

**Handout**

**Agenda Item** 5B

**Date** July 26, 2018

**Las Gallinas Valley Sanitary District  
General Manager**

*Apply for an opportunity to lead an exceptional organization utilizing industry leading practices in daily operations and capital projects. Candidates should possess a Professional Engineering Registration or Grade V Wastewater Treatment Plant Operator Certificate and strong project management experience.*

**THE DISTRICT**

Las Gallinas Valley Sanitary District is located in the Las Gallinas Valley of Marin County, California between San Rafael and Novato. The District's wastewater treatment and recycling facilities are located on over 400 acres adjacent to San Pablo Bay. The District currently serves over 30,000 people in the communities of north San Rafael and surrounding unincorporated areas. The original wastewater treatment plant was constructed in 1955. Major plant expansions were subsequently built in 1958, 1972, and 1984. The latest expansion increased the average dry weather capacity to 2.9 million gallons per day with ponds to hold treated wastewater and spray fields that allow the District to seasonally withhold discharge.

Today, the District manages the wastewater treatment plant, approximately 105 miles of collection lines and other aspects including solar generation, a garbage franchise encompassing all areas within the District excluding the City of San Rafael customers, and a multi-faceted reclamation project which includes producing recycled water for the neighboring North Marin Water District, a freshwater marsh, irrigated pastures, storage ponds and saltwater marsh – all of which are home to area wildlife, and provide access and recreation for the public.

Given the unique low-lying creek and bayside location of the District's service area, strict attention is given to the treatment process and green environmental protection practices are an ongoing goal of the District. During the summer non-discharge season (no discharge to San Pablo Bay via Miller Creek between May and October), approximately 2/3's of the District's treated effluent is recycled by Marin Municipal Water District (MMWD). This recycled water is then utilized within the District's service area and the remainder of treated effluent is utilized at the District's irrigation pastures. The District has received recognition and many awards for environmental and educational programs and is known for being innovative and proactive. The District has a strong and positive relationship with the community by combining effective pollution prevention and educational programs with state-of-the-art technologies.

## THE POSITION

The General Manager reports to a five-member Board of Directors and supervises four management staff who oversee Administrative Services, Engineering, Plant Management, and the Collection System (including safety functions). The District's total staffing exceeds 20 personnel. The position directs and manages the administrative, financial, human resources, engineering, operating, maintenance, and construction functions of the District.

Essential functions and skillsets include:

- Addressing the needs of the Board such as overseeing the agenda process for public meetings, providing professional recommendations, and recommending/implementing policy decisions.
- Representing the Board and District with regulatory agencies, regional partners, and the public.
- Preparing the annual budget and other financial reports.
- Managing personnel matters and day-to-day workforce operations.
- Applying professional expertise in public administration, civil engineering, and project management to identified District priorities.
- Knowledge of applicable California water quality, public health laws as well as other federal, state and local laws, regulations and policies applicable to wastewater systems.
- A solid comprehension of the interrelationship between land use decisions and wastewater service provision, including the role of City, County and Local Agency Formation Commission regulations.
- Experience with technologies used for wastewater utility operations, maintenance and business management.

Candidates should possess a Bachelor's Degree in Engineering. Either a Professional Engineering Registration or Grade V Wastewater Treatment Plant Operator Certificate and strong project management experience is required. Ten years of increasingly responsible experience, five of which should be in a supervisory or management capacity, must accompany the educational and certification requirements.

## THE IDEAL CANDIDATE

The ideal candidate for General Manager will have the ability to inspire and lead the organization along its path to become a utility of the future. The progressive Board seeks someone who can balance a desire for implementing new technologies/practices with a practical mindset in a straightforward manner. Environmental ethics, an ecological focus, and cost efficiency are established priorities.

The new General Manager should be personable, cheerful, and get along well with others. Working with staff and regional partners to optimize operations, finances, and facilities will be a mark of success. Experience in capital project management and facility upgrades are desirable, and several legacy-worthy projects are ripe for implementation by a candidate seeking a challenge, including an approximately \$50M Secondary Treatment Plant Upgrade and Recycled Water Facility Expansion Project.

The District seeks a strategic thinker who is a recognized expert in managing a wastewater utility with similar broad service functions as the District. The individual should be familiar with water quality regulatory issues and have expertise with public financing, rate setting, financial management and long-range planning. The ideal candidate will have a collaborative, inclusive approach to work, a proven ability to mentor and support employee development, and experience working in a unionized workplace. The successful candidate will be a good communicator, value transparency, and be comfortable working with members of the public.

In return, the position offers stable leadership among elected officials, top of class professional development opportunities, flexibility, and autonomy in management. The successful candidate will also enjoy the high quality of life offered in the area, including excellent school districts; recreation such as hiking, kayaking, and golfing; and close proximity to San Francisco arts, culture, and sports activities.

## **COMPENSATION**

The salary range for this position is up to \$223,336. The District provides an excellent array of benefits, including:

- Housing Stipend – \$500/month if residing within 7.5 miles of District offices; \$250/month within 15 miles.
- Health Insurance — The District participates in PERS/Medical and covers the premium up to the Kaiser Family Rate. Dental coverage of up to \$2,000 per year, per person and vision coverage is also available. Retiree medical benefits are available after ten years of service upon retirement from the District.
- Retirement — The District participates in the California Public Employee Retirement System (PERS); fully vested after 5 years of service. Classic Members may be eligible for a retirement benefit of 2.7% at age 55; New Members are eligible for a retirement benefit of 2% at age 62. Employees pay 8% of salary toward the cost of PERS retirement benefits.
- Social Security and Medicare – The District participates in these programs.
- Time Off — Employees receive 14 – 24 vacation days per year based on years of service, nine holidays per year, and 12 days of sick leave. Management staff receive 10 days of administrative leave per year.
- Other – Life Insurance, Long Term Disability Insurance, Longevity Pay, Deferred Compensation, and a Flexible Benefits Plan are available.



## **APPLICATION AND SELECTION**

The position is open until filled with the first review of resumes on Monday, August 27, 2018 – early applications are encouraged. To be considered for this exceptional opportunity, please submit your resume (including dates of employment plus number of staff and budgeted dollar value managed), cover letter, and the names of six professional references (two each: supervisors, direct reports, and colleagues) to:

<https://secure.cpshr.us/escandidate/JobDetail?ID=>

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the District. It is anticipated that a selection will be made following final interviews and the completion of comprehensive reference and background checks.

For more information contact:

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