

Meeting #717

CAPISTRANO BAY DISTRICT
AGENDA REPORT
APRIL MEETING
July 1, 2025

New Business

ITEM 11a

Manager Job Description/First Draft

The District Manager was hired in 1996 under the requirements of the 1992 Job Description section of the existing Personnel Policy, also dated 1992. The Personnel Policy is a subsection of the overall District Operations Manual, most sections of which are dated 1992.

The Personnel Policy was revised in 2005 and the Manager Job Description of 1992 saw a partial revision in 2015. There have only been minor revisions and updates since then.

The material provided in this report are the original 1992 Mgr Job Description and the incomplete revisions from 2015 – two separate documents.

While outdated, these two files provide a good template from which a current updated job description can be developed.

- 1992 Job Description 5 pages
- 2015 Job Description 9 pages

An area of job description that is completely missing is that of the District Admin Assistant, so that will have to be included to make this effort complete.

As always, Directors' guidance, suggestions, recommendations, etc. are encouraged.

CAPISTRANO BAY COMMUNITY SERVICES DISTRICT

JOB DESCRIPTIONS (from 1992)

DISTRICT MANAGER

A. Description: The District Manager is the Executive Officer of the District and for the Board of Directors. The Manager administers the District and has exclusive management and control of the operations of the District, subject to approval by the Board of Directors, and provides day-to-day leadership for the District.

The District Manager has general charge, responsibility and control over all employees and property of the District. He is responsible for the enforcement of all District Ordinances, Resolutions and Policies.

The District Manager attends all meetings of the District's Board and such other meetings as the Board may specify from time to time.

The District Manager employs other employees as deemed necessary for the proper administration of the District and the proper operation of the works of the District in accordance with District policy. The Manager shall delegate authority at his discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. The personnel management goal will be to provide a motivating work climate for District employees.

The District Manager will serve as a liaison between the Board of Directors and the residents of Capistrano Bay. The Manager will maintain cordial relations with all persons entitled to the services of the District and attempt to resolve all public and employee complaints and will encourage citizen participation in the affairs of the District.

The District Manager will seek to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the District and facilitating constructive and harmonious Board relations. The District Manager shall translate the goals and objectives of the Board to the community and shall act as the spokesman for the District unless otherwise directed by the Board of Directors.

The District Manager shall prepare and manage the District budget, conducting studies, making oral and written presentations.

The District Manager shall keep abreast of surrounding community efforts and work with local and state agencies and will meet with all necessary agencies on pertinent issues and will advise the Board of Directors of any and all actions by public and private agencies that may be relevant to the District.

The District Manager will approve of persons or organizations who wish to provide special services within the District.

The District Manager will negotiate legal fees, contracts for service, etc. as a representative for the Board of Directors and will be prepared to make recommendations on all matters where the Board must take action.

The District Manager shall act as Secretary to the Board of Directors, as District Accountant and as District Treasurer. The District Manager shall be responsible for the preparation of all material relevant to District Board Meetings and will keep abreast of legal matters relating to the District and the Ralph M. Brown Act.

B. Required Qualifications: The manager shall be bondable and insurable and also possess a valid California driver's license.

C. Desirable Qualifications: The manager should have a minimum of five (5) years experience in a responsible public agency management position. The manager should have the ability to efficiently prepare annual budgets and long-term revenue/outlay plans; the ability to effectively communicate, both written and verbally, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently while upholding the highest standards of the Capistrano Bay Community Services District.

D. Hours of Work: It is apparent that the District Manager shall devote his entire workday to the job and respond to any emergency situation.

E. Performance Tasks:

1. General Duties and Responsibilities:
 - (a) Oversee and provide for District elections.
 - (b) Oversee architectural matters.
 - (c) Supervise the communication needs of the District.

- (d) Supervise and control the development, maintenance and access to all District records in compliance with the law and District policy.
- (e) Prepare all necessary reports to governmental agencies.
- (f) Maintain the District library.
- (g) Supervise the preparation and revision of all District manuals.
- (h) Supervise the preparation of all reports.
- (i) Oversee all contracted, maintenance and other routine matters performed by outside agencies.
- (j) Keep abreast of surrounding community efforts and coordinate with local and state agencies.
- (k) Meet with all necessary governmental agencies on all pertinent issues.
- (l) Account for, report on, comply with legalities and be custodian of imprest cash.

