



## **WATER RESOURCES MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To direct, manage, supervise, and coordinate assigned programs and activities of the Water Resources Division including surface and groundwater modeling, water availability, systems operations, watershed management, research and data management programs; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the General Manager.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

#### **Essential Functions:**

1. Evaluate, manage and participate in the development and implementation of District Strategic Plan and Division goals, objectives, policies; recommend and administer policies and procedures.
2. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
3. Develop and manage the Division's annual budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
4. Plan, direct, coordinate, and review the work plan for Water Resources Division staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate and evaluate Water Resources Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Review private ground water development proposals and provide direction to Board regarding approval or denial.
7. Design data collection program to measure and determine groundwater quantity/quality; participate in field collection of groundwater, surface water, well reporting, lagoon monitoring, and climatic data collection programs.
8. Oversee surface water, groundwater, and Aquifer Storage and Recovery data collection and data management programs, and set priorities for these programs.

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**Water Resources Manager**

9. Oversee the development and implementation of stream flow monitoring, design, develop and manage ground water resource evaluation projects; perform groundwater modeling tasks and manage consultant ground water modeling projects.
10. Develop and manage groundwater recharge projects, groundwater exploration and hydrogeologic assessment programs; provide geologic and hydrogeologic analysis and evaluate similar work by technical consultants.
11. Supervise well installations, collect and record lithologic data and conduct aquifer tests; prepare reports on results of field investigations and present findings to District Board and others.
12. Perform the most technical and complex tasks of the work unit including development of computer based simulation models of groundwater and surface water resources; develop model inputs including demands, flows, capacities and yields.
13. Participate in feasibility studies engineering and economic analysis for water supply projects; participate in the planning and assignment of studies, and evaluation of the results.
14. Prepare and review constructions bid documents contracts, and agreements.
15. Participate in development, review and evaluation of Environmental Impact Reports (EIRs) for District water-supply augmentation and water development projects.
16. Participate in the review and check of engineering drawings, plans, and specifications
17. Attend District water-rights negotiation meetings and provide input on issues relating to quantification of water-rights entitlements.
18. Serve as the liaison for the water resources divisions with other District divisions, outside agencies and the public; respond, negotiate, and resolve sensitive and controversial issues.
19. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
20. Provide responsible staff assistance to the General Manager; serve as a member of the District management team.
21. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of hydrology, water resources, and water supply.
22. Perform related duties and responsibilities as required and directed.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a hydrology/hydrogeology program.

Operational characteristics, services, activities of a water supply planning and engineering program.

Principles and practices of hydrologic, climatologic, geological and biological sciences at an advanced working level.

Principles of supervision, training and performance evaluation.

Advanced principles and practices of ground-water hydrology and the interaction between surface and subsurface flow (e.g., conjunctive use resource management studies).

Water rights law and entitlement.

Advanced principles of geology, seismic and landslide investigations.

Advanced mathematics as applied to engineering analysis and design.

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**Water Resources Manager**

Modern office procedures, methods and computer equipment.  
Modern and complex principles and practices of computer modeling.  
Principles of budget preparation and control.  
Pertinent Federal, State, and local laws, codes and regulations.  
Operational characteristics, services and activities of a water supply planning and engineering program.  
Advanced mathematics as to engineering analysis and design  
California water rights law and practices

**Ability to:**

Perform complex hydrologic/hydrogeologic related research studies.  
Establish methodologies and guide professional staff in data collection and analyses.  
Operate and evaluate hydrologic models.  
Perform hydrogeologic and geologic analysis and manage groundwater exploration programs.  
Provide expert advice to the Board of Director on water management issues.  
Supervise, organize, and review the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Respond to requests and inquiries from the general public.  
Methods of report preparation and presentation.  
Administer consultant contracts and evaluate consultant work products.  
Interpret and explain District rules, policies and procedures.  
Prepare clear and concise reports.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work including elected officials and the general public.  
Effectively represent the MPWMD on interagency technical committees, including the Seaside Basin Watermaster.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Analyze problems, identify alternative solutions, project consequences, of proposed actions and implement recommendations in support of goals.

