



Notice is hereby given that a
SPECIAL MEETING
Of the Board of Directors will be held at:
400 Church Street, Scotia, CA 95565

Thursday, April 13, 2023, at 5:30 P.M.
In Person & Via Zoom

AGENDA

CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE The Presiding Officer will call the meeting to order, and the Board Clerk will call the roll of members to determine the presence of a quorum. **PLEASE REMEMBER TO SILENCE ALL CELL PHONES**

This meeting may be accessed by using the following call-in number: 1 669 900 6833. When prompted enter the meeting i.d.839-7182-1893 and the following password 374314.

Or via Zoom Video Conferencing via URL:

<https://us02web.zoom.us/j/83971821893?pwd=dGdCeEYrL1oxL0pEaVkyY9VM1F3dz09>

Please submit public comments in writing 24 hours ahead of the meeting, if possible. If anyone wishes to teleconference the meeting and has ADA access needs, please call the SCSD Administrative Office not less than 24 hours in advance of the meeting time to make accommodation.

All publicly posted documents on the district website are also available for inspection at the District office during regular business hours: 400 Church Street, Scotia CA 95565, Monday-Thursday 9:00am – 4:00pm.

- A. SETTING OF THE AGENDA** The Board may adopt/revise the order of the agenda as presented.
- B. PUBLIC COMMENT & WRITTEN COMMUNICATION** At every *special meeting*, the legislative body shall provide the public with an opportunity to address the body on any item described in the notice before or during consideration of that item. Comments are not generally taken on non-action items such as reports or information. **COMMENTS SHOULD BE LIMITED TO THREE MINUTES**
- C. ADJOURN TO CLOSED SESSION - GC §54957 Public Employment - Personnel discussion and direction to staff.**
1. Call to Order
 2. Roll Call
 3. Government Code **GC §54957 Public Employment** –Personnel discussion and direction to staff
 4. Closed Session Discussion
- D. ADJOURN TO OPEN SESSION –**
- a. Report out of closed session
- E. BUSINESS**
- Pg 3-7 **1. New Business –**
- a. Planwest to introduce Recruitment Materials for Hiring a Direct Hire General Manager
- Pg 8-14 **2. Old Business:**
- b. General Manager Job Description and Salary Schedule with Changes.

AGENDA FOR A MEETING OF THE SCSD BOARD OF DIRECTORS

April 13, 2023

POSTED on April 10th, 2023, at 5:00 PM

Packet Page1

F. REPORTS- none

G. BOARD TRAINING -none

H. ADJOURNEMENT

Next Regular Meeting of the SCSD will be April 20, 2023, at 5:30 PM. A Special meeting may be held prior to that.

Notice regarding the Americans with Disabilities Act: The District adheres to the [Americans with Disabilities Act](#). Persons requiring special accommodations or more information about accessibility should contact the District Office. Notice regarding Rights of Appeal: Persons who are dissatisfied with the decisions of the SCSD Board of Directors have the right to have the decision reviewed by a State Court. The District has adopted [Section 1094.6](#) of the [Code of Civil Procedure](#) which generally limits the time within which the decision may be judicially challenged to 90 days. All publicly posted documents on the District website are also available for inspection at the District office during regular business hours: 400 Church Street, Scotia CA 95565, Monday-Thursday 9:00am – 4:00pm.



STAFF REPORT

DATE: April 13 2023
TO Scotia CSD Board
FROM: George Williamson & Leslie Marshall, Planwest Partners
SUBJECT: General Manager Recruitment and Selection

RECOMMENDATION:

Staff recommends that the Board approve General Manager Recruitment Flyer and steps outlined below and direct staff to distribute recruitment materials and post job notices.

