



Valley Sanitary District

Invites Your Interest
in the Position of

General Manager

Recruitment services provided by Ralph Andersen & Associates

Valley Sanitary District

Valley Sanitary District was incorporated in 1925 and currently provides wastewater collection and treatment services to 32,790 connections in a geographic service area covering 19.5 square miles. The District has a current master plan of facilities for both the collection system and the treatment plant and has an annual growth rate of four percent. The District operates a 12 MGD treatment facility (6.5 MGD average flow) and maintains a 250-mile collection system. The treatment plant consists of a 10 MGD activated sludge system and a 2 MGD pond system. The District is under the authority of a Waste Discharge Permit and NPDES Permit expiring in 2020.

The District works closely with Indio Water Authority (IWA) and has established a Joint Powers Authority with the City of Indio to develop reclaimed water for beneficial use.

Valley Sanitary District is governed by a five-member Board of Directors and has a staff of 30 employees organized into four divisions. A high number of employees have obtained certification, showing further commitment by a dedicated team. The District has an operating budget of \$8 million with significant capital improvement projects over recent years that have incorporated enhancements to treatment, collection system, laboratory, and administrative facilities. A 1-MegaWatt Photo-voltaic system provides approximately 42 percent of facility power needs.

User fees make up 92% of the operating revenue and the remaining 8% comes from property taxes. The District has a remaining debt obligation of \$18 million for system updates and capacity expansion. The District is currently developing several long-term capital programs including: Upgrades to the Water Reclamation Facility, Reclaimed Water, a \$ 60 Million Collection System rehabilitation program, and development of a strategy for near Net Zero Energy use.

The District is a founding member of the California Association of Sanitation Agencies and is a member of the Coachella Valley Integrated Water Management Group.

Important to note, the District has a long history of Board stability with an average Board member tenure of over 15 years. Additionally, the retiring General Manager, Joseph Glowitz, joined the District in 2010 and has provided strong leadership to the organization as the administrative head for the last eight years.

Indio and the Coachella Valley

Valley Sanitary District serves a population of approximately 85,000 serving Indio, parts of Coachella, and Riverside County. Indio is in the geographic center of the Coachella Valley, a premier resort community with a large historic agriculture economy. A wide range of services and recreational opportunities are available locally which serve year-round residents, with an increasing winter population adding to the vitality of the community.

The Coachella Valley has a number of amenities including excellent shopping, fine dining, and first-rate entertainment. There are more than 200 golf courses in the area making the Coachella Valley one of the world's top golf destinations. Surrounded by the Santa Rosa, San Jacinto, and Little San Bernardino Mountains, the area offers diverse outdoor activities including golf, tennis, cycling, equestrian events, and hiking. The region boasts over 350 days of sunshine per year.

Indio and the surrounding communities provide a number of cultural and entertainment opportunities. The area is home to varied events including the Palm Springs International Film Festival, the Coachella Music and Arts Festival, the Palm Springs Airport Annual Air Show, and the Palm Springs Grand Prix. The Palm Springs Convention Center is a major venue for concerts, expos, exhibits, and indoor sporting events.

The variety of home types available in Indio range from workforce housing to multi-million-dollar homes, easily accommodating the housing needs of a wide spectrum of homeowners. Executive housing includes resort style living with condominiums and golf course residences in gated communities. Notable area employers include Siemens Water Technologies, Guthy-Renker, Western Golf Car, Ernie Ball, and Coca Cola.





The Position

The General Manager (GM) serves as Chief Administrative Officer for the District and oversees all financial, administrative, engineering, and operational activities. The current GM is scheduled to retire in Spring 2019 after more than 8 years as General Manager.

The General Manager's duties include:

- Provide strategic direction and vision for the District;
- Oversee the preparation of the annual budget;
- Prepare recommendations to the Board regarding program and policy development and recommend changes that best meet the needs of the customers and the organization;
- Represent the Board's policies, interests, and programs with other government agencies, boards and commissions, community groups, and district employees;
- Manage personnel issues from hiring to discharge, including employer-employee relations, job classification, and compensation;
- Participate with the District Engineer to develop the capital improvement, engineering, construction, and maintenance activities using internal and external resources;
- Review and administer all contracts; and
- Involvement in all legal matters and provide interface with the District's legal counsel and regulatory agencies.

The General Manager has six direct reports with additional resources provided by outside contractors. Direct reports include District Engineer, Administration & Finance Manager, Water Reclamation Facility Chief Operator, Laboratory Supervisor, and the Management Analyst.

