

## Engineer

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### B-180

**PURPOSE:** This policy establishes the process to select and hire a consulting civil engineer to serve as the Engineer for the District, and sets forth the duties of the Engineer.

**B-180-10 Method.** The Board by resolution shall employ by contract or other appropriate means an engineer to serve as the Engineer for the District.

**B-180-20 Selection Process.** The process to select the Engineer may include, but not be limited to, the following: 1) issuance by the Board of a Request for Proposals, 2) appointment by the President of an Ad hoc Board committee, which may include the President, to review the proposals in cooperation with the District Manager, 3) selection by the committee of leading candidates to be interviewed by the Board in closed personnel session, 4) background check of the leading candidate or candidates, and 5) selection of the Engineer by the Board in open session. A fee schedule and other conditions of employment, including provisions for evaluation and termination, shall be negotiated between the Board and the legal counsel in closed personnel session and approved by the Board in open session.

**B-180-30 Annual Review.** The District Engineer's evaluation should be conducted during a properly noticed closed session at the regular Board Meeting in April of each year. The District Engineer's evaluation will be prepared by the District Manager for the Board's consideration. After the Board's consideration and concurrence the evaluation will be presented to the Engineer in closed session

**B-180-40 Adviser.** The Engineer shall review, comment and advise the Board and District Manager concerning all engineering matters that come before the Board or other District matters as requested by the District Manager

**B-180-50 Duties.** Specific duties of the Engineer shall may include, but not be limited to the following services: reviewing contracts, leases, deeds, agreements, annexations, ordinances and other legal documents with the District's Legal Counsel; reviewing applications for sewer service and plans and specifications for proposed extensions of the District's collection system; reviewing planning and or environmental documents forwarded by the City or County planning departments for potential impacts on the District and reporting these to the District Manager and the Board; performing land surveys and preparing and establishing legal descriptions and plat maps as requested by the District Manager or the Board; preparing and establishing Standard Specifications and Details for additions to or for the rehabilitation of the District's wastewater collection system; updating maintaining maps of the District's wastewater collection system; assisting the Manager and District staff with the maintenance of the District's Geographical Information System (GIS); preparing plans, specifications and estimates for improvements to the District's wastewater collection systems when requested by the District Manager or the Board; assisting with the District Manager with the engagement and coordination of the services of other professional consulting engineers retained by the District to study or design improvements to the District's wastewater pumping, treatment and disposal systems; coordinating, soliciting and obtaining and assisting the District Manager and the Board with public bids for Contract's for improvements to District facilities; assisting the District

Manager and Staff with the preparation and maintenance of the District's Sewer System Management Plan (SSMP) for maintenance of the collection system; assisting the District Manager and Staff with the reports to the Regional and State Water Boards; assisting the District Manager and Staff with the preparation and implementation of an annual budget, with the District's Long Range and 5-Year Capital Improvement Plans and other financial matters; assisting the District Manager, Staff and the Board with the establishment and collection of the annual sewer User Service Charge on the County Tax Roll or by other means; assisting the District Manager and Staff with source control and pollution prevention measures; attending public meetings and representing the District before public agencies and the community when requested by the District Manager or the Board; preparing staff reports and assisting the District Manager with scheduling matters to be brought before the Board; and performing other tasks as may be requested by the District Manager or the Board.

**B-180-60 Attendance.** The Engineer shall attend all meetings of the Board and Committees of the Board as requested. Meeting attendance may not be necessary as determined by the District Manager.

**B-180-70 Relationship to District Manager.** The Engineer shall advise the District Manager on appropriate engineering matters and shall perform other duties as requested by the District Manager.