



NOTICE OF VACANCY
BOARD OF DIRECTORS – DIVISION 2
HUMBOLDT BAY MUNICIPAL WATER DISTRICT
828 7TH STREET
EUREKA, CALIFORNIA 95501

The Humboldt Bay Municipal Water District has a vacancy for its Division 2 Director. The person appointed to fill this vacancy would serve through December 2012.

Anyone interested in being considered to fill the vacancy must reside within the boundaries of Division 2 which is comprised primarily of the McKinleyville and Fieldbrook/Glendale area. A map and legal description are available for inspection at the District's Eureka office and the County's Election Division (445-7481) should be called to confirm residency within Division 2.

If you are interested in applying for this position, please submit a letter of interest and resume to the District no later than the close of business (5 p.m.) on October 11, 2010. You may mail the information to PO Box 95, Eureka 95502, deliver it directly to 828 7th Street, Eureka, or fax it to 443-5731.

Interviews will be conducted on October 14, 2010 and if necessary, on October 19, 2010. The Board will determine which candidates to interview for the position.

An overview of the District and summary of Director responsibilities is available at the District's office or its website (hbmwd.com). For any additional information about the Director position call 443-5018.

Barry Van Sickle, Superintendent

Posted 09/22/10

PLEASE KEEP POSTED UNTIL OCTOBER 11, 2010

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

Overview of District and Director Responsibilities

Overview of the District

The Humboldt Bay Municipal Water District (hereinafter “District”) is a special district, which is a form of local government. The District was formed in 1956 and operates pursuant to the California Municipal Water District Act. The major function of the District is to reliably supply and deliver drinking and industrial water to the greater Humboldt Bay area.

Current operations of the District include: 1) the R.W. Matthews Dam (which forms Ruth Reservoir) and Gosselin Power House in Southern Trinity County; 2) the Essex Pumping and Control Center located northeast of Arcata, 3) storage and treatment facilities located at Korblex, northeast of Arcata, and 4) various pipelines and appurtenances around the Humboldt Bay area. The supply and delivery capability of the regional water system is currently 75 million gallons per day.

The District supplies treated domestic water on a wholesale basis to seven municipal agencies. This service is provided pursuant to long-term contracts. The wholesale municipal customers include: the cities of Arcata, Eureka, and Blue Lake, and the Fieldbrook, Humboldt, Manila and McKinleyville Community Services Districts. Via this wholesale relationship, the District serves a population of 75,000 to 80,000, and also numerous businesses, industries and educational institutions. The District also has the potential to supply untreated industrial water to industrial customer(s) located on the Samoa Peninsula.

Attachment A presents the mission and goals of the District, which expands upon the important purpose and function of the District.

Board of Director Responsibilities

A five-member Board of Directors governs the District. The District has a Policy and Procedure Manual for the Governance and Administration of the Board. This manual describes the responsibilities of public office (section 3), the Board’s organization and responsibilities (sections 4 and 5), decision making (section 7), the Board’s powers and duties (section 8), and standards of conduct (section 9), and director compensation and reimbursements (sections 10 and 11). A copy of this manual is available to the public for review.

In summary, the Board is responsible for the following:

- representing the constituents of the division which the Board member represents;
- representing all customers/entire District on matters affecting the regional system or wholesale service;
- representing the Board of Directors when so delegated by the President or the Board;
- electing a President and Vice President, and appointing a secretary and treasurer (the latter of which may be combined);

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Overview of District and Director Responsibilities

- serving on committees as assigned;
- hiring a General Manager, Attorney, Auditor, evaluating their performance and fixing their compensation;
- establishing policy related to the District's business, consistent with applicable statutes and regulations;
- adopting ordinances, resolutions, and public positions of the District;
- developing and approving long-term plans for the District to ensure the continued reliable operation of the regional water system;
- approving employment policies, including pay scales and benefits;
- approving an annual budget for the District;
- approving contracts;
- approving litigation activities; and
- investigating complaints against the District.

Individual Board members are responsible for attending Board meetings, budget sessions, serving on committees, and accepting responsibilities as appointed by the President. Board members should have and take time to learn about the District and its operations, and also prepare for and participate fully in Board meetings and functions.

Desirable Qualifications for Board Members

The following qualifications or attributes are desirable for prospective Board members:

- education or experience in the following areas: 1) business, 2) public administration, 3) non-profit management, 4) strategic or business planning, 4) resource management or 5) utilities
- the ability to think strategically and critically
- the ability to understand, synthesize and draw conclusions from a variety of data, analyses and/or reports (some of which are complex and or technical in nature)
- the ability to communicate and work well with others – in particular, fellow Board members, staff, wholesale customers, and the public
- the ability and desire to focus on the business and needs of the District for the long-term benefit of its customers/ratepayers

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

MISSION STATEMENT

The District's mission is to reliably deliver high quality drinking water to our seven wholesale municipal customers and domestic retail customers, and to reliably deliver untreated water to our wholesale industrial customer(s), at a reasonable cost.

DISTRICT GOALS

Following are goals to support achievement of the District's mission.

1. Safety and Public Health

Employ safe work practices to ensure worker and public safety at all times. Strive for no on-the-job reportable injuries each year.

Operate the regional water system in accordance with state and federal safe drinking water laws and regulations at all times to protect public health.

2. Financial

Perform work in a cost-conscious manner at all times to ensure the lowest possible rates to our customers, consistent with the public health, service and reliability goals of the District. Plan activities and projects for the subsequent year during the annual budget process. Manage activities and projects consistent with the approved budget.

3. System Operation and Maintenance

Maintain and upgrade the regional water system to ensure it reliably supplies and delivers water in accordance with the needs of our customers. Employ preventative maintenance practices to preserve the infrastructure in good working order for as long as possible, but also invest in infrastructure upgrades/improvements when it makes financial and operational sense to do so.

4. Customer Service

Communicate and work collaboratively with our wholesale customers on commercial and operational matters of importance relating to the regional water system.

5. Future Positioning

The regional water system has reliably served the water supply needs of the Humboldt Bay area for almost 50 years. Develop a long-term capital/maintenance plan to ensure the regional water system can reliably serve our community for the next 50 years.

Attract and retain qualified employees to carry out all aspects of the District's business.

Promote training and professional development of our employees, and support them in carrying out their duties for the District.

Work with regulatory agencies to: 1) ensure the necessary permits for District operations and maintenance activities are issued in a timely, cost effective manner, and 2) promote longer-term regulatory stability and certainty for the District.