

**GENERAL MANAGER  
SAN GORGONIO PASS WATER AGENCY**



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**SAN GORGONIO PASS WATER AGENCY**  
(Beaumont, CA)

ROBERTS CONSULTING GROUP INC  
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# GENERAL MANAGER SAN GORGONIO PASS WATER AGENCY



## THE AGENCY

The San Gorgonio Pass Water Agency was established in 1961 by the California State Legislature. The Agency's service area of approximately 225 square miles is located in Riverside County, and extends from Calimesa to Cabazon. The service area includes the incorporated cities of Calimesa, Beaumont and Banning, and the communities of Cherry Valley, Cabazon and the Banning Bench which, at the present time, have a population totaling approximately 100,000. The Agency currently sells water to three retail service providers - Beaumont Cherry Valley Water District, Yucaipa Valley Water District, and the City of Banning - with the potential of selling water to four additional retail water service providers.

The Agency is one of 29 State Water Contractors. Each Contractor is responsible for the importation of water from Northern California through the State Water Project (California aqueduct) into each Contractor's service area. Phase 1 of the final link of the State Water Project to the Pass region, the East Branch Extension (EBX), was completed in 2003, and Phase 2 was completed in 2017, bringing the capacity of the Extension to 17,300 acre-feet, which is the Agency's official allotment of State Project Water. This is enough to supply approximately 35,000 families each year.



The EBX is operated by the Agency and the San Bernardino Valley Municipal Water District (Valley District) under an agreement with the Department of Water Resources. The East Branch Extension begins at the Devil Canyon Power Plant in San Bernardino (near the Cal State, San Bernardino campus) and traverses the cities of San Bernardino, Highland and Yucaipa before crossing into Riverside County. It then traverses the City of Calimesa and the community of Cherry Valley before ending near the intersection of Orchard and Noble streets. Phase 2 consisted of six miles of 66-inch pipe under the Santa Ana River and through Mentone to Yucaipa, the new Citrus Pump Station and Reservoir in Mentone, and additional pumps for the Crafton Hills and Cherry Valley Pump Stations.

The Beaumont Avenue Recharge Facility is a new groundwater recharge facility that just came online and will enable the Agency to import more water in wet years when it is available and to store it in the local groundwater basin. By adding the ability to store more water in local aquifers, the facility will help to drought-proof the region. Storage is one of the keys to surviving droughts. The facility consists of five large ponds, a pipeline connecting the ponds to the EBX, and a new connection to the EBX.



In addition to the Agency's allotment from the State Water Project, the Agency has procured other sources of water, including: 1) Yuba Water (an average of 200-300 acre-feet per year); 2) Nickel Water (1,700 acre-feet per year for 20 years of 100% reliable water from the Antelope Valley-East Kern Water Agency, with an option to extend the lease, if desired); and 3) Valley District Water (up to 5,000 acre-feet per year of additional supplies in years in which the District has a surplus).

The Agency's mission is to import supplemental water and to protect and enhance local water supplies for use by present and future water users, and to sell imported water to local water districts within the service areas of the Agency. Their vision is to partner with other local stakeholders to assure that growing regional water needs are met, optimizing the use of existing resources, without adverse impacts on local groundwater basins. In order to bring this vision to fruition, the Agency will: 1) play a role in managing local water resources; 2) bring supplemental water to the region to meet short- and long-term needs; and 3) develop and work from a financial plan to ensure that funding is available to reach these goals.



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The Agency has three primary roles:

- \* **State Water Contractor** - As one of the 29 State Water Contractors and the State Water Contractor for the region, the Agency is responsible for operating and maintaining the Project within their service area, and extending it to serve the entire service area from Calimesa to Cabazon.
- \* **Groundwater Basins** - The Agency is an advocate for the groundwater basins within their service area, including the Beaumont and Cabazon basins, as well as lesser groundwater basins. It is their goal to preserve the basins for current and future generations. In order to do this, the Agency imports supplemental water from whatever sources provide the highest quality at the lowest price, including the State Water Project as well as other potential sources. The Agency works with local water retailers and others to manage local and regional water resources in a sustainable manner. They are committed to end groundwater overdraft in their service area.
- \* **Water Conservation and Education** - The Agency encourages conservation throughout their service area as a means to stretch existing resources and help preserve local groundwater. They consider it their job to educate the public on water issues so that there is an understanding that water is a limited resource in the region.