**Experience and Training Guidelines** — *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience**

Eight years of hydrologic/hydrogeologic research and analyses experience including two years of administrative or lead supervisory responsibility.

**Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in geology, hydrology, environmental science, engineering or a related field.

**License or Certificate:**

Possession of, or ability to obtain within 18 months of employment, a valid license as a Professional Geologist and valid certification as a Certified Hydrogeologist in the State of California.

Possession of, or ability to obtain within 6 months of employment, an appropriate, valid driver's license in the State of California.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environmental Conditions:**

Office and field environment with some travel to attend meetings; work in and around water; exposure to all types of weather and temperature conditions; work closely with others and work alone; irregular work hours; exposure to computer screens and atmospheric conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing and sitting for prolonged periods of time; operating motorized vehicles and equipment.

**Vision:**

See in the normal visual range with or without correction; specific vision abilities required by this job include close and distance vision, color perception and depth perception.

**Hearing:**

Hear in the normal audio range with or without correction.

**Department:** Water Resources Division

**Exempt:** Yes

**Approved:** June 2019

**Revised:**



## **ENVIRONMENTAL RESOURCES MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To direct, manage, supervise, and coordinate assigned programs and activities of the Environmental Resources Division including riparian restoration projects and fisheries program; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the General Manager.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

#### **Essential Functions:**

1. Evaluate, manage and participate in the development and implementation of District Strategic Plan and Division goals, objectives, policies; recommend and administer policies and procedures.
2. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
3. Develop and manage the Division's annual budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
4. Plan, direct, coordinate, and review the work plan for the Environmental Resources Division staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate and evaluate Environmental Resources Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Develop, oversee and coordinate riparian restoration and enhancement activities including implementation of the Riparian Corridor Management Plan; revegetation, mitigation, irrigation, and channel clearing programs.

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**Environmental Resources Manager (Continued)**

7. Develop, coordinate and conduct monitoring programs for wildlife, vegetation dynamics and soil moisture; collect, analyze and interpret data.
8. Oversee the development and implementation of fisheries program.
9. Assist in development of computer based simulation models of groundwater and surface water resources
10. Monitor program compliance with federal, state, and local laws, rules and regulations related to provision of riparian restoration and enhancement and related projects.
11. Monitor and enforce District ordinances; identify violations and negotiate remedial action; issue river work permits.
12. Prepare requests for proposals and calls for bids; administer consultant contracts and contracts for construction projects; inspect construction projects.
13. Assist with development and implementation of Carmel River Lagoon monitoring activities.
14. Provide emergency erosion advice and technical assistance to river-front property owners regarding bio-technical bank stabilization techniques and irrigation system design, installation and operations.
15. Serve as the liaison for the water resources divisions with other District divisions, outside agencies and the public; respond, negotiate, and resolve sensitive and controversial issues.
16. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
17. Provide responsible staff assistance to the General Manager; serve as a member of the District management team.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of hydrology, water resources, and water supply.
19. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Theory, operations, services and activities of riparian restoration and enhancement program.

Biological and earth sciences.

Principles of supervision and training.

Principles and practices of contract administration.

Computer programs used to simulate water resources systems.

Riparian system ecology, plant physiology, vegetation dynamics, horticulture, hydrology, soils, geomorphology.

Knowledge of irrigation techniques and methods.

Resource survey and monitoring design theory and methods including statistical analysis.

Scientific equipment and data collection techniques relating to soil, vegetation, climate and river processes.

Basic procedures, methods and techniques of budget preparation and control.  
Recent developments, current literature and information related to erosion control and riparian management.  
Principles in land and river surveying.  
Modern office equipment including computers.  
Pertinent federal, state, and local laws, codes, and regulations including the federal and state Endangered Species Acts, the California Environmental Quality Act, the California Department of Fish and Wildlife Code, and Monterey County's Carmel Valley Floodplain Ordinance.

