



April 8, 2026

**TO:** LOCSD Board of Directors  
**FROM:** Craig Steele, District Legal Counsel  
**SUBJECT:** **Agenda Item 2A – 4/8/2026 Board Meeting**  
Consider the Appointment/Employment of Greg Kwolek as General Manager and Approval of Employment Contract.

**President**  
Matthew D. Fourcroy

**Vice President**  
Charles L. Cesena

**Directors**  
Tom Cross  
Richard Hubbard  
Christine M. Womack

**General Manager**  
Ron Munds

**District Accountant**  
Robert Stilts, CPA

**Unit Chief**  
John Owens

**Battalion Chief**  
Joshua Lorenzo

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### **SUMMARY OF STAFF RECOMMENDATION**

If the Board determines to appoint Mr. Kwolek as General Manager and makes final determination as to compensation and fringe benefits, the motion would be as follows:

***Motion: I make a motion:***

- 1. To appoint Mr. Kwolek as General Manager pursuant to the terms and conditions as outlined in the Employment Contract; and***
- 2. Approve an Employment Contract and authorize the President of the Board to Execute with an effective date of May 18, 2026.***

### **DISCUSSION**

Los Osos CSD General Manager Ron Munds has announced his retirement, effective August 2026. The Board engaged an executive recruitment firm to identify the CSD's next General Manager, and received applications from a number of qualified candidates. Following interviews with the Board and background and reference checks, the Board has selected Greg Kwolek, currently the Director of Public Works in the City of Morro Bay, as the next General Manager for the District.

If the Board approves the proposed employment contract (to be provided), it is anticipated that Mr. Kwolek will begin work at the District on May 18, 2026. This will permit an orientation period with Mr. Munds before his retirement date. The starting salary would be \$214,000 with standard benefits. As required by the Brown Act, District Counsel will make an oral report regarding the proposed compensation and benefits at the regular meeting and prior to any approval.

### **Attachment**

Employment Contract – to be provided  
Exhibit A- Job Description

**GENERAL MANAGER  
CHAPTER SEVEN – JOB DESCRIPTIONS**

**NUMBER: 7000  
EFFECTIVE: MARCH 2007**

**CHAPTER SEVEN – JOB DESCRIPTION**

**7000 – GENERAL MANAGER**

1. DEFINITION

Under policy direction of the Board of Directors, the General Manager manages and controls District works and operations and provides day-to-day leadership for the District. The General Manager plans, organizes, coordinates and supervises all District functions and activities related to the production and distribution of potable water; the collection, treatment and disposal of wastewater; drainage, street lighting and other functions of the District; provides policy guidance and program evaluation to staff and elected officials; encourages and facilitates improvement in the provision of services to customers by District staff; fosters cooperative working relationships with intergovernmental and regulatory agencies, various public and private organization and District staff; acts as Secretary to the Board of Directors; performs related work as assigned. This position has full-time management status, and is FLSA exempt.

2. CLASS CHARACTERISTICS

The employee in this class is the Chief Executive Officer of the District, serving at the pleasure of and accountable to the Board of Directors for all staff functions and activities, within policy guidance and applicable state and federal laws and regulations.

3. TYPICAL TASKS (Illustrative Only)

- A. Plan, organize, coordinate and administer, either directly or through subordinate supervisors, the work of the District in accordance with the adopted goals and objectives of the Board of Directors and applicable laws and regulations.
- B. Direct and coordinate the development and implementation of goals, objectives, policies, procedures and programs for the District; administrative policies, procedures and work standards to assure that goals and objectives are met and that programs provide mandated services in an effective and efficient manner.
- C. Prepare and administer the annual budget for the District; review all District expenditures; provide financial management for the District.
- D. Act as staff for the Board of Directors; advise the Board on issues and programs; prepare and recommend long-range plans for District funding and service provisions and direct the development of specific proposals for action regarding current and future District needs.
- E. Assure that appropriate notice of Board meetings is posted and that other legal notification requirements are met.