ACTION:

General Manager, as CSD staff, recruitment materials and selection steps approval

DISCUSSION:

A Draft District General Manager Flyer is attached for Board review and approval as to form and organization. Edits still needed, Planwest staff has reviewed the draft flyer and noted several revisions. Several services need to be updated including wastewater and listing of Carpenter's Field and Fireman's Park as park facilities. Starting salary: \$102,500. Proposed **added flyer text:**

Opportunity to be part of Scotia's bright future! The new General Manager will oversee:

- Winema Theatre ADA improvements, allowing reopening for community events.
- Museum ADA improvements, artifacts cataloging and curator oversight
- Fireman's Park- Ballfield restroom replacement
- Wastewater Treatment facility upgrades
- Tesla Battery Backup for uninterrupted river pumps operations for water supply
- Town of Scotia Subdivisions – acceptance of infrastructure upgrades

The following distribution and publication steps are recommended:

- ✓ California Special Districts Association (CSDA) 30 day posting for \$150.00.
- ✓ Humboldt CSDA Chapter – email distribution
- ✓ Posting to Scotia CSD website
- ✓ Distributions to other professional organizations of interest
- ✓ Publish Notices in North Coast Journal & Times-Standard

The following process is recommended:

- ✓ Form selection committee of board members, Planwest & district staff, special district representative (CSD Board to appoint two members)
- ✓ Set a selection schedule with candidate filing and selection dates.

FISCAL IMPACT: Approximately \$ 5,000 for materials and publishing costs.

Attachment: Draft District General Manager Flyer

DISTRICT GENERAL MANGER



SCOTIA CSD is hiring for a General Manager.
Please see details attached and apply by * **. 2023.**



ABOUT SCOTIA CSD

The Scotia Community Services District was formed in 2014 under Government Code 61000 et. seq. to provide water, wastewater, parks and recreation, limited streets and street lighting, and storm drainage services to the community of Scotia. The District's mission is to provide all of Scotia with safe, adequate and reliable drinking water, raw water, and wastewater; assist the County with storm drainage, and street and street lighting services within Scotia CSD easements; and to maintain civic parks and recreation facilities, in an environmentally and fiscally responsible manner.

THE POSITION

The General Manager is the Scotia CSD's chief executive and management official, reporting directly to the five member CSD Board of Directors. The General Manager oversees, organizes, and directs District activities and operations, supervises a staff of __, develops policy recommendations for Board action and provides administrative support. The General Manager's position has complete responsibility, to the Board, for administration of all District services, activities, and policies. The General Manager serves as the District's Director of Emergency Services, Personnel Officer, Purchasing Officer, Risk Manager, and Safety Officer.

GM responsible for all local, State and Federal Regulatory Agency reporting and ensuring District ordinances and policies implementation. Financial responsibilities include preparing and presenting annual fiscal budgets. The position has authority for District employee hiring, supervision and related activities. The position includes planning, organizing, supervising, reviewing District staff work of and oversight of contract employees. General Manager has authority to hire, demote, promote, and terminate any District employee (except District Legal Counsel) in accordance with District Policies. The General Manager shall attend all District Board meetings, unless excused by the District Board.



JOB DUTIES

- Plans, organizes, assigns, supervises, and reviews the work of all District staff.
- Trains staff in work and safety procedures and implements standards, acts as the District Safety Officer.
- Evaluates employee performance, counsels employees, and effectively initiates disciplinary action, promotes and or demotes, and hires all District staff.
- Monitors operations and activities of all District employees.
- Delegates District authority, at her/his discretion, for specific District Board adopted policies.
- Develops an annual District draft budget for District Board review, discussion, and direction.
- Develops, prepares, and updates District fee schedules, ordinances, resolutions, and policies.
- Develops, prepares, and finalizes all District Board meeting agendas.
- Manages the selection, training, and supervision of entire staff. Confers with District Counsel and developers.
- Manages contractors and consultants ensuring District standards, policies, and directives are maintained.
- Plans, directs and coordinates services, activities and operations of all facilities, equipment and projects.
- Coordinates District activities with all regulatory agencies; ensures compliance with all state, local, and federal laws.
- Administrative Duties (Basic Services, Staff Meetings/Community Meetings/Attendance).
- CSD Board Meeting prep & attendance/minutes.
- Oversee Bookkeeping, Billing, and Invoicing/Banking
- Website postings & management/Emails/File Management Grant Research/Writing
- Other duties, as assigned by the Board.

