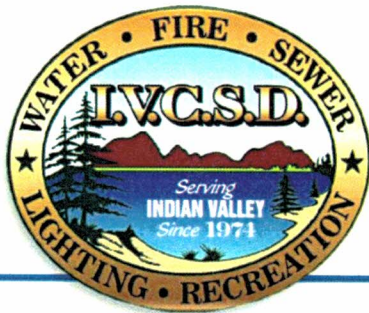


Indian Valley CSD  
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127 Crescent Street  
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Board of Directors  
Mina Admire  
Wayne Dannemiller  
Robert Heard  
Bob Orange  
Lee Anne Schramel  
www.indianvalleycsd.com

## AGENDA

### Special Meeting of the Board of Directors

Thursday, October 29, 2020 at 6:00 pm  
Town Hall, 120 Bidwell Street, Greenville, CA 95947

*Per Plumas County COVID-19 Regulations, masks are mandatory at this meeting  
and seating will be spaced 6' apart to maintain social distancing.*

1. **CALL TO ORDER AND ROLL CALL**

**NOTE:** Director Orange will be attending via phone from 3405 Diamond Mountain Rd, Greenville, CA 95947 (*agenda has been posted per CA State requirements*)

2. **PLEDGE OF ALLEGIANCE**

3. **AGENDA APPROVAL**

4. **PUBLIC COMMENT:** *The public may address the Board **ONLY** on items on the agenda. Pursuant to state law, the Board may not discuss nor take action on non-agenda items except under special circumstances. Speakers should limit their remarks to **five minutes** or as decided upon by the Chairperson.*

5. **DIRECTOR'S WEEKLY REPORTING FOR DAY-TO-DAY ACTIVITIES (15 MINS)** ..... Discussion

a. **Administration & Finance – Directors Admire & Orange**

- i. NEW Temp Office
- ii. District Engineer
- iii. District CPA

b. **Operations – Directors Dannemiller & Heard**

- i. Bidding (RFP) update

c. **Recruitment – Director Schramel**

- i. Outreach update

6. **FIRE DEPARTMENT (30 MINS)** ..... Discussion/Action

a. **Training & Certification folders**

- i. Required trainings
- ii. Required certifications
- iii. Folder format
- iv. Applicable policy

7. **DISTRICT OFFICE (5 MINS)** ..... Discussion/Action

a. **Public Records Act Request**

8. **DISTRICT PERSONNEL (60 MINS)** ..... Discussion/Action

a. **Amend Hiring Policy ([attachment](#))**

b. **Hiring General Manager**

- i. Job Description review ([attachment](#))



ii. Next steps

9. BOARD BUSINESS (15 MINS) ..... Discussion/Action

- a. Review & Discuss Topics for upcoming Special Meetings

10. ADJOURNMENT

Next Regular Meeting, November 12, 2020 at 6:00 pm, Town Hall, 120 Bidwell Street, Greenville, CA 95947

**REASONABLE ACCOMMODATION:** *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the **Clerk of the Board at 530-284-7224**. Notification 72 hours prior to the meeting will enable the IVCSD to make reasonable arrangements to ensure accessibility [28 CFR 35.102.35.104 ADA Title III].*

**UPCOMING MEETINGS** at 6:00 pm, Town Hall, 120 Bidwell Street, Greenville, CA 95947

November 5, 2020 ..... Special Meeting

Fire agreements and requirements (*guest authority*)

Review related policy, ordinance, and resolutions

November 9, 2020 ..... Special Meeting (VFF)

Discuss VFF questions and concerns in relation to current policy,  
ordinance, and resolutions

**November 12, 2020..... Regular Meeting**

Approve Minutes:

September 30, 2020 (*Special Meeting*)

**October 14, 2020 (*Regular Meeting*)**

October 22, 2020 (*Special Meeting*)

October 29, 2020 (*Special Meeting*)

November 5, 2020 (*Special Meeting*)

November 19, 2020 ..... Special Meeting

shall be conditioned upon the faithful performance of the duties imposed upon the General Manager and as prescribed in this Article. Any premium for such bond shall be a proper charge against the District.

