

## Mandate for Interim District Administrator

1. Matt is overworked in his critical role of Plant & Operation Management and unable to keep up with all of the needs. Given the level of neglected preventive management over the previous 7 years (see Engineer's report), Matt is spending at least half-time on dealing with unexpected issues that emerge, one-quarter time on mandated projects and one-quarter time on compliance responsibilities and proactive work. And he is working 50 hours week, which does not include his 24x7x365 on call time. We are working to find a resource to support him in the operations function which should help to make progress on preventive maintenance tasks. However, task scheduling, directing, and doing quality control on staff work will add responsibility onto Matt's plate.
2. Since July 1, 2023, all District Management responsibilities are being performed by Board members which is requiring, on average, 40 hours per week. (see below list). Doing these tasks are essential for complying with statutory requirements, for running of the District and for allowing Matt to do the operations work that he needs to do. Per Special District Association of Oregon (SDAO), these tasks should not be Board tasks, as Boards should only be involved in policy. However, given the state of the District and the lack of staff to do these tasks, the current Board undertook these responsibility. Board members will no longer be doing these task as of June 30, 2025 when current terms conclude. They need to be offloaded to a District Administrator.
3. A Scope of Work for an interim District Administrator has been drafted and vetted with industry experts in water and wastewater management as a public utility (see [scope](#)).
4. The local option levy on the November ballot gave voters the option of paying for a 2-year contract with an Interim District Administrator either with taxes (a yes vote) or with rate increases (a no vote). The levy vote currently sits at 73 yes -72 no, with only possible ballot challenges outstanding, which will be resolved by Nov 27. With a yes result, voters will have chosen to pay for the position with tax revenues of approximately \$125,000 / year. With a no result, voters will have chosen to pay for the position with rate increases of approximately \$42/quarter for water and \$63/quarter for sanitary (per the [voters pamphlet](#) page 23 and the [letter sent to voters](#) and posted in October on this blog).
5. In compliance with state regulations, we will begin the procurement process by posting a Request for Proposals for an interim District Administrator. Candidates will be evaluated and selected, followed by contract negotiation. The contract will take effect on July 1, 2025.

## **Administrator Responsibilities being done by Board Members**

These will no longer be done by board after June 30, 2025

Scope: Water Utility, Sanitary Utility and Forest-Watershed

- 1) Plant Operations Monitoring
  - a) Address administrative needs identified by Matt and provide operations support as requested.
  - b) Draft compliance notices / explanatory letters
  - c) Monthly plant walkthrough / status updates to districts' utilities health and performance needs
- 2) Admin Oversight
  - a) Oversee and set direction for Book keeper / Accountant. (financials, rate payer billing)
  - b) Oversee and set direction for IT
- 3) Board Management
  - a) Identify and scope topics
  - b) Draft policies, legal work, etc. related to topic
  - c) Reach out to board members
  - d) Review financials
  - e) Review asset mgmt. reports
  - f) Put together packet
  - g) Clean-up / minutes, and get paperwork signed
- 4) Website Management
  - a) Research historical files to find relevant documents
  - b) Organize and post content
- 5) Ratepayer Outreach – Draft materials, post and present
  - a) Periodic updates
  - b) State of union
  - c) Rate increases
  - d) Tax levies
- 5) Budgeting & Long-Range Financial Planning
  - a) Ongoing - project planning (with Matt and Engineer)
  - b) Formal budget process for 2-3 months in spring
  - c) Review audits and incorporate into budget document
  - d) Ongoing - correct allocation of expenditures
- 6) Procurement & Contract Management
  - a) Determine best approach for procurement (work with legal)
  - b) Issue procurement, assess responses and draft contracts
  - c) For Forest-Watershed - Ongoing vendor/contractors follow-up and coordination
- 7) Human resource

- a) Benefits analysis and selection
  - b) Performance reviews
- 8) Grant Management
- a) Understanding requirements
  - b) Identify possible sources and make applications (grant writing)
  - c) Required grant reporting
  - d) Correct allocation of expenses
  - e) Monitoring Reimbursement