RESPONSIBILITIES

Under the direct supervision of the Board of Directors, this position is responsible for all local, State and Federal Regulatory Agency reporting. The position is responsible to ensure that all ordinances and policies of the District are enforced. The position is responsible for all financial activities of the District including preparation and presentation of the annual fiscal budget to the Board. The position has the authority, from the Board, to control and provide direction to all District employees. The position includes planning, organizing, supervising, reviewing, and evaluating the work of District staff and contract employees. With the exception of the District Legal Counsel, the General Manager has the authority to hire, demote, promote, and terminate any District employee in accordance with District Policies. The General Manager shall attend all District Board meetings, except when her/his potential removal, from the position, is under consideration or unless excused by the District Board.

EDUCATION & EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: Equivalent to graduation from a four-year college or university with major coursework in business or public administration, engineering, finance, public policy, management, or a related field and five (5) years of management or administrative experience in a public agency setting, preferably in the water and/or wastewater industry. Bachelor's degree is desirable. Experience working with an elected Board or Council is desirable.

LICENSES & CERTIFICATIONS

Licenses and Certifications: Possession of a valid California Driver's License by time of appointment.



DISTRICT SERVICES

SCSD is responsible for a variety of integral services, such as, water, wastewater, parks and recreation, streets and lighting, storm drainage, and other non-CSD services. A summary of services is provided below.

TREATED WATER, RAW WATER & DISTRIBUTION

SCSD staff will be involved in the following:

- planning, management and oversight of the daily functions, operations and activities of the water
- treatment plant and water distribution system.
- all new water infrastructure construction projects including engineering review in coordination with Contractors.
- all equipment maintenance, repairs and improvements related to the existing water treatment plant and water distribution system.

SCSD staff will be responsible for the District's compliance with all regulatory agency (USEPA, CAL- EPA, SWRCB and CAL-DHS Cross Connection Control Standards) requirements, to include, policy development, monitoring, testing, reporting and training.

STORMWATER AND DRAINAGE

SCSD staff will be responsible for operations and maintenance of the storm drainage infrastructure outside of the County maintained public-right-of-way.

CSD DESIGNATED STREETS, ALLEYS & STREETLIGHTING

SCSD staff will be responsible for operations and maintenance of CSD designated Streets and Alleys infrastructure outside of the County maintained public right-of-way.

PARKS AND RECREATION

SCSD staff will be responsible for operations and maintenance of the Community Forest, Theatre, Museum, Carpenter Shop, and Landscaping.

LAND & EASEMENTS

Staff will be responsible for oversight of all District land and easements.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

COMPENSATION & BENEFITS

Starting salary begins at \$102,000. Vacation, Holidays and Sick Time offered. Please see personnel policies for accruals. Retirement: PARS - 7% Employer Contribution, Employee Contribution currently set at 7%. Healthcare: SDRMA Blue Shield Silver PPO.

SUBMIT APPLICATIONS TO:

Please submit all application materials, resume, and cover letter to <INSERT EMAIL OR APPLICATION LINK>. <ADD ANY OTHER HIRING/ APPLICATION INFO.>



Scotia Community Services District Staff Report

DATE: April 13th, 2023
TO: Scotia Community Services District Board of Directors
FROM: Amber Sandum Administrative Assistant
SUBJECT: Scotia Community Services District Board of Directors to Review changes to the General Manager Job Description and Salary Schedule

RECOMMENDATION:

The Administrative staff recommends that the Scotia Community Services District Board of Directors review the suggested changes to the General Manager Description and updated Salary Schedule that the Board approved on April 6th, 2023.

ACTION:

Review Changes

DISCUSSION:

Review and discuss if needed.

FISCAL IMPACT:

None

ATTACHMENTS:

Attachment A: General Manager Job Description

Attachment B: Salary Schedule



Job Description: General Manager

DESCRIPTION SUMMARY:

DEFINITION

The General Manager is the chief executive and management official of the Scotia Community Services District (District) and for the District Board of Directors (Board). The General Manager reports directly to the Board. The General Manager oversees, organizes, and directs the activities and operations of the District, develops policy recommendations for Board action and provides responsible and complex administrative support to the Board. The General Manager's position has complete responsibility, to the Board, for the administration of all District services, activities, and policies. The General Manager's responsibilities include, but are not limited to, the District's Director of Emergency Services, Personnel Officer, Purchasing Officer, Risk Manager, and Safety Officer.

