



*We Are*  
**HIRING FOR OUR  
NEXT**

**GENERAL MANAGER**

**ANNUAL SALARY**

**\$215,000-\$300,000**

**& GENEROUS BENEFITS**

**BROUGHT TO YOU BY:**



## THE REGION

On May 16, 1930, Indio became the first incorporated city in the Coachella Valley. Today Indio is home to over 90,000 residents and an estimated 1.4 million people visit annually to attend the Coachella Valley Music and Arts Festival and Stagecoach Country Music Festival. Nicknamed the “City of Festivals”, Indio has fast become an abundant community that offers a variety of exceptional dining, shopping, golfing, art, and entertainment experiences.

Indio is part of Riverside County located 75 miles east of Riverside, 127 miles east of Los Angeles, and 148 miles northeast of San Diego. The city covers roughly 29 square miles and is 99.97% land and 0.03% water.

The high mountain ranges contribute to Indio’s warm climate year-round. Adorned with a gorgeous desert backdrop, Indio has over 348 days of sunshine per year, perfect for outdoor activities. The City of Indio offers world-class golf courses, unique restaurants, a mix of retail stores, outdoor adventures, and renowned music festivals, the city has something for everyone.

## THE DISTRICT

Located in Indio, California, Valley Sanitary District (VSD) has served the City of Indio, the City of Coachella, and adjacent unincorporated areas of Riverside County, California since 1925. Through VSD’s growth, the mission has remained the same, to serve and benefit Indio and the surrounding communities by collecting, treating, and recycling wastewater to ensure a healthy environment and sustainable water supply. The District provides sanitary sewer services to approximately 28,028 connections within its 19.5 square mile service area and is overseen by a five-member, publicly elected Board of Directors.

In 1925, The City of Indio’s residents were increasing as well as their need for sanitation services. To help prevent well contamination and decrease the threat to public health citizens filed a petition and obtained a favorable public vote to form the Indio Sanitary District (District) on March 20, 1925. The name changed to Valley Sanitary District in 1965.

VSD celebrated its 70th anniversary in 1995. The five-member board of directors has had thirty-seven members over the past seventy years. Population growth in VSD’s service area had grown 36 percent over the past decade and the collection system pipeline increased 104 percent, from 63 to 133 miles.

In 2005, Phase 1 construction of \$24.5M in treatment plant improvements were constructed to treat increased flows due to development. The treatment plant improvements included modifications for increased airflow for the activated sludge plant and construction of new circular clarifiers.

Phase 2A treatment plant improvements, began in 2012 at an estimated cost of \$19.2M, with completion in 2013. This improvement added primary clarification, anaerobic digestion and other process improvements. A new Supervisory Control and Data Acquisition (SCADA) system for the plant process was installed. Additionally, a new Administration Center, Operations Center and Laboratory were constructed.

In 2016, the District commissioned a one-Megawatt Photovoltaic Solar System, providing approximately 40 percent of energy needs for the facility. An adjunct project was the completion of a Perimeter Security System, consisting of advanced fencing, lighting, and CCTV and intrusion alert system.

The Requa Sewer project was completed in 2017 and added approximately 22,000 feet of 10-to-36-inch pipe beginning at the treatment plant on Van Buren Street extending west to the intersection of Shields Road and Highway 111.

The District is a member of a Joint Powers Authority (East Valley Reclamation Authority) with the Indio Water Authority to undertake the beneficial re-use of water by developing a reclaimed and re-cycled water system.





## TRANSPARENCY AND GOVERNANCE

The Valley Sanitary District Board of Directors consists of five members within the community. On April 14, 2020, the Board of Directors unanimously agreed to move from an at-large voting system to by-ward voting in compliance with the California Voting Rights Act. Terms are staggered, with two terms expiring in one even-numbered year, and three terms expiring the following even-numbered year. The Board of Directors develops the policies that govern the District. The District General Manager is appointed by the Board of Directors to oversee the day-to-day operations of the District in accordance with the policies and procedures established by the Board. The District Board has an estimated budget of \$49.7 million including approximately \$34 million allocated annually for capital improvement projects and capital expenditures. The District employs approximately 37 employees to support the District operations and support functions. During the past year, the District received the following awards:

- *California Society of Municipal Finance Officers – Operating Budget: Meritorious Award*
- *California Water Environmental Association (CWEA) Colorado River Basin Section – Pretreatment, Pollution Prevention & Stormwater Person of the Year: Ivan Monroy*
- *California Water Environmental Association (CWEA) Colorado River Basin Section – Community Engagement & Outreach Project of the Year*
- *Government Finance Officers Association (GFOA) – Excellence in Financial Reporting*
- *Government Finance Officers Association (GFOA) – Distinguished Budget Presentation Award*
- *National Association of Clean Water Agencies – Peak Performance Silver Award*

### MISSION

Valley Sanitary District serves and benefits Indio and the surrounding communities by collecting, treating, and recycling wastewater to ensure a healthy environment and sustainable water supply.

