



BLUE LAKE SPRINGS MUTUAL WATER COMPANY

December 15, 2020

Dear Shareholder,

We want to take this opportunity to make you aware that our General Manager, Dave Hicks, will be retiring in June 2021 after 33 years with Blue Lake Springs Water Company.

Dave has been a steady and driving force in leading the Water Company through many difficult and challenging times over the years, including droughts, expanding well capacities, finding new water sources and, most recently, the very successful USDA water system upgrade project that has just been completed. His knowledge and expertise in all things “water” has allowed the Company to live up to our mission “to provide high quality water at a reasonable cost to the homeowners of Blue Lake Springs Subdivision.” While still several months until his retirement we want to take this opportunity to wish him much happiness, good health and fun in his retirement. He will be missed!

Effective immediately we are launching a search for his replacement. To this end we want to enlist your help in this endeavor. Attached is a position specification outlining the specific duties, responsibilities, experience and licenses and critical skills required of prospective candidates. If you or anyone you know who may have an interest in exploring the excellent career opportunity please contact Andy Rich at execcvs@aol.com. Please feel free to share this position specification as you think appropriate.

Thank you for your help and, again, best wishes to Dave in his retirement.

The Blue Lake Springs Mutual Water Company



BLUE LAKE SPRINGS
MUTUAL WATER COMPANY

Position Specification

General Manager

**Blue Lake Springs Mutual Water Company
Arnold, CA**

Background

Mission Statement

The mission of the Blue Lake Springs Mutual Water Company (BLSMWC), <https://www.blsmwc.com>, is to provide high quality water at a reasonable cost to the homeowners of Blue Lake Springs Subdivision.

History

BLSMWC received its first operating permit from the California State Department of Health Services in 1962. The original articles of incorporation were applied for on March 16, 1962 under the name Lake Mont Pines Mutual Water Company which was subsequently changed to BLSMWC in June of the same year. Blue Lake Springs Mutual Water Company is a 501(c)12 not-for-profit corporation.

The initial years for BLSMWC were challenging in that groundwater sources were limited by the desired quality and quantity of water to meet the company's mission statement. In 1965 BLSMWC elected to purchase treated surface water from Calaveras County Water District (CCWD). However, droughts during the 1970's caused CCWD's water supplies to become limited forcing CCWD to place restrictions on water usage that included increased charges for water supplied to BLSMWC. As a response, BLSMWC sought independent water sources. In 1979 BLSMWC not only constructed but, also, put into operation a plant for treating water from wells developed near Lodge Lake. This strategy was successful until the mid-1980's when the water quantity from the wells became insufficient to meet demand.

Therefore, BLSMWC purchased water from CCWD to ensure that no water shortage would be experienced by our customers.

In addition to challenges finding long-term stable water sources, rapid population growth throughout the Ebbett's Pass area placed pressure on CCWD supplies. In 1987 to ensure water supplies for the area, BLSMWC and CCWD entered into a joint venture to develop new high production wells at White Pines Lake (our current Wells 2 and 3). Water harvested from this project met Blue Lake Springs needs and provided an equivalent amount of water CCWD, if needed.

As California droughts reemerged in the 2008 – 2013 time period, exploration for new water sources were pursued. In 2015 an additional well (Well 4) was established along with a contract to procure approximately one-half of BLSMWC annual water usage from CCWD.

The BLSMWC's customer base has rapidly increased each year. By 1989 BLSMWC served 1423 households were being served and today, BLSWC has a market of 1707 homes.

To maintain our commitment to provide high quality water, BLSMWC secured a loan from the US Department of Agriculture in 2017 to replace approximately 75% of the main line system, upgrading a pump station, adding numerous new fire hydrants and adding electronically read water meters throughout the entire system. This construction and system upgrades were completed in December 2020.

With the completion of this major project the current General Manager has decided to retire mid-2021. Therefore, the search for his replacement.

Job Summary

Under the direction of the President and subject to the control of the Board of Directors, the General Manager shall have general management, supervision and direction of the business and affairs of the water company, as well as, ensuring compliance with Federal, State of California and local laws and regulations pertaining to the supply of water for domestic consumption.

