



To: Mountain Regional Water Administrative Control Board Members  
From: Andy Garland, General Manager  
Date: February 20<sup>th</sup>, 2025  
Re: February 2025 Job Description Updates

### **Action Requested**

District staff are recommending adoption of the modified Project Coordinator, District Engineer, Staff Engineer, Distribution Manager, and Treatment Plant Manager job descriptions.

### **Background**

To ensure better alignment of responsibilities and operational efficiency, the Regulatory Compliance Sampling program is being transitioned from the Operations Department to the Engineering and Development Department. Previously, Dixon Richins led this effort while on the Distribution Operations. However, with his move to the Transmission group, based out of Lost Canyon, it became necessary to redistribute the workload. Given that the Engineering Department already oversees water quality programs, this transition is a logical adjustment.

The most directly impacted staff member is Stacy Blonquist, our Project Coordinator, who has taken on the primary responsibility for collecting physical samples, tracking budgets, managing sampling plans, and ensuring compliance with any regulatory changes set forth by the Division of Drinking Water. To reflect these responsibilities, the **Project Coordinator** job description has been updated accordingly. Additionally, the **District Engineer** and **Staff Engineer** job descriptions have been modified for consistency.

Along with these updates, the **Distribution Manager** and **Water Treatment Plant Manager** job descriptions have also been adjusted. The Distribution Manager's job description now reflects the shift of compliance sampling responsibilities. Lastly, the Water Treatment Plant Manager's description has been modified to reflect participation in water quality efforts.

These updates help streamline operations, clarify departmental responsibilities, and ensure continued compliance with regulatory requirements. We look forward to discussing these changes further and addressing any questions the Board may have.