- F. Attend all meetings of the District's Board and such other meetings as the Board specifies from time to time.
- G. Represent the Board and the District in contacts with governmental agencies, community groups and various business, professional and legislative organizations and District customers; act as a District liaison with the media.
- H. Direct and review special studies; provide for contract services as required and administer various service, construction and equipment contracts; sign and accept development plans and specifications for conformance with District standards on behalf of the District.
- I. Provide for the selection of District staff; administer discipline as required; provide guidance and direction to staff regarding policies and procedures in a motivating environment.
- J. Delegate authority at his/her discretion and has authority over all employees including terminating for cause.
- K. Prepare a variety of correspondence, policies, procedures, reports, minutes and other written materials.
- L. Maintain and direct the maintenance of working and official District files.
- M. Assure that the Board is kept informed of District program and financial status and of legal, social and economic issues affecting District activities.
- N. In concert with the District Counsel, monitor changes in the law and operational process changes that may affect District operations; implement operational and procedural modification as required.
- O. Attempt to resolve all public and employee complaints.
- P. Encourage citizen participation in the affairs of the District.
- Q. Supervise and perform a variety of duties related to the recording, classifying, examining and analyzing of District financial transactions, and associated data and records.
- R. Supervise and perform a variety of duties relating to maintenance of the District's accounting system by interpreting, supplementing and revising the system as necessary.
- S. Supervise and perform a variety of duties relating to the resolution of customer problems, and providing information requested by customers and other members of the public having an interest in District affairs.
- T. Serve as the District Treasurer upon appointment by the Board of Directors.
- U. Oversee the District's investment policy.
- V. Oversee the District's personnel policies, including vacation and comp time scheduling.
- W. Supervise and maintain the District's various insurance policies to ensure appropriate coverage.
- X. Supervise and maintain the District's Fixed Asset and Inventory records.
- Y. Manage and coordinate staff efforts to comply with contracts.

#### 4. EMPLOYMENT STANDARDS

##### Knowledge of:

- A. Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.
- B. Principles, practices and procedures of public administration in a special district setting.

- C. Functions, authority, responsibilities and limitations of an elected Board of Directors.
- D. Principles and practices of potable water production, treatment and distribution. (Desirable)
- E. Principles and practices of wastewater treatment and disposal. (Desirable).
- F. Human resource, personnel policies and labor negotiation process in a public agency setting.
- G. Applicable legal guidelines and standards effecting District operations.
- H. Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally when relations may be confrontational or strained.
- I. Contracts and Proposals

Skill in:

- A. Planning, organizing, administering, coordinating, reviewing and evaluating a variety of District programs and activities.
- B. Managing water and wastewater processes. (Desirable)
- C. Implementing long term capital projects.
- D. Working cooperatively with and accomplishing implementation of the policies of an elected Board of Directors.
- E. Developing and implementing short and long term goals, objectives, policies, procedures, work standards and internal controls.
- F. Developing and administering an annual budget.
- G. Interpreting, applying and explaining complex laws, codes and regulations.
- H. Preparing clear and concise reports, correspondence and other written materials.
- I. Reading and interpreting plans, specifications and engineering documents.
- J. Using initiative and independent judgment within general policy guidelines.
- K. Making public presentations and conducting public hearings.
- L. Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- M. Contract administration

Physical Characteristics:

Must possess the following or with reasonable accommodation be able to perform equivalent functions:

- A. Vision to read printed materials and a computer screen.
- B. Hearing and speech to interact in person and on the telephone.
- C. Mobility to work in a standard office environment, use standard office equipment, inspect District facilities in the field and to drive a motor vehicle.

Working Conditions:

- A. Attend meetings outside of normal working hours.

Licensing and Certification:

- A. Must possess a valid California class C driver's license and have a satisfactory driving record.
- B. Must be bondable by District's fidelity bond insurer.

Education and Experience:

Equivalent to graduation from an accredited four-year college or university, with a bachelor's degree or higher in Public Administration or a related field and five (5) years of experience in an increasingly responsible public agency management position.