**Ability to:**

Administer and coordinate large and complex vegetation management projects.  
Lead, train, organize, review and evaluate the work of staff in the area of work assigned.  
Coordinate and direct FEMA disaster grant and riparian restoration programs.  
Recommend and implement goals and objectives for providing effective riparian management.  
Elicit community and organizational support for District riparian restoration programs.  
Interpret and explain District policies and procedures.  
Prepare and administer riparian restoration, enhancement and maintenance program budgets.  
Identify threatened and endangered species in the field.  
Understand pertinent sections of the federal and state Endangered Species Acts.  
Prepare clear and concise reports.  
Identify and respond to community issues, concerns and needs.  
Allocate limited resources in a cost effective manner.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work including the general public.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines** — *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience**

Eight years of increasingly responsible environmental restoration, maintenance and enhancement project experience including three years of administrative and supervisory responsibility.

**Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in botany, forestry, biology, environmental science, soil science, water resources management or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environmental Conditions:**

Office and field environment; work closely with others; exposure to computer screens, atmospheric conditions, radiant energy, poisonous animals and/or insects, and slippery and uneven conditions; work around moving water.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking standing and sitting for long periods of time in and around brush and river beds; moderately heavy lifting and carrying; use of both hands; repetitive motion; operating motorized vehicles; speaking and hearing to exchange information.

**Vision:**

See in the normal visual range with or without correction; specific vision abilities required by this job include close and distance vision, color perception and depth perception.

**Hearing:**

Hear in the normal audio range with or without correction.

**Department:** Environmental Resources Division

**Exempt:** Yes

**Approved:** June 2019

**Revised:**



This meeting has been noticed according to the Brown Act rules. The Board of Directors meets regularly on the third Monday of each month, except in January, February. The meetings begin at 7:00 PM.



DRAFT AGENDA (Current 6/10/2019)

**Regular Meeting**

**Board of Directors**

**Monterey Peninsula Water Management District**

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**Monday, June 17, 2019**

**6:00 pm – Closed Session**

**7:00 pm – Regular Meeting**

Conference Room, Monterey Peninsula Water Management District  
5 Harris Court, Building G, Monterey, CA

Staff notes will be available on the District web site at

<http://www.mpwmd.net/who-we-are/board-of-directors/bod-meeting-agendas-calendar/>  
by 5 PM on Friday, June 14, 2019

The meeting will be televised on Comcast Channels 25 & 28. Refer to broadcast schedule on page 3.

**6:00 PM – Closed Session**

As permitted by Government Code Section 54956 et seq., the Board may adjourn to closed or executive session to consider specific matters dealing with pending or threatened litigation, certain personnel matters, or certain property acquisition matters.

1. **Public Comment** - Members of the public may address the Board on the item or items listed on the Closed Session agenda.
2. **Adjourn to Closed Session**
3. **Conference with Labor Negotiators (Gov. Code 54957.6)**  
Agency Designated Representatives: David Stoldt; Suresh Prasad and Mi Ra Park  
Employee Organization: General Staff and Management Bargaining Units Represented by United Public Employees of California/LIUNA, Local 792
4. **Conference with Legal Counsel – Pending and Threatened Litigation (Gov. Code 54956.9(b)) – One Case**
5. **Adjourn to 7 pm Regular Meeting**

**7:00 PM – Regular Meeting**

**CALL TO ORDER/ROLL CALL**

**Board of Directors**

Molly Evans, Chair – Division 3  
Alvin Edwards, Vice Chair – Division 1  
George Riley – Division 2  
Jeanne Byrne – Division 4  
Gary D. Hoffmann, P.E. – Division 5  
Mary Adams, Monterey County Board of Supervisors Representative  
David Potter – Mayoral Representative

**General Manager**

David J. Stoldt

This agenda was posted at the District office at 5 Harris Court, Bldg. G Monterey on \_\_\_\_\_, 2019. Staff reports regarding these agenda items will be available for public review on Friday, February 15, 2019 at the District office and at the Carmel, Carmel Valley, Monterey, Pacific Grove and Seaside libraries. After staff reports have been distributed, if additional documents are produced by the District and provided to a majority of the Board regarding any item on the agenda, they will be available at the District office during normal business hours, and posted on the District website at [www.mpwmd.net/who-we-are/board-of-directors/bod-meeting-agendas-calendar/](http://www.mpwmd.net/who-we-are/board-of-directors/bod-meeting-agendas-calendar/). Documents distributed at the meeting will be made available in the same manner. The next regular meeting of the Board of Directors is scheduled for July 15, 2019 at 7 pm.