2. Personnel Responsibilities:

- (a) Supervise the quality of work for all employees of the District and evaluate their effectiveness on a regular basis.
- (b) Supervise and coordinate the District security section.
- (c) Supervise the preparation of work schedules of all District employees.
- (d) Respond to and/or settle and report to the Board on all employee grievances.
- (e) Staff the District in compliance with the authorization given by the Board.
- (f) Supervise the maintenance of a file on each employee and a record of his/her service with the District.
- (g) Supervise the maintenance of records of employee compensation and tenure as required.
- (h) Supervise and coordinate the District maintenance section.

3. Property Responsibilities:
- (a) Identify, supervise and order all necessary maintenance and repair along the road and report to the Board of Directors as prudent or required by policy.
 - (b) Be custodian of the key to the District Administrative Office.
 - (c) Supervise the maintenance and updating of the District map.
 - (d) Supervise the maintenance of the Administrative Building.
 - (e) Supervise and develop the physical security measures of the District.
 - (f) Obtain and recommend the letting and report to the Board all bids for construction/maintenance of District property and/or improvements.
 - (g) Review and authorize bona-fide due statements for authorization of payment of the Board of Directors.
 - (h) Receive and review all District mail.
 - (i) Responsible for District's Employee Safety Program.
 - (j) Authorization to expend funds for emergency use not to exceed \$5,000.00.
4. Responsibilities to the Board of Directors:
- (a) Comply with all legal requirements pertaining to the meetings of the Board of Directors.
 - (b) At the Board's direction, act as the Board's negotiator in legal, contractual and personnel matters.
 - (c) Prepare Board agendas, Board minutes and necessary background information for the Board.
 - (d) Provide information to the Board in order to secure approval of an annual insurance program.
 - (e) Advise the Board regarding actions by outside agencies that may be relevant to the operation of the District.

MAINTENANCE OF LANDSCAPING & DISTRICT-OWNED BLDGS.

Contractors:

- Coastal Sweeping and Maint. 714-279-9898 (Tyler McCarty)
- Green's LS Service 949-874-6012 (Clark Green)
- Luna LS Service 949-413-1473 (Rick Luna)
- America West Fence Co 949-632-1206 (Steve Craig)

The District owns the roadway and the Northgate maintenance yard. Within the entire community the only common areas of District responsibility are:

- ALL of the vegetation inside the fences from the Northgate maintenance yard south to where the homes begin (35051) including the Mexican fan palms (29 total).
- MOST of the tall palms along the RR side of the roadway between 35121 and 35757 Refer to the PalmTreeTrimList.doc for specific addresses (23 total).
- the bougainvillea growing on the fence along the seaward side from the entrance south to where the homes begin at 35051.

All other vegetation within the community is the responsibility of the private property owners:

- everything in their respective yards along the seaward side of the road
- everything directly across the road from their respective homes except for the tall palms listed above (refer to the section describing the RR Parking Lease).

Occasionally there is a need for one or several laborers to handle some special task for the District. Luna LS Service provides the best semi-skilled laboring service for a variety of miscellaneous work from repairing a broken sprinkler to mixing/pouring concrete for a post, etc. to hauling debris to the landfill.

STREET LIGHTING

Contractor:

- Sempra Utilities 858-654-1218 (Linda Bustard)
Streetlighting@semprautilities.com
lbustard@semprautilities.com
- SDG&E 949-361-8015 (Mike Troyer)

The District contracts for this service (electricity consumption only) through Sempra Utilities. There are **43** street lights in the community beginning with the first unit in our North Gate maintenance yard and continuing south to 35857 Beach Road, the last residence at the extreme southern end of the road at Poche.

Repairs to problem lights are funded by Sempra Utilities – there is no cost to the District for this maintenance service. The power company owns the lighting and pays for repairs and replacements at no cost – the District only pays for the electricity used each month.

Monitoring of the lighting is shared between the various night shift patrol officers. When a light is observed to be flickering, not illuminating, etc. it is reported to District staff who then contact the power company via email at *Streetlighting@semprautilities.com* . Only when lights are not repaired within 2 weeks do we contact the supervisor directly. The most effective contact for the supervisor is through her email.