SUPERVISION

Receives general policy direction from the Board.

RESPONSIBILITIES

Under the direct supervision of the Board of Directors, this position is responsible for all local, State and Federal Regulatory Agency reporting. The position is responsible to ensure that all ordinances and policies of the District are enforced. The position is responsible for all financial activities of the District including preparation and presentation of the annual fiscal budget to the Board. The position has the authority, from the Board, to control and provide direction to all District employees. The position includes planning, organizing, supervising, reviewing, and evaluating the work of District staff and contract employees. With the exception of the District Legal Counsel, the General Manager has the authority to hire, demote, promote, and terminate any District employee in accordance with District Policies. The General Manager shall attend all District Board meetings, except when her/his potential removal, from the position, is under consideration or unless excused by the District Board.

EXAMPLE OF JOB DUTIES:

- Plans, organizes, assigns, supervises, and reviews the work of all District staff.
- Trains staff in work and safety procedures and implements standards, acts as the District Safety Officer.
- Evaluates employee performance, counsels employees, and effectively initiates disciplinary action, promotes and or demotes, and hires all District staff.
- Monitors operations and activities of all District employees.
- Delegates District authority, at her/his discretion, for specific District Board adopted policies.
- Develops an annual District draft budget for District Board review, discussion, and direction.
- Develops, prepares, and updates District fee schedules, ordinances, resolutions, and policies.
- Develops, prepares, and finalizes all District Board meeting agendas.
- Manages the selection, training, and supervision of entire staff.



- Prepares, evaluates, and implements District budget; develops short and long term financial strategies.
- Confers with District Counsel and developers.
- Manages contractors and consultants ensuring District standards, policies, and directives are maintained.
- Plans, directs and coordinates services, activities and operations of all facilities, equipment and projects.
- Coordinates District activities with all regulatory agencies; ensures compliance with all state, local, and federal laws
- Administrative Duties (Basic Services, Staff Meetings/Community Meetings)
- Community Meeting prep & attendance
- CSD Board Meeting prep & attendance/minutes
- Oversee Bookkeeping, Billing, and Invoicing/Banking
- Website postings & management/Emails/File Management
- Grant Research/Writing
- Other duties, as assigned by the Board.

Treated Water, Raw Water, and Distribution

SCSD staff will be involved in the following:

- planning, management and oversight of the daily functions, operations and activities of the water treatment plant and water distribution system.
- all new water infrastructure construction projects including engineering review in coordination with Contractors.
- all equipment maintenance, repairs and improvements related to the existing water treatment plant and water distribution system.

SCSD staff will be responsible for the District's compliance with all regulatory agency (USEPA, CAL- EPA, SWRCB and CAL-DHS Cross Connection Control Standards) requirements, to include, policy development, monitoring, testing, reporting and training.

Wastewater Collection, Treatment, Discharge

SCSD staff will be involved in the following:

- planning, management and oversight of the daily functions, operations and activities of the wastewater treatment plant and wastewater collection system.
- all new wastewater infrastructure construction projects including engineering review in coordination with Contractors.
- equipment maintenance, repairs and improvements related to the existing wastewater treatment plant and wastewater collection system.
- National Pollutant Discharge Elimination System Permit (NPDES): Staff will review and collaborate with Engineer on the NPDES.



SCSD staff will be responsible for the District's compliance with all regulatory agency (USEPA, CAL- EPA, SWRCB and NPDES Pretreatment Standards) requirements, to include policy development, monitoring, testing, reporting and training.

Stormwater and Drainage

SCSD staff will be responsible for operations and maintenance of the storm drainage infrastructure outside of the County maintained public-right-of-way.

CSD designated Streets, Alleys and Streetlighting

SCSD staff will be responsible for operations and maintenance of CSD designated Streets and Alleys infrastructure outside of the County maintained public-right-of-way.