Duties and Responsibilities

Leadership

- The ability and willingness to keep the President and the Board of Directors informed of the business status and future needs
- Communicate effectively to the BOD and public about the business status and future needs
- Overall financial and fiscal management of the Company
- Assesses and analyzes financial risks and opportunities
- Works closely with the President and Board of Directors on business strategy
- Demonstrates strong leadership in the maintenance of a safe environment for employees and the public
- Acts as the final customer/shareholder interface and decision-maker when resolving complaints and issues
- Consults as necessary and appropriate with Company General Counsel on a host of legal matters
- Fosters and maintains excellent relations with all government agencies potentially having an impact on BLSMWC licensing and compliance, e.g., California Department of Health, California State Water Resources Control Board, California Rural Water Association, Calaveras County Water District, Ebbett's Pass Fire District, US Forrest Service, etc.
- Fosters a collaborative, participatory and team spirit work environment

Management and Supervision

- Assists in preparing budgets and shareholder rates
- Assists in planning, preparation and implementation of long term reserves funding and capital asset replacements
- Oversees, manages and supervises a staff of 3 field employees and 3 office and administrative personnel
- Responsible for all personnel hiring and performance management
- Ensures the efficient operational and maintenance integrity of the company's water treatment and distribution system
 - Supervises, directs and coordinates the planning and implementation of operational and maintenance programs
 - Negotiates contracts and agreements with third parties
- Handles water quality sampling and reporting to all State and local regulatory agencies

- Develops and maintains the Company's emergency operating procedures – ensures operational integrity and readiness
- Functions as a Water Master when necessary, e.g., vacations, emergency call-outs, staff days off, etc.
- Maintains personal and staff required licensures
- Given the small staff, willing to jump in and help as necessary to meet all of the above job criteria
- Readily engages in staff training and development

Critical Skills

- Strong leadership skills
- Numerical and analytical
- Independent and multi-dimensional thinker – able to think outside the box
- Strong and effective verbal and written communications
- Problem analysis and solving
- Effective staff training and management
- Strong customer service orientation
- Ability to collaborate and work well with others
- Passion for the business
- High personal standards, integrity and honesty

Job Requirements

- **Knowledge of:**
 - Principles and practices relating to the operation, planning, development, design and construction of water facilities, water company policies, practices procedures, standards and requirements in providing water services
 - Understanding OSHA regulations and safety requirements
 - Construction and maintenance safety policies and practices
 - Working knowledge of preparing, reviewing and implementing designs, plans and specifications
 - Reports and recommendations relating to construction of water works
 - Principles of management, supervision and training
- **Ability to:**
 - Plan, organize, direct and supervise the operation of the water company
 - Speak and write effectively
 - Develop and implement safety policies and procedures
 - Ability to envision and strategize operational contingencies such as drought management, prolonged power outages, forest fires, earthquakes and other natural disasters
 - Interpret, explain and apply pertinent laws, regulations, standards and principles
 - Train and supervise personnel

- Establish and maintain cooperative and harmonious relations with all constituents
- Computer office skills

Work Environment

- This position is subject to the need to work both in an inside and outdoor environment
- This is a “working” role oftentimes requiring the incumbent to physically access all aspects of the water company’s physical plant including offices, treatment plant, pump houses, well stations, storage tanks and facilities etc.
 - This may require standing, sitting, stooping, bending, crawling, digging, lifting, hiking, etc. in any/all areas of the company’s operating and distribution system and network
- Consistently wear and use approved, applicable safety equipment

Education, Work Experience and Other Requirements

- High school diploma or equivalent – an Associates or Bachelors degree preferred
- Minimum of 10 years experience in the maintenance, construction and repair of all components of water systems
- At least 3 – 5 years of the above experience must have been at the supervisory/managerial level
- Possession of a valid California drivers license
- Certification as a California Grade T2 Water Treatment Operator – Grade T3 preferred
- Certification as a California Grade D2 Distribution Operator
- This person is required to work in Arnold, CA
- Must be available within 30 minutes when on call for unplanned events that impact the water supply, emergency repair of equipment, etc.
- Knowledge of Blue Lake Springs and surrounding area

Compensation and Benefits

A highly competitive compensation and benefits package will be offered.

Application Process

- Interested candidates must send either a resume or letter of introduction outlining work, education and licensing history to:

Andy Rich
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