical Requirements

Work is performed primarily in an office environment utilizing modern office equipment and technology and may require sitting for prolonged period of time using a computer. This position requires standing, walking and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. This position also requires some field work at times, which may require frequent walking in operational areas to identify problems or hazards.

Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Minimum Qualifications

- Completion of an AA degree or higher.
- Previous clerical training and experience is highly desirable.
- Board Secretary/Clerk certification desirable.

License Requirements

- Possess a Class C California driver's license and a driving record acceptable to the District's insurance carrier.