FROM: MBCSD Personnel Committee
FOR: 7/19/16 CSD Meeting

Draft Muir Beach Community Services District (MBCSD)
Water Management Work Description

Overall Description

The primary responsibility of Water Management is to oversee and maintain the continuous delivery of safe drinking water to Muir Beach Community Services District water customers. Water Management reports directly to the MBCSD District Manager and is accountable to both the District Manager and the Directors of the Board.

Water Management Responsibilities and Tasks

In Non-Priority Order include, but are not limited to:

- Perform or oversee all water quality testing;
- Monitor all data and investigate anomalies, irregularities and trends;
- Promptly report to Community on water quality and other system issues;
- Obtain and keep current required State Water Resources Control Board (SWRCB) certifications in both Treatment and Distribution.
- Oversee maintenance, repairs and replacement/upgrade of the entire water system – wells, pumps, filters, valves, treatment and monitoring equipment, pipes, meters, etc.;
- Exercise pumps, valves and generator, flush hydrants;
- Maintain and track data on well production, tank levels, usage and consumption, chemical treatment additions and residuals;
- Provide for a timely, daily, twenty-four hour (24/7) backup for operational responsibilities.
- Ensure that a water system emergency response is available at all times;
- Prepare all required reports on water system production, usage and water quality;
- Participate in water system treatment and distribution continuing education.
- Contact and work with large and excessive users to help conserve water;
- Stay abreast of improvements/advances in water system equipment and technology;
- Report on water system and suggest improvements to District Manager and, when required, MBCSD Directors.
- Other responsibilities as assigned.

Assignment of Responsibilities and Tasks

The performance of the Water Management function of the MBCSD may be described categorically. The tasks and responsibilities of each category allocated in variety of ways to staff positions. A simple categorical list includes:

1. General oversight
2. Maintenance and monitoring of all data
3. Report preparation and submittal

4. Testing and treatment
5. Maintenance and repair of all equipment and distribution lines
6. Improve/modernize the system
7. Interface with the Community/customers
8. Report to and interface with the MBCSD Directors
9. Timely response to all of these things and others as assigned.

There are several models that may serve the MBCSD's Water Management needs:

- One model, currently employed, has the "managerial" tasks, 1, 2,3,6,7 and 8 above assigned to the District Manager and the "operational" tasks performed and/or overseen by a water technician.
- A simple modification of this model would assign the managerial tasks to a Water Manager who would report directly to the District Manager. In this instance, the District Manager would retain responsibility, perhaps jointly with the Water Manager, for oversight of the system, interface with customers, and reporting and interface with the Directors.
- Further variations could fill the Water Manager/Management role with a job-sharing arrangement with a nearby water district, e.g., Stinson Beach or Green Gulch., or with an arrangement whereby a professional water system management company could be contracted (with the MBCSD as client); in that approach, the company would perform the managerial tasks and assume responsibility for their results. .
- Alternately, the operational tasks could be "outsourced." The managerial responsibilities could be retained by either the District Manager, a Water Manager, or they could be outsourced as well, with the District Manager retaining overall oversight.

A Water Management Well Done Looks Like

An efficient, highly automated, well-maintained system reliably delivering hygienic, good-tasting water at a reasonable cost to a well-informed customer base. All required reporting will be done in a timely manner with the minimum of operator input.