## **PLEDGE OF ALLEGIANCE**

**ORAL COMMUNICATIONS** - Anyone wishing to address the Board on Consent Calendar, Information Items, Closed Session items, or matters not listed on the agenda may do so only during Oral Communications. Please limit your comment to three (3) minutes. The public may comment on all other items at the time they are presented to the Board.

## **PRESENTATION BY JOE CONNER, ESQ. AND GEORGE SONEFF, ESQ., CALIFORNIA AMERICAN WATER REGARDING CONSIDERATIONS FOR FEASIBILITY**

Description – Attorneys representing California American Water will lay out recommended items for inclusion and analysis in the District’s on-going feasibility study of a public acquisition of California American Water through eminent domain. Important considerations regarding process and cost will be presented.

**CONSENT CALENDAR - The Consent Calendar consists of routine items for which staff has prepared a recommendation. Approval of the Consent Calendar ratifies the staff recommendation. Consent Calendar items may be pulled for separate consideration at the request of a member of the public, or a member of the Board. Following adoption of the remaining Consent Calendar items, staff will give a brief presentation on the pulled item. Members of the public are requested to limit individual comment on pulled Consent Items to three (3) minutes. Unless noted with double asterisks “\*\*”, Consent Calendar items do not constitute a project as defined by CEQA Guidelines section 15378.**

1. Consider Adoption of Minutes of the May 20, 2019 Regular Board Meetings
2. Consider Approval of Amendment No. 3 to Agreement with Regional Government Services Authority for Management and Administrative Services
3. Consider Expenditure for Temporary Agency Employee to Assist with Document Scanning for All District Divisions During FY 2019-2020
4. Consider Approval of Agreement with Lynx Technologies for Geographic Information System (GIS) Services
5. Authorize Funds to Contract for Limited-Term Field Positions during FY 2019-2020
6. Consider Approval of Six Temporary Field Staff Positions Funded Through an Interagency Contract between MPWMD and NMFS to Provide for Legally Mandated Cooperative Research and Monitoring Projects in FY 2019-2020
7. Consider Converting the Senior Hydrogeologist Position to Water Resources Manager Position
8. Consider Converting the Riparian Projects Coordinator Position to Environmental Resources Manager Position
9. Consider Renewal of Standard License Agreement With CoreLogic Information Solutions, Inc.
10. Approve Expenditure to Corporation Service Company - Recording Fees
11. Authorize Expenditure for Software Maintenance Agreements
12. Approve Expenditure to Corporation Service Company - Recording Fees
13. Consider Expenditure to Amend Contract with Pueblo Water Resources to Provide Hydrogeologic Review for Water Distribution System Permits
14. Consider Renewal of Contract for District Public Outreach and Communications Services with TBC Communications and Media
15. Consider Renewal of Contract with JEA & Associates for Legislative and Administrative Services
16. Consider Renewal of Contract with Ferguson Group for Legislative and Administrative Services
17. Consider Approval of Additional Expenditure to HDR Engineering, Inc. for the Los Padres Dam Fish Passage Study
18. Confirm Appointment to Ordinance No. 152 Oversight Panel
19. Consider Adoption of Resolution 2019-05 Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-Related Fees and Charges
20. Consider Adoption of Resolution 2019-07 Establishing Article XIII(B) Fiscal Year 2019-20 Appropriations Limit
21. Consider Adoption of Resolution 2019-08 Update to Rule 24, Table 3, Capacity Fee History

