

MEMORANDUM

DATE: September 9, 2020

TO: Board of Directors

FROM: Karl H. Berger, General Counsel

SUBJECT: *District General Manager*

On August 24, 2020, General Manager Diane Gabriel announced her retirement effective October 2, 2020.

Diane's resignation comes at a crucial time in the District's history. Like the rest of the country, the District remains in a state of emergency because of the COVID-19 Pandemic. There are a number of other moving parts for the District including the recent potable water main break and the resulting damage to the District's infrastructure and residential dwelling units. Finally, there is the upcoming November 3rd Election which will result in three new Directors being elected to the Board.

To help ensure a smooth transition in management, I suggest that the Board select an interim General Manager to help maintain the District's operations. To make sure that the new Board of Directors is able to select a permanent General Manager of its choice, it seems that the interim General Manager should be someone who is both familiar with the District, but also uninterested in being appointed the permanent General Manager; this individual would not participate in any recruitment the Board may authorize.

My suggestion for interim General Manager is Mr. Jon Turner, P.E. Mr. Turner owns Phoenix Civil Engineering, Inc. which was previously retained by the District for various projects since 2014. I understand that the District's employees are familiar and comfortable with Mr. Turner which will help with uninterrupted operations.

I spoke with Mr. Turner about this potential interim position. If the Board wishes to retain him, Mr. Turner is available on a part-time basis to assist the District. In essence, Mr. Turner's role would be to oversee the District's "big picture" operations; day-to-day matters would be handled by Ms. Betsy Byrnes, Ms. Carrie Poytress and Mr. Alex Alonzo. Based upon this understanding, Mr. Turner would bill the District for his time at an hourly rate of \$185. Once the new Board of Directors takes office, it can give direction regarding selecting a permanent General Manager.

If the Board is agreeable to this plan, it should authorize the Board President to execute an agreement with Phoenix Civil Engineering, Inc. in a form approved by the General Counsel, to utilize Mr. Turner as the interim General Manager.

Mr. Turner's resume is attached for reference.

JON TURNER, PE

Phoenix Civil Engineering, Inc. Principal/Project Manager



Fields of Expertise

- Pipeline Design
- Wastewater System Design
- Water System Design
- Project Management
- Cost Estimation
- Regulatory Compliance
- Construction Observation
- Project Outreach
- Roads, Trails and Grading

Education & Experience

- Bachelor of Science Civil Engineering
California Polytechnic State
University, San Luis Obispo.
- State of California Registered
Engineer #C60214
- Qualified SWPPP
Developer/Practitioner #00807
- 4 Years Experience as Public Works
Director
- AWWA National Committee on Water
Main Rehabilitation, Past Chair
- 2011 and 2014 Engineer of the Year
Award, presented by the SBCSDA.
- 10 years with Phoenix Civil
Engineering, Inc.

Jon Turner is a professional civil engineer with over 25 years of experience both in the private and public sectors in California. Mr. Turner has coordinated with regulatory agencies including Caltrans, California Department of Fish and Wildlife, Regional Water Quality Control Board, United States Department of Agriculture, United States Army Corps of Engineers, FEMA, local government jurisdictions, and utility agencies on numerous projects. Mr. Turner has extensive project design and program manager experience in the private and public sectors. Jon Turner has designed numerous wastewater and water system projects, pavement rehabilitation and design projects, grading layouts, pipeline projects, utility infrastructure networks, pump and lift stations, and drainage systems. Mr. Turner is a Past President of APWA Ventura County, a past Chair of the American Water Works Association (AWWA) Pipeline Rehabilitation Committee at the National level and was a Trustee on the Distribution and Plant Operations Division for AWWA at the National level.