The Ideal Candidate

The Ideal Candidate for this position will be a collaborative leader with the ability to guide the District with best practices in the utility industry with a forward-thinking approach to service delivery, innovative problem-solving, and excellent decision-making skills. Additionally, this top candidate will be actively involved with the city of Indio, neighboring cities, and other inter-governmental agencies in the Coachella Valley to continue to better serve the public.

The Ideal Candidate will have a professional history that demonstrates the following key attributes and qualities:

- A strong public administrator with excellent leadership qualities;
- Technical expertise in public utilities;
- Business management skills that embrace sound fiscal practices in the oversight of operating and capital expenditures of a growing district;
- Knowledge of the laws, rules, and legislative processes controlling the District's functions, programs, and operations;
- Ability to oversee the legislative process for federal, state, and local water quality related regulations and ability to prepare action plans to ensure that the District is in full compliance;
- Technical competency in wastewater technologies and permit compliance;
- Be a dynamic leader who will guide an organization that is dedicated to the core mission of the District and also provides the ability to motivate, mentor, and direct staff;
- Be a strong negotiator who will represent the District's interests and collaborate with all levels of government, boards and commissions, citizens' groups, and professional associations;
- Excellent public speaking skills with the ability to present to a wide variety of audiences in a clear and concise communication style; and
- Ability to establish and maintain effective working relationships with all Board members.

In summary, the District desires a candidate with a blend of both technical operations and strong administrative skills to effectively manage a District with honesty, ethics, and integrity and, at the same time, bring an innovative approach to Valley Sanitary District.

Opportunities and Challenges

Valley Sanitary District has a long history of maintaining a high quality of services and financial stability. Significant capital investment in the systems and upgrades to infrastructure have taken place. For the new GM, the ongoing challenge will be to keep this tradition of delivering high quality services going in a growing community and recognizing that there will be a need for further investment in the collection system due to deteriorating or nearing capacity limits. The General Manager will work with the Board to continue to enhance collaboration with Coachella



Valley communities and regional partners. Maintaining a positive image of the District in the community is essential and a priority of the Board. Additionally, the pending rate study will be an important milestone for the new General Manager to complete over the next year to further assess the replacement and capital needs of the District going forward.

Qualifications

Experience: This position requires five (5) years of progressively responsible management and administrative experience in a public agency. Experience in a public utility is strongly preferred. Experience in California is strong desired although all highly qualified candidates are encouraged to submit career history for consideration. Candidates with additional experience with recycled water, grant funding, and alternative funding sources will be extremely well received.

Education: Bachelor's degree from an accredited college or university with major course work in civil engineering, sanitary engineering, business administration, public administration, or a related field.

Certification / License: A licensed Professional Engineer in the State of California is desired.

Compensation and Benefits

The annual salary range for this position is \$175,000 to \$200,000. Placement within the range will depend on the selected candidate's experience and salary history. The Board of Directors will negotiate a mutually agreeable, at-will employment agreement with the selected candidate which may also include moving and relocation assistance.

Benefits include the following:

Retirement: CalPERS 2.5% @ 55 ("Classic"); the employee pays the 8% employee contribution. PEPR "New" Employees will be in the 2 @ 62 plan with a contribution rate of 8%. The District **does** participate in Social Security.

Insurance: CalPERS Health Programs, Dental Insurance, Vision Plan, Life Insurance, Long Term Disability and Deferred Compensation for member contributions.

Vacation: Up to 20 days with prior service credit.

Sick Leave: Eight (8) hours per month with 960 hours accumulation.

Administrative Leave: Ten (10) days per year.

Holidays: Ten (10) days annually.

Wellness Program: A wellness program including health consultations and gym membership.

Auto usage is reimbursed at the IRS rate.

To Be Considered

This is a confidential recruitment and candidates should be aware that references **will not** be contacted until mutual interest has been established. Apply by **Monday, March 25, 2019**. Electronic submittals to Ralph Andersen & Associates at: apply@ralphandersen.com, and should include compelling cover letter and comprehensive resume.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Interviews with the Board of Directors will be scheduled in early-to-mid April. The selected candidate will be expected to join Valley Sanitary District in May or June 2019 or at a mutually agreeable date. Joseph Glowitz, outgoing GM, has committed to an orderly transition of leadership for the newly selected General Manager.

Confidential inquiries welcomed at (916) 630-4900 to Ms. Heather Renschler.

Valley Sanitary District is proud to be an Equal Opportunity Employer. Women, Minorities, and Persons with Disabilities are encouraged to apply.