

Shorewood Park Sanitation District (SPSD)

Board Positions & Contracted Services

Appointed Board Positions (5)

Board member duties are fluid and can change at any time.

More detailed explanation of Board duties are as follows:

CHAIR

- Presides at all meetings of the Board
- Signs all contracts, deeds, and other instruments made or entered into by the Board
- Main contact for all district issues
- Wastewater management
- Provide prior year wastewater activity report for the Annual Review Meeting in June
- May appoint Board members to committees and miscellaneous tasks to complete district work

- Respond to resident contact form inquiries (with Communications)

- Leads all initiatives for district maintenance and expansion projects.

- Serve on a minimum of one committee each year

VICE CHAIR

- Take over Chair position when Chair is unavailable
- Stay abreast of all Chair duties and status of district
- Partner with Chair on Wastewater management and activities
- Serve on a minimum of one committee each year
- Misc duties

TREASURER

- Oversees and responsible for all receipts, disbursements, and investments of the District
- Report on financial standings of the District at each regular meeting
- Make recommendations for investment strategies
- Provide prior year end financial reports for the Annual Review Meeting in June
- Lead annual budget process so that final operating budget is adopted and approved no later than 30 days prior to the start of the new fiscal year
- Lead internal audit process, and act as liaison to external auditors
- Gain access to all financials and billing systems; serve as second set of eyes on everything financial
- Deposit box admin
- Duties exist except such as the Board shall entrust to the custody of an Executive Admin (contracted service)
- Serve on a minimum of one committee each year

COMMUNICATIONS

- Maintain District website including security measures and provide resolution to any technical issues
- Add updated information to website as needed.
- Post Monthly Minutes from meeting to website.
- Record video at all regular board meetings; post to YouTube within 7 days of meeting
- Record audio at all regular board meetings; store for backup to videos
- Publish/post all necessary notices and District related information to website within requested timeframes
- Ensure meeting venue; post date and status on website
- Respond to resident contact form inquiries(with Chair)
- Duties exist except such as the Board shall entrust to the custody of an Executive Admin (contracted service)
- Serve on a minimum of one committee each year

ROADS/PARKS

- Main contact for all roads/parks within District
- Report feedback and follow up on resident concerns on site
- Make recommendations for current and future roads/parks upkeep
- Coordinate asphalt repair/replacement including
 - ☐ Assess road repairs with spray paint markings annually
 - ☐ If needed, obtain bids, review contract provisions, and propose final contract recommendations
 - ☐ Act as liaison with roads contractor
 - ☐ Assess road repairs to SPSD satisfaction
- Coordinate snow removal from roads including
 - ☐ If needed, obtain bids, review contract provisions, and propose final contract recommendations
 - ☐ Act as liaison with snow removal contractor
 - ☐ Assess snow removal to SPSD satisfaction
- Coordinate lawn mowing including
 - ☐ If needed, obtain bids, review contract provisions, and propose final contract recommendations
 - ☐ Act as liaison with lawn contractor
 - ☐ Assess lawn upkeep to SPSD satisfaction
- Maintain playground equipment and area
- Fire Pit Maintenance: organize cleanup annually and burns regularly
- Provide prior year roads/parks activity report for the Annual Review Meeting in June
- Serve on a minimum of one committee each year

Contracted Services (2)

EXECUTIVE ADMIN

- Responsibilities include all secretarial and billing/clerk duties, and may include some designated Treasurer and Communications duties
- Store and maintain, secure all District documents and account information
- Summarize minutes of all regular and special meetings
- Distribute approved minutes to residents via email within 7 days of meeting
- Distribute other information to residents via email within requested timeframes
- Conducts correspondence as directed by Chair
- Posts all necessary notices and other information to bulletin board on Shorewood Circle pumphouse within requested timeframes
- Keep current record of names, mailing addresses, email addresses, and other relevant contact information of each resident within the District
- Maintain ongoing record of SPSD meeting attendance
- Collect, open and distribute mail from District's PO Box/Mailbox/Drop Box on a regular basis
- Check email and reply to District email or redirect email to appropriate board member
- Collect, record, and deposit all income (resident service fees)
- Facilitate and maintain online bill pay/invoice system
- Pay approved District bills and taxes
- Update billing systems and balance books monthly
- Facilitate delinquent resident account process with County Auditor annually
- Follow up on resident billing and/or vendor invoice concerns on a timely basis
- Partner with Treasurer and Communication board members on duties as requested
- Other duties as assigned by Chair or Board Member

WASTEWATER OPERATOR

Refer to Wastewater Operator contract