22. Consider Approval of Resolution No. 2019-09 Amendments to Table II - Non-Residential Water Use Factors
23. Consider Adoption of Treasurer's Report for April 2019

**GENERAL MANAGER'S REPORT**

24. Status Report on California American Water Compliance with State Water Resources Control Board Order 2016-0016 and Seaside Groundwater Basin Adjudication Decision

**ATTORNEY'S REPORT**

25. Report on June 17, 2019 Closed Sessions of the Board

**DIRECTORS' REPORTS (INCLUDING AB 1234 REPORTS ON TRIPS, CONFERENCE ATTENDANCE AND MEETINGS)**

26. Oral Reports on Activities of County, Cities, Other Agencies/Committees/Associations

**PUBLIC HEARINGS** – Public comment will be received on each of these items. Please limit your comment to three (3) minutes per item.

27. **Consider First Reading of Ordinance No. 183 – Pure Water Monterey Project Well Drilling Moratorium (Categorical exemption from CEQA review per section 14 Cal. Code Regs. §15307)**

*Action: The Board will consider first reading of Ordinance No. 183 that proposes to establish a control zone for drinking water well construction and a secondary control zone requiring further study near the Pure Water Monterey injection well field in the Paso Robles Formation and the Santa Margarita Sandstone.*

28. **Consider Adoption of July through September 2019 Quarterly Water Supply Strategy and Budget**

*Action: The Board will consider approval of a proposed production strategy for the California American Water Distribution Systems for the three-month period of July through September 2019. The strategy sets monthly goals for surface and groundwater production from various sources within the California American Water systems.*

29. **Consider Adoption of Proposed FY 2019-2020 MPWMD Budget and Resolution 2019-06**  
*Action: The Board will consider adoption of the Fiscal Year 2019-20 MPWMD Budget and the corresponding resolution 2019-06 that would confirm their action.*

**INFORMATIONAL ITEMS/STAFF REPORTS** - The public may address the Board on Informational Items and Staff Reports during the Oral Communications portion of the meeting. Please limit your comments to three minutes.

30. Report on Activity/Progress on Contracts Over \$25,000
31. Status Report on Measure J/Rule 19.8 Spending
32. Receive Notice of Appointments to Carmel River Advisory Committee
33. Letters Received
34. Committee Reports
35. Monthly Allocation Report
36. Water Conservation Program Report
37. Carmel River Fishery Report for May 2019
38. Monthly Water Supply and California American Water Production Report

**ADJOURNMENT**

Board Meeting Broadcast Schedule – Comcast Channels 25 & 28	
View Live Webcast at <a href="https://www.ampmedia.org/peninsula-tv/">https://www.ampmedia.org/peninsula-tv/</a>	
Ch. 25, Mondays, 7 PM	Monterey, Del Rey Oaks, Pacific Grove, Sand City, Seaside
Ch. 25, Mondays, 7 PM	Carmel, Carmel Valley, Del Rey Oaks, Monterey, Pacific Grove, Pebble Beach, Sand City, Seaside
Ch. 28, Mondays, 7 PM	Carmel, Carmel Valley, Del Rey Oaks, Monterey, Pacific Grove, Pebble Beach, Sand City, Seaside
Ch. 28, Fridays, 9 AM	Carmel, Carmel Valley, Del Rey Oaks, Monterey, Pacific Grove, Pebble Beach, Sand City, Seaside

Board Meeting Schedule			
Monday, July 15, 2019	Regular Board Meeting	7:00 pm	District conference room
Monday, August 19, 2019	Regular Board Meeting	7:00 pm	District conference room
Monday, September 16, 2019	Regular Board Meeting	7:00 pm	District conference room

Upon request, MPWMD will make a reasonable effort to provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. MPWMD will also make a reasonable effort to provide translation services upon request. Please submit a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service by 5:00 PM on Thursday, June 13, 2019. Requests should be sent to the Board Secretary, MPWMD, P.O. Box 85, Monterey, CA, 93942. You may also fax your request to the Administrative Services Division at 831-644-9560, or call 831-658-5600.