



RURAL NORTH VACAVILLE WATER DISTRICT

POLICY TITLE: Overview of the General Manager/Treasurer Role
POLICY NUMBER: 1050
ADOPTED: 4/9/19
REVISIONS: None

1050.1 The General Manager/Treasurer (“GM”) is an independent contractor of the District and has an agreement which specifies the terms of employment. The GM is the administrative and financial head of the District under the direction of the Board of Directors. The GM shall be responsible for the efficient administration of all the District’s affairs which are under the GM’s control. The GM plans, organizes, directs, coordinates and evaluates all District operations, programs, finances and resources in accordance with short and long range goals, policy statements, and directives from the Board.

1050.2 The General Manager’s Duties:

The District’s GM shall be responsible for:

1. Attend and participate in District Board meetings preparing the Agenda for President’s approval, present reports as necessary, represent the Board before external organizations including other agencies, governmental and regulatory entities, business and community groups.
2. Prepare Board Meeting “packet” and post Agenda and “packet” to website within 72 hours of Board Meeting and post Agenda on the District bulletin board. For distribution at the Board Meeting, make copies of the Agenda for Board Members and the public.
3. Implement policies established by the Board of Directors for operation of the District. Supervise the day-to-day activities of the District.
4. Review annually the District Rules and Regulations and By-Laws and make recommendations to the Board for approval of revisions as may be appropriate.
5. Review the monthly board Meeting Minutes prepared by the Clerk/Administrator and submit for Board approval.
6. Prepare with the Clerk/Administrator draft of new policies for Board approval and maintain policy log for review and updates.
7. Review monthly financial statements prepared by the District’s independent contractor CPA accountant and submit monthly for Board approval.
8. Meet with Board President to discuss current District business.
9. Prepare and update agreements with independent contractors providing services to the District and submit to the Board for approval.
10. Provide supervision of the District’s Independent Contractors (Staff), consistent with



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the policies established by the Board of Directors. Staff consists of Clerk/Administrator, Billing Manager, Operations and Maintenance, Accountant, Legal, Meter Reading/Backflow, Legal and Webmaster.

11. Obtain bids / proposals from independent contractors for services when required.
12. Coordinate with our Webmaster regarding updates for the District Website.
13. Supervise preparation of Annual Report of Reimbursements and present yearly to Board Members for information.
14. Monthly comparison of well production quantity to district billings usage to determine non-revenue water usage.
15. Process with LAFCO and the District Board: Annexations, Detachments, Water Right Transfers, New Connections, Main Extensions, Easements
16. Draft and release District newsletter twice yearly.
17. Monitor and answer the District phone line for incoming calls and messages by providing 7 days a week customer service for issues as they may arise. Reply to the District's GM email account and respond to customer requests for information.
18. Store and organize the paper files of the District records at the rental space.
19. Respond to all notifications of leaks and coordinate a repair plan response with Operations staff and prepare notifications on Website if necessary.
20. Review Zoning, Planning, Subdivision and Lot Line Adjustment applications as requested by property owners and the Solano Department of Resource Management. Work with developers on evaluation of requests for main and service extensions.
21. Coordinate with the District Engineer regarding review of proposed development improvements and District facility proposed capital expenses and major issues as they arise regarding maintenance and operations.
22. Review and authorize minor repair and maintenance work.
23. Perform field inspections of the District facilities.
24. Organize and plan spare parts inventory for equipment back up readiness in the event of an emergency.
25. Review the monthly Meter Read Edit/Review report for usage and customer count and failing Electronic Radio Transmitters, (ERT).
26. Maintain our relationship and membership with California Special District Association (CSDA), California Rural Water Association (CRWA), American Water Works Association (AWWA), and Association of California Water Agencies (ACWA) Joint Powers Insurance Agency (JPIA).
27. File Form 700 with the County of Solano.
28. Complete Ethics and Sexual Harassment Training every two years as required by law.
29. Meet with customers when needed to evaluate their service connection or discuss their account with the District.



