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cc: Jun. 13, 2023
Board Packet
ASR "T"
Handed out at meeting

Forestville Water District General Manager Orientation

This orientation list for the new General Manager will serve to supply the guidelines necessary to oversee the district in all capacities. It will include all the partnership contacts that FWD conducts business with. This list will contain detailed information on duties, deadlines and timelines for all reporting. It will include all staff members' roles in the day-to-day District operations.

Remember: Above all else, leadership is the most important quality trait that the General Manager must possess.

Overview:

District Office Operations: First 2 Weeks

Introduce yourself to the entire staff to establish solid relationships with employees and directors.

Meet with the District Board Chair to overview the needs and goals from the Board perspective.

Set up a meeting with the district engineer to receive current and future project updates.

Contact district counsel if you have any questions regarding the district policies.

Start studying the district structure, priorities, goals, current projects, values, and customer base.

Meet with the office staff to receive pertinent typical day-to-day operations.

Speak with the payroll director to understand the employee time sheet and PTO requests.

Meet with the budget subcommittee members to receive insight into the budget numbers.

Familiarize yourself with the water and sewer budgets in order to properly code the invoices.

This will allow you to be prepared to sign payroll and invoice checks for services right away.

Overview of the employee handbook and procurement policy.

Meet with the Board Clerk to get understanding of the Board Agenda Summary Report packet system to prepare for the first board meeting.

Wastewater Operations: First 2 Weeks

Meet with the Chief Plant Operator to gather day-to-day operations info.

Tour the entire wastewater facility and lift stations.

Locate the NPDES Permit as this will serve as the mandatory guidelines for the facility.

Receive overview from CPO on the daily lab sampling process.

Study the district sewer map in order to get a solid overview of the collection system.

Get an overview of the (3) recycled water systems. The first will include the intertie pipeline for vineyard and landscape irrigation. The second is the pipeline that supplies the schools and the park for landscape irrigation. The third will be the recycled water truck fill station and the many uses for that system.

Meet with GCSD to receive an overview of the mutual aid agreement between the 2 districts.



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Water Distribution System: First 2 Weeks

Tour the water distribution system which will include the Anderson valve building.

Familiarize yourself with the water system:

The 4 main components are: Water mains, water tanks, pressure reducing valves, water meters.

Receive an overview of the weekly lab sampling process.

Study the District water map in order to get an overview of the entire water process.

Get an overview of the potable water truck fill station and its many uses.

Next 30 days:

Meet with the emergency contractors to receive feedback on the services they provide for the district and read through their contracts.

Meet with the State Water Resources Board and DDW with the CPO to introduce yourself.

Meet with the current lab to discuss the sampling process.

Meet with the district insurance provider.

Contact LAFCO and introduce yourself.

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V. FEMA

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M. Backflow Certification

N.

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