

DIRECTORS
Patrick Sweeney Bob Whitehouse
President Director

Ken Swenson Alan Hanger
Vice President Director

Steven Strickland
Director



STAFF

Weston Stankowski Brenda Kane
Interim General Manager Billing Manager

Rick Trites Nancy Veerkamp
Meter Reading/Backflow Board Clerk/Admin

Solano Irrigation District
Operator & Maintenance

Rural North Vacaville Water District (RNVWD)

Advertisement for Independent Contractor General Manager I Treasurer

RNVWD is requesting qualifications and resumes (RFQ) from interested parties for the independent contractor position of General Manager (GM) and Treasurer. These roles may be filled separately or combined, as currently structured. This position is not as an RNVWD employee, and no benefits are provided. The General Manager/Treasurer will report directly to the Board President and the RNVWD Board of Directors.

- The period for the RFQ is open until the position is filled.
- The District is offering a fixed monthly fee, ranging from \$8,000 to \$12,000 (DOE) for full-time services.
- Interested contractors should submit their resume and qualifications via email to the board clerk at admin@rnvwd.com.
- Interested parties should ideally be located within the RNVWD District and must have offices in Solano County.
- General and Professional liability insurance is required.

The Ad Hoc Committee of the Board of Directors will schedule interviews and evaluate applicants' qualifications, skills, experience, and attributes to determine the best fit for the District. The Board will review updates from the Ad Hoc Committee at their regular monthly meeting on the second Tuesday of each month.

Solano Irrigation District (SID) is currently our Licensed Operator, responsible for the repair and maintenance of the District's facilities, and will continue in this role.

Overview of the GM/Treasurer Role is available at www.rnvwd.com >documents >policies >General Manager/Treasurer Role Overview -1050

An Independent Contractor can be an Individual/Sole Proprietor, California Corporation, Partnership, or Limited Liability Company. This offer may be terminated or suspended at the District's discretion. Any final agreement with a selected contractor will be negotiated.

General Manager Qualifications

1. **Education & Experience:** Bachelor's degree in engineering, business or experience in water system management. Minimum of 5 years of managerial experience handling complex issues, negotiating, monitoring contracts, and overseeing capital improvement projects.
2. **Industry & Regulatory Knowledge:** Understanding of regulated water utility operations, mechanical pumps, and piping systems. Broad knowledge of relevant regulations, requirements, and trends in the water business, including best practices for operating procedures and customer service.
3. **Leadership & Management Skills:** Proven leadership abilities, maintaining productive relationships with consultants, staff, and board members. Proficient in planning, organizing, problem-solving, and teamwork. Ability to motivate and lead other independent contractors.
4. **Communication & Interpersonal Skills:** Excellent written and verbal communication skills, along with interpersonal skills in persuasion, listening, cooperation, and diplomacy.
5. **Business Performance & Team Development:** Commitment to improving business performance and developing team capabilities.
6. **Technical Proficiency:** Skilled in Excel, Word, BOX, and PowerPoint. Competent in using business data and metrics to measure program success. Proficient in various technology and media platforms.
7. **Ethical Conduct & Organizational Alignment:** High standards of ethical conduct, honesty, and integrity. Aligns behavior with the organization's needs, priorities, and goals. Fosters commitment and team spirit.
8. **Physical Ability:** Capable of standing, climbing, walking, lifting, bending, pulling, pushing, grasping, reaching, stooping, crouching, sitting, typing, reading, writing, color determination, speaking, and listening for extended periods.

Treasurer Qualifications

1. **Education & Experience:** Bachelor's degree in accounting, finance, business, or equivalent relevant work experience. CPA certification is a plus. Minimum of 5 years of similar business responsibility.
2. **Technical & Financial Proficiency:** Proficient in QuickBooks and Excel. Experience in municipal financing, enterprise accounting, audits, banking, county fund management, and cash management. Competent in analyzing and reviewing monthly Profit and Loss statements, balance sheets, accounts payable, and receivable reports.
3. **Strategic & Investment Planning:** Experience in capital improvement plan financing, long-term strategic financial planning, and investment management.
4. **Risk Assessment & Bonding:** Ability to critically assess business and financial risks. Applicant must become bonded.