**2.03.030      COMPENSATION.**

The General Manager shall receive such compensation as the Board shall from time to time determine. In addition, General Manager shall be reimbursed for all actual and necessary expenses incurred by him/her in the performance of his/her official duties.

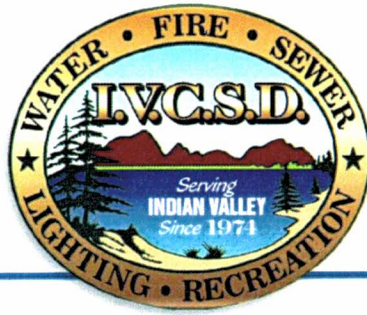
**2.03.040      POWERS AND DUTIES OF THE GENERAL MANAGER.**

The General Manager shall be the administrative head of the District under the direction and control of the Board except as otherwise provided in this Code. The General Manager shall be responsible for the efficient administration of all the affairs of the District under the General Manager's control. In addition to the General Manager's general powers as administrative head, and not as a limitation thereon, the General Manager shall have the following powers and duties:

- a. To plan, organize, and direct all District activities under the policy direction of the Board;
- b. To enforce strict compliance with the approved annual budget and approve only expenditures authorized in the approved budget;
- c. To hire and manage such staff as necessary to carry out the provisions of the District and this Code. Unless otherwise expressly approved by the Board and memorialized in writing, all employees and volunteers of the District shall be deemed to serve at the will and pleasure of the General Manager;
- d. To make recommendations to and requests of the Board concerning all of the matters which are to be performed, done, or carried out by the Board;
- e. To have charge of, handle, or have access to any property of the District, and shall make an inventory of all District property;
- f. To make, when appropriate, books and records of the District in the General Manager's hands open to inspection at all reasonable times by members of the Board or their representatives;
- g. To execute agreements, contracts, and documents on behalf of the



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## IMMEDIATE OPENING Interim or Permanent General Manager

The Indian Valley CSD (IVCSD) provides essential services for three small Northern CA (*Plumas County*) communities including Crescent Mills, Greenville, and Taylorsville, all closely located within Indian Valley.\*\* The General Manager reports to an elected, five-member Board of Directors.

Operations and services\* include:

- Two community water systems (*wells & spring*) plus a reservoir/dam/water rights (*secondary water supply*)
- Two community sewer systems
- Volunteer fire department with four small stations
- Three parks
- Street lighting for two communities
- Maintenance and administrative departments including a 8-person staff

Desired candidates should possess a strong sense of community and fiduciary responsibility for managing public funds, model a highly developed & transparent work ethic, and demonstrate oral & written communication skills.

Required qualifications include a Bachelors Degree in Public Administration or a related field, five years experience in an increasingly responsible public agency management position, and a valid CA drivers license. Candidates will demonstrate the ability to effectively manage/execute:

- A complex (*though small*) Community Services District (CSD) or equivalent
- Financial operations including: annual budget preparation & long-term revenue outlay plans, fixed asset inventory, capital improvement program (*including grant management*), and audit preparation
- Personnel management including recruitment, performance & retention
- Reporting requirements at the local, state and federal level
- Computer programs including QuickBooks, Microsoft Windows & Office Suite (*Excel, Word, PowerPoint, Outlook, etc.*), and Adobe.

Additional expertise, neither limited to nor required, includes: possessing a CA issued T-2 Water Treatment Operator, D-1 Distribution Operator, and/or Grade 1 Wastewater Certificate, Masters Degree in Public Administration or a related field, fire district administration, and parks & recreation management.

Candidates demonstrating the above abilities and qualifications will be interviewed via telephone or Zoom, following the end of the recruitment period, tentatively scheduled for Nov./Dec. 2020. Compensation is negotiable depending on experience.