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30. Evaluate meter reading hardware, software and access issues with the monthly meter reading service and coordinate with the annual backflow testing and reporting.
31. Discuss District matters of legal, regulatory or governmental importance with our District Counsel when necessary or requested by the Board.
32. Maintain list of Supplemental Water Rights for Sale as may be requested by current customers and post on the District Website.
33. Evaluate financing options from lenders when appropriate to finance major capital improvement approved by the Board.
34. Assist and manage the annual audit, provide documentation, verify accounting information, coordinate with the CPA and Billing Manager.
35. Supervise District's finances, banking, loans and investments including serving as District Treasurer and yearly preparation of District budget.
36. Manage collections of all customer accounts and the preparation and sending of shut off and delinquency notices, recording liens and preparing a delinquency report for Board approval and inclusion on the County property tax roll.
37. Prepare Resolutions when required for collections on tax rolls, rate changes, and other situations where Resolutions are required by government code or otherwise appropriate for recording Board decisions.
38. Review and approve the annual payments of 2 state loans (SFR 1998CX108 Jan 1 and June 1 and E85001 April 1 and Oct 1) by preparing and sending a Vendor Claim form to Solano County for payment from the debt service fund.
39. Review the financial Reserve Policy annually and update as may be required.
40. Prepare Demands for Escrow and Title companies for property sale transactions.
41. Update monthly CORE billing data for use in responding to customer request for current account information.
42. Review the monthly bank statement and all banking accounts and activity.
43. Maintain use of District credit card secured by the GM.
44. Coordinate the annual filing of the Financial Transaction Report (FTR) and U.S. Bureau of Census survey report by the auditor and the Government Compensation in California (GCC) by the District Administrator.
45. Work with NBS the District's property tax assessment manager in providing customers quotes for pay off requests.
46. Obtain Hydrant meter deposits and provide Hydrant meters and prepare invoices for hydrant water usage.
47. Work with the District Engineer on special projects as they arise and approved by the Board such as Bacteria Remediation, Arsenic removal treatment and approved capital expense projects.
48. Maintain District's Liability and Property Insurance coverage with ACWA Joint Powers Insurance Agency, (JPIA).



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49. Review the monthly invoices from the District's Staff and other vendors and prepare payment with hand written checks for approved amounts, cost code and mail in a timely manner.
50. Review monthly Customer Billings, Late Charges and Adjustments with Billing Manager
51. Provide monthly to the District's CPA a binder with the monthly check payments with invoice backup and with cost codes. Review the monthly Financial reports prepared by the CPA and submit for Board approval.
52. Coordinate with LAFCO in preparation of the Municipal Service Report (MSR) every 5 years.
53. Coordinate with LAFCO on annexations to the District.
54. Coordinate with LAFCO in preparation of Sphere of Influence Map every 5 years.
55. Coordinate with NBS in preparation of NBS Annual Report and distribution of late notices to customers who have not paid their assessment on tax rolls.
56. Coordinate with Staff the preparation and updates of governmental reporting on their respective due dates: Drinking Water Annual Consumer Confidence Report (CCR); California Water Boards Sanitary Survey Report; California electronic Annual Report (eAR).
57. Perform additional work required for special projects, capital improvements and county Resource Management requirements.

1050.3 The District's GM serves at the pleasure of the Board. The Board will provide policy direction and instruction to the GM on matters within the authority of the Board during duly-convened board meetings. Members of the Board will deal with matters within the authority of the GM through the GM and not through other District independent contractors (ie district staff). Members of the Board will refrain from making requests directly to District staff to undertake analyses, perform other work assignments, or change the priority of work assignments.

1050.4 Treasurer: The GM shall provide a monthly financial report at the District's monthly board meeting for Board approval. The GM shall maintain a bond paid for by the District. The GM shall manage investment of district funds according to District policy.