

Best Water! Best service!



1579 Virginia Ranch Road
Gardnerville, NV 89410
775-782-2339
Fax: 775-782-2491
www.gardnervillewater.org

January 2, 2019

Dear Member:

The Gardnerville Water Company Board of Directors is now seeking applicants to fill a vacant board member position. The board of directors is, led by a paid 5-member board, made up of committed, visionary community leaders who deeply care about the success of the Gardnerville Water Company. Serving as a director is a hands-on means for you to engage in the process of governing your water company. GWC, in turn, benefits from your expertise and experience.

This position will complete the remaining portion of the term through December 31, 2022.

The board of directors and staff of the GWC have the following primary objectives:

- Protecting the public health and environment through effective management of the GWC's water resources
- Providing safe, reliable water today and in the future
- Providing the best water service with an emphasis on excellent customer relations
- Operating the company in a fiscally responsible manner

Eligible candidates must own and live within the GWC service area, have property that has water service, and be current on all GWC fees. Also, eligible candidates must not be a voting member of any local governmental entity or be related to any GWC board member or employee.

Interested candidates may obtain an application at www.gardnervillewater.org or at the GWC office located at 1579 Virginia Ranch Rd, Gardnerville.

All applications must be submitted by 12pm on February 1, 2018. If you have any questions regarding the position, please contact Kristien Bennett at (775)782-2339.

Sincerely,
Mark Lovelady, Manager

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BOARD MEMBER JOB DESCRIPTION

SUMMARY

The Gardnerville Water Company Board of Directors consists of a five-member board elected by the property owners of Gardnerville. The elected board of directors manages and directs the water company. Directors serve staggered four-year terms.

QUALIFICATIONS:

- 18 Years or older
- Must be a property owner within and reside within the Gardnerville Water Company service boundaries
- Not be a voting member of any local governmental entity

WORK HOURS: Must attend the Board of Directors meetings held monthly beginning at 5 p.m. on the 2nd Tuesday of each month. These meetings are between 2 and 3 hours in length. Other hours as needed.

SALARY: \$500.00 per month

BENEFITS: None

ESSENTIAL FUNCTIONS

- Regularly attends board meetings, important related meetings and must be flexible to attend special meetings.
- Makes serious commitment to participate actively in board member work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves for meetings, and reviews and comments on minutes and reports.
- Participates in public events for the organization.
- Oversee the overall operations of the Gardnerville Water Company.
- Provide leadership in recruitment, hiring, and directing employees. Require compliance with all policies and procedures, pay practices, and other administrative resolutions.
- Oversee Gardnerville Water Company's water rights.
- Keep current on all projects, programs, rule makings, and other activities of local, regional, state and federal agencies that impact the Gardnerville Water Company water system.

- Review and approve monthly financial statements, annual budget, annual capital projects, long range financial plan, and water rate schedules.
- Assist in the preparation and implementation of goals and objectives for the Gardnerville Water Company; implement policies and procedures.
- Represents the Gardnerville Water Company within the community and other entities and organizations at the local, regional, state, and federal government levels.
- Performs other responsibilities assigned by the Board.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office settings and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.

REFERENCES

References must be included. Please provide 3 references including each reference's name, job title, company, phone, and email address.

HOW TO APPLY

Resumes may be attached to completed applications. Applications are available at www.gardnervillewater.org. The Gardnerville Water Company is an equal opportunity employer and a Drug Free Workplace. If you have other questions, please contact Kristien Bennett (775) 782-2339.



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**Gardnerville Water Company
Board Member Application**

Name: _____
Last First MI

Mailing Address: _____

Residence Address: _____

Town of Gardnerville Property Owner: No Yes How Long: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

E-mail Address: _____ Occupation: _____

I. Statement Reflecting Qualifications/Interest in Becoming a Board Member
(Attach additional sheets if necessary):

II. Experience in Community Service:

III. Affiliation With Technical/Professional Societies:

IV. Education Background and Degrees Held:

V. Do You Anticipate Any Potential Conflicts of Interest: No Yes*
*Please Explain:

VI. Additional Comments:

Signature: _____ Date: _____

A resume or additional information may be attached to this application. Applicants must meet all qualifications requirements set forth in the Company's Articles of Incorporation and Bylaws.

Please return application to:
Gardnerville Water Company
1579 Virginia Ranch Road
Gardnerville, NV 89410