Resume packages (*cover letter, resume and references*) will be accepted through November 9, 2020, only at the following locations:

- Mail: Law Offices of Gregory P. Einhorn, 854 Manzanita Court, Chico, CA 95926
- Online: [greg@einhornlawoffice.com](mailto:greg@einhornlawoffice.com)

Please call Director Lee Anne Schramel at (530) 386-6440 and/or Director Robert Heard at (530) 375-7045 for more information about the position and/or recruitment process.

\* Please see [www.indianvalleycsd.com](http://www.indianvalleycsd.com) and the FY20/21 budget package for more comprehensive information about the district and operations.

\*\* Information about Plumas County and Indian Valley may be found at [www.plumascounty.org](http://www.plumascounty.org)

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# Indian Valley Community Services District

## **POLICY HANDBOOK**

**POLICY TITLE:** Job Posting – Application Period

**POLICY NUMBER:** 2110

**2110.1** A personnel notice which includes the position title, salary range, and filing deadline shall be distributed and posted within the District Office for a minimum period of two week or as established by the General Manager. A job description outlining job responsibilities, minimum qualifications, prior experience requirements and selection process description shall be attached to the personnel notice at the time of posting. All open positions will be advertised in the local newspaper for at least one week of circulation and open positions will be posted on the District's social media as well.

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# Indian Valley Community Services District

## POLICY HANDBOOK

POLICY TITLE: Letters of Recommendation<sup>1</sup>

POLICY NUMBER: 2230

**2230.1** The Board of Directors recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the General Manager or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the General Manager or his/her designee before dissemination.

**2230.1.1** The General Manager or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the General Manager or his/her designee.

**2230.1.2** At his/her discretion, the General Manager or his/her designee may refuse to give a recommendation. Any recommendation he/she gives shall provide a careful, truthful, and complete account of the employee's job performance and qualifications.

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<sup>1</sup> Source: Lozano Smith Smith Woliver & Behrens



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# Indian Valley Community Services District

## POLICY HANDBOOK

POLICY TITLE: Equal Opportunity  
POLICY NUMBER: 2800

**2225.1** The District employs persons having the best available skills to efficiently provide high quality service to the public.

**2800.2** The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.

**2800.2.1** Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.

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# Indian Valley Community Services District

## POLICY HANDBOOK

POLICY TITLE: Affirmative Action

POLICY NUMBER: 2805

**2805.1** It is the policy of the District that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

**2805.2** This policy contains two major commitments:

**2805.2.1** To recognize both a moral and legal obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff.

**2805.2.2** To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidates in all cases where their representation is below the labor force standard.

**2805.3** Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure", as described in Policy #2067, or complaints to regulatory agencies.



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# Indian Valley Community Services District

## POLICY HANDBOOK

POLICY TITLE: Job Description – General Manager

POLICY NUMBER: 2950

**2950.1** Description. The General Manager is the Administrative Head (Policy #2000) of the District and serves at-will, at the pleasure of the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the Board of Directors, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

**2950.1.1** He/she attends all meetings of the District's Board and such other meetings as the Board specifies from time to time.

**2950.1.2** He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2330, "Compensation," subject to approval by the Board of Directors and the Budget of the District. He/she shall delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

**2950.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she shall encourage citizen participation in the affairs of the District.

**2950.1.4** He/she seeks to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the District, facilitating constructive and harmonious Board relations. He/she shall translate the goals and objectives of the Board to the community.

**2950.1.5** He/she shall prepare and manage the District budget, manages employees, conducts studies, coordinates with other agencies when necessary and makes oral and written presentations.

**2950.2** Required Qualifications. He/she shall possess a bachelor's degree in public administration or a related field and shall have five years experience in an increasingly responsible public agency management position. He/she shall possess a valid California driver's license.

**2950.3** Desirable Qualifications: possession of a masters degree in public administration or a related field; the ability to efficiently prepare annual budgets and long-term revenue/ outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently.