To arrange for having additional lights installed or possibly relocated, service requests must go through SDG&E locally in San Clemente – contact Mike Troyer.

FLOOD CONTROL AND FLOODING CLEAN UP

Contractors:

- Universal Excavating 949-338-2538 (Kent Buechner)
- Green's LS Maintenance 949-874-6012 (Clark Green)
- Luna LS Maintenance 949-413-1473 (Rick Luna)
- United Stormwater Inc. 877-717-8676 (Ramon Menjivar)
- Coastal Sweeping 714-279-9898 (Tyler McCarty)

The District's responsibilities in this area are varied. Some of the work is handled by hand crews with shovels and digging tools, some is performed with track driven excavating equipment, street sweeping trucks (for clean up on the street) and vector trucks for the storm drain filter cleaning on the street.

STORM DRAINS

The District maintains ten storm drain outfalls on the beach. These pipes, from 21" to 36" in diameter run under Beach Road and terminate on the beach roughly mid-way from the homes to the shoreline. Seasonally, the drains are ignored through the dry season and actually become buried under sand and cobble as a result of continuous tide action.

In preparation for the rainy season, the District contracts with a local operator (Universal) to clear debris from the outfalls with the use of a small rubber-track excavator. The unit is small, quiet, does not tear up the beach while traversing from one end to the other and is precise in moving the necessary amount of accumulated debris.

It is sometimes necessary, once the sand and cobble have been cleared, to bring out a hand crew (Green/Luna) to reach up into the exposed drain pipe and dig out any hardened accumulation inside the pipe. Sand, along with sediment from upstream and seawater have a tendency to create a hardened material when left alone for a season and the workers need to bust this stuff up and pull it out when it is present.

Preparation should begin in early September with close monitoring of the long range weather forecasts from the National Weather Service. The first clearing of storm drains should be performed at this time. Coordinate the work to occur during the low tide cycle so equipment and manpower is not threatened or impacted by an incoming tide. This work must be performed well in advance of the rainy season so an assessment of outfall conditions can be made and repairs/maintenance performed ahead of the coming rain storms.

DRAIN FILTERS

Within the District's storm drain system are 33 drain boxes (catch basins) with filters that require regular cleaning (United Stormwater Inc.- vactor truck). All filters are located in the drain boxes throughout the community along the roadway. In addition, there are several curb-cut drain filters along the curb line at the community entrance.

Most of the filter locations can be easily found under the traffic grates that sit over the drain boxes in the roadway. The filters are simply a large-mesh flexible plastic fabric, like a big bag, fastened into a rectangular steel frame that fit snugly inside the drain box openings just under the lift-out traffic grates. On a regular basis, leaves, small bits of trash, blowing sand and dirt and other fine sediments will collect in the filters and they must be cleaned out. This can only be performed by a vacuum process (vactor truck) as all debris must be collected and removed from the site as ordered by the State Water Quality Control Board.

All filters must be visually checked several times through the rainy season to be certain they are clean and free of debris. Clogged and dirty filters will not allow runoff water to pass through into the drain system and will cause a backup onto the street which can very quickly flood garages and can get so deep as to prevent vehicles from passing through.

FLOOD CLEANUP

In the event of backed up drains that flood the roadway, there is always the resultant deposit of sticky, gummy mud and sediment left behind as the backed up drain is cleared and the flooded area finally drains out.

The first step in the clean up effort is to scoop up the majority of mud (Green/Luna) into the bucket of the Bobcat grading equipment (Universal) and get it into a dump truck for removal from the site. Through the use of square scoop shovels, squeegees and bristle brooms a great majority of the mud can be collected.

The second step is to get the wash down hoses and hook them up to the water truck (Universal) and hose out the remaining mud and sediment into the storm drain.

This is difficult and expensive work and can be avoided if regular maintenance of the drain system is performed as described:

- watch the weather forecasts religiously beginning in September
- keep the drain outfalls clear
- keep the drain filters clean and operable
- follow the tide calendar and coordinate beach work at low tide
- avoid flood cleanup to the greatest extent possible