Parks and Recreation:

SCSD staff will be responsible for operations and maintenance of the Community Forest, Theatre, Museum, Carpenter Shop, and Landscaping.

Land & Easements

Staff will be responsible for oversight of all District land and easements.

ABILITY TO:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the District.
- Work cooperatively with, provide staff support to, and implement the policies of the Board of Directors.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Administer complex and technical human resources, financial management, and water production, distribution, and storage systems operations and maintenance, capital improvement, and related programs in an independent and cooperative manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prepare accurate and effective reports, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use sound independent judgment within general legal, policy, and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to work with the public in a professional matter.



EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, engineering, finance, public policy, management, or a related field and five (5) years of management or administrative experience in a public agency setting, preferably in the water and/or wastewater industry. Bachelor's degree is desirable. Experience working with an elected Board or Council is desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

Summary of Benefits

Vacation, Holidays and Sick Time-see personnel policies for accruals

Retirement: PARS - 7% Employer Contribution, Employee Contribution currently set at 7%

Health: SDRMA Blue Shield Silver PPO

	<u>Scotia Community Services District</u>		
	2023/24 Job Classifications and Salaries		
<u>Classifications</u>	<u>Annual</u>	<u>Monthly</u>	<u>Hourly</u>
<u>OPERATIONS</u>			
Crew Leader/Equip Operator	\$ 66,000.00	\$ 5,500.00	\$ 31.73
W/WW Lead Plant Operator	\$ 60,000.00	\$ 5,000.00	\$ 28.85
Treatment Plant Operator II	\$ 54,000.00	\$ 4,500.00	\$ 25.96
Treatment Plant Operator I	\$ 49,000.00	\$ 4,083.33	\$ 23.56
Treatment Plant OIT/Maint. Worker III	\$ 45,000.00	\$ 3,750.00	\$ 21.65
Maintenance Worker	\$ 40,000.00	\$ 3,333.33	\$ 19.23
Maintenance Worker I (3/4 time)	\$ 35,000.00	\$ 2,916.67	\$16.83
<u>ADMINISTRATION</u>			
<i>General Manager</i>	\$ 102,500.00	\$ 8,541.67	\$ 49.28
Assistant General Manager	\$ 73,000.00	\$ 6,083.33	\$ 35.10
Admin. Assistant/ Clerk	\$ 45,000.00	\$ 3,750.00	\$ 21.65
Office Assistant	\$ 31,200.00	\$ 2,600.00	\$ 15.00

	<u>Scotia Community Services District</u>				
	2022/2023 Five Step Pay Scale				
<u>Classifications</u>	Step 1	Step 2	Step 3	Step 4	Step 5
Operations					
Crew Leader/Equip Operator	\$ 31.73	\$ 32.36	\$ 33.01	\$ 33.67	\$ 34.35
W/WW Lead Plant Operator	\$ 28.85	\$ 29.43	\$ 30.02	\$ 30.62	\$ 31.23
Treatment Plant Operator II	\$ 25.96	\$ 26.48	\$ 27.01	\$ 27.55	\$ 28.10
Treatment Plant Operator I	\$ 23.56	\$ 24.03	\$ 24.51	\$ 25.00	\$ 25.50
Treatment Plant OIT/Maint. Worker III	\$ 21.65	\$ 22.08	\$ 22.52	\$ 22.98	\$ 23.43
Maintenance Worker II	\$ 19.23	\$ 19.61	\$ 20.01	\$ 20.41	\$ 20.82
Maintenance Worker I (3/4 time)	\$ 16.83	\$ 17.17	\$ 17.51	\$ 17.86	\$ 18.22
Administration					
General Manager	\$ 49.28	\$ 50.27	\$ 51.28	\$ 52.31	\$ 53.36
Assistant General Manager	\$ 35.10	\$ 35.80	\$ 36.52	\$ 37.25	\$ 37.99
Administrative Assistant/ Clerk	\$ 21.65	\$ 22.08	\$ 22.52	\$ 22.98	\$ 23.43
Office Assistant	\$ 15.00	\$ 15.30	\$ 15.61	\$ 15.92	\$ 16.24
	*All Step increases are in 2% increments				