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## AMERICAN VALLEY COMMUNITY SERVICES DISTRICT JOB DESCRIPTION

**Position/Title:** General Manager  
**Exempt/Non-Exempt:** Exempt  
**Department:** Executive  
**Reports to:** Board of Directors

**DESCRIPTION:** The manager is the executive officer of the District and is responsible for the operations of the District. The manager is directly responsible to the Board of Directors. He/she is responsible of the operation of all District facilities. Attends all Board meetings. Performs administrative tasks, represents the District in liaison with regulatory agencies, and prepares needed reports. Supervises subordinates. Prepares ordinances and other documents for the Board of Directors. Administrates contracts, enforced District rules, regulations, and ordinances.

### **DUTIES AND RESPONSIBILITIES:**

1. Ensures good working conditions, including a safe working environment.
2. Performs tasks related to the control of the District's facilities to achieve the required compliance regarding wastewater and drinking water.
3. Plans, studies, and implements operational changes.
4. Maintains efficient operation and maintenance of the facilities.
5. Formulates budget and controls expenditures.
6. Reports on a routine basis the status of the facilities to the Board of Directors.
7. Takes direction from and heeds guidance of the Board of Directors.
8. Assigns, organizes, and directs activities of the staff.
9. Performs short and long range planning.
10. Evaluates records to use for preparation of reports and studies.
11. Hires and supervises training of employees and maintains the employee evaluation system.
12. Administers District staff including the recruitment effort and the filling of vacancies.
13. Prepares specifications, reviews plans, and inspects new facilities under construction.
14. Administers all District contracts and other obligations.
15. Initiates and directs media communications and otherwise maintains good public relations.
16. Establishes and monitors lab data monitoring procedures and quality control program.
17. Develops and implements policy with the support of the Business Manager and/or the Assistant General Manger (for Operations)
18. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** Training and experience: Requires a State of California Grade III Wastewater Treatment Plant Operator Certification, a Grade II Water Distribution Operator Certification and a Grade II Water Treatment Operator Certification. High school diploma or GED equivalent. Five years experience at a secondary wastewater treatment plant including two years of supervisor experience. Possession of a valid California driver's license.

**PHYSICAL REQUIREMENTS:** this position requires the ability to do all of the following:



- Ability to maintain regular and predictable attendance
- Ability to use standard office equipment, including printer, copier, scanner
- Ability to type and operate a mouse/keyboard
- Ability to sit and use computer/mouse/keyboard for extended periods of time
- Ability to lift up to 25 pounds
- Ability to reach for items
- Ability to grab and holding items
- Ability to tactfully and diplomatically communicate with others, including Board level management, co-workers, and subordinate staff
- Ability to understand and enforce District employment policies

**WORKING CONDITIONS:** Works inside and outside year-round in a variety of seasons and weather conditions. Position is often called upon to perform tasks in inclement weather. Position also works inside in an office environment.

**KNOWLEDGE AND ABILITIES:** Must have a wide knowledge of water and wastewater equipment and facilities. Must also have extensive knowledge of the operation of these facilities and the requirements for their operation and maintenance. Must have the ability to perform and interpret lab tests. Must have the ability to evaluate data and make operational changes. Must be able to supervise and direct personnel and maintain a high performance level. Requires the ability to read, write, and understand technical and administrative reports.

Ability to exercise individual judgment and take prompt and decisive action when emergency situations arise. Must be responsible for the day-to-day operations of the facility and ability to properly direct the work of others. Needs to have the ability to work effectively and cohesively with the Board of Directors and the public.

**ACKNOWLEDGMENT:** I have reviewed this Job Description and understand it to be accurate and complete. I also agree that management retains the right to assign me other tasks when necessary. If, at any time, I am unable to perform any of my assigned job duties for any reason, I will alert the District immediately. If, for medical reasons, I am unable to perform any of my assigned job duties, I will alert my employer and will request accommodation as outlined in the District's personnel policies.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_