### VISION

As a result of the changes outlined in this five-year Strategic Plan, Valley Sanitary District will support the Coachella Valley as an environmental steward, a model employer, and a leader in the wastewater industry that is known for its excellence. We will:

- *Prioritize the needs of our customers and do it cost-effectively and transparently.*
- *Provide a healthy work environment, cutting-edge equipment, and exceptional training opportunities for staff, our most important asset.*
- *Provide leadership in protecting our shared environment and safely reuse or recycle wastewater, energy, bio-solids, and other useful byproducts.*
- *Serve as a trusted participant in the community through our collaboration, open communication, and educational programs.*

### VALUES

**Transparent** – We provide information to the public in a complete, understandable, and timely form that is readily available.

**Responsible** – We take into account our environment, community, customers, and ratepayers in everything we do.

**Respectful** – We value diverse viewpoints, teamwork, and active listening to our community and staff.

**Integrity** – We maintain high standards of conduct in all our actions and all circumstances.

## AN OUTSTANDING CAREER OPPORTUNITY

The General Manager will be responsible for the daily management and oversight of the District including working closely with the various department and program directors, as well as with other external agencies and stakeholders. Under general policy guidance from the Board of Directors, the General Manager oversees, reviews, and evaluates Administration, Engineering, Finance, Operations, Human Resources, Customer Service and Community Relations; ensuring that services and operations are delivered in an efficient and effective manner, and also acts as principal advisor to the Board.

The ideal candidate will be a strategic leader that will understand the needs of the local community and how to best position VSD to serve those needs. The successful candidate will have excellent communication and interpersonal skills necessary to build and maintain effective relationships with both internal and external customers at all levels. This is an exciting opportunity for a dynamic leader to work with the District's Board of Directors, staff, and community to make a difference in the future growth, stability, and future success of VSD.

Solid knowledge of Engineering is crucial for oversight of future investment in infrastructure including: treatment facilities, sewer collection facilities, ground and buildings which are divided into the following five (5) major areas:

1. **Buildings, Facilities & Pump Stations**
2. **Treatment Facilities Upgrades**
3. **Recycled / Reclaimed Water Facility**
4. **Sewer Collection System Infrastructure Project**
5. **Energy Systems Projects**

### KEY COMPETENCIES AND CHARACTERISTICS

- A solid leader and role model with a positive presence who demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- A relationship builder committed to excellence with a strong customer service ethic and the ability to empower employees while also holding them accountable.
- A dynamic leader who understands: theory, principles, practices and techniques of organization design and development, public administration, public financing, financial management and long-range planning as they apply to a large, complex public water reclamation utility
- A subject matter expert who is experienced in principles, practices and techniques involved in the construction, maintenance and operation of a large, complex water reclamation system.

## EDUCATION & EXPERIENCE

- A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in civil engineering, public or business administration, or a closely related field; and at least ten years of progressively responsible executive or management experience in the operation and maintenance of a large, complex public utility; or an equivalent combination of training and experience.
- A PE certification is highly desirable.



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## ATTRACTIVE BENEFITS PROGRAM

**Annual Salary \$215,000 – \$300,000**

*The salary will be negotiable based on experience, qualifications, and District budget.*

- **Health Insurance/Dental/Vision**– The District will contribute \$2,268 per month, per employee, into the District's cafeteria plan toward medical, dental, and vision plan premiums. Employees will be responsible for the amount exceeding the employer contribution. Employees declining medical coverage with proof of alternate coverage will be provided an allowance of: \$450.00 a month.
- **Deferred Compensation**– the District will match the employee's annual contribution up to a maximum of two thousand and four hundred dollars (\$2,400.00).
- **Holiday Pay**– The District provides 14 statutory holidays
- **Vacation**– Employee shall accrue fifteen (15) days (or 120 hours) of vacation for each year of service.
- **Sick Leave**– Employee will be allotted five (5) days or (40 hours) of sick leave.
- **Administrative Leave**– Employee will be allotted ten (10) days (or 80 hours) of administrative leave.
- **Relocation Expenses**– the District will provide the amount of two thousand dollars (\$2,000.00) per month for up to four months to provide for temporary housing.
- **Other Benefits**– Vehicle will be given.



## APPLICATION AND RECRUITMENT PROCESS

**The final filing date is April 3, 2023**

To be considered, please electronically submit your resume, cover letter, and a list of three (3) professional references (references will **not** be contacted in the early stages of the recruitment)

**APPLY HERE:**

**General Manager - Koff & Associates ([koffassociates.com](http://koffassociates.com))**

Resumes should reflect the years and months of positions held. If you have additional questions, please contact the Recruiter:



Koff & Associate  
A Gallagher Compar

Joshua Boudreaux MPA

510.901.0044

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Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

**You can also scan the QR Code to apply**



For more information on Valley Sanitary District,  
please visit our website at  
[About | Valley Sanitary District Indio, CA \(\[valley-sanitary.org\]\(http://valley-sanitary.org\)\)](http://AboutValleySanitaryDistrictIndioCA.org)