In 2019, the Agency undertook an update of its Strategic Plan and identified five goals: 1) Regional Water Supply Plan; 2) Effective Communication of the Agency's Strategy and Mission; 3) Sustainable Groundwater Management Act (SGMA) Implementation; 4) Infrastructure Plan; and 5) Financial Plan. A copy of the Strategic Plan can be found on the Agency's website at [www.sgpwa.com/about-us/](http://www.sgpwa.com/about-us/).

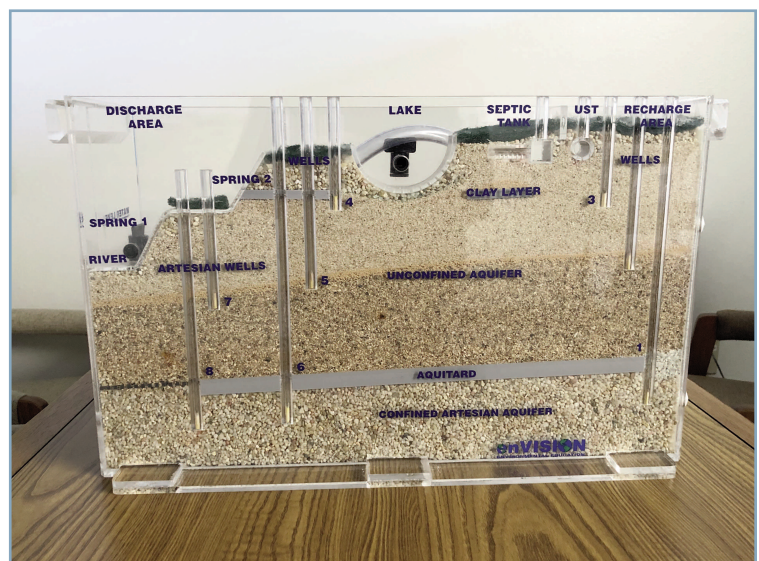
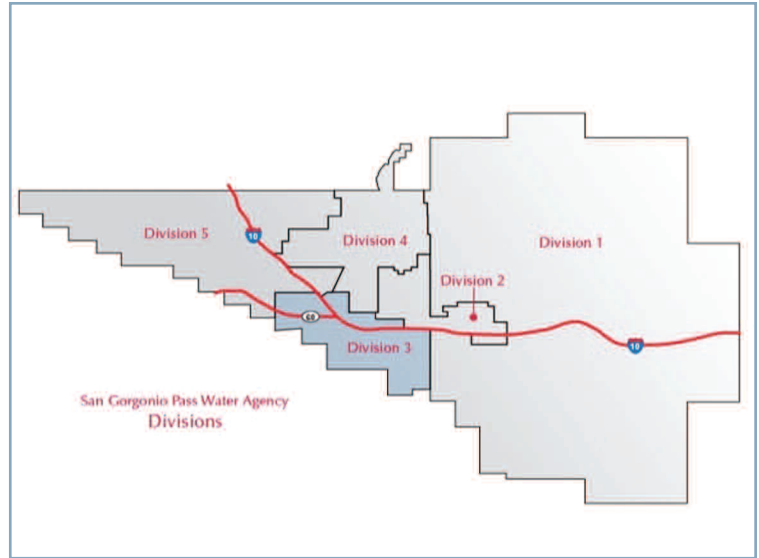
The San Gorgonio Pass Water Agency is a public agency with a seven-member elected Board of Directors. Directors are elected to four-year staggered terms, with five members elected to represent specific divisions and two elected at-large. The President of the Board serves a two-year term.

The FY2019/20 general fund budget is under \$10 million and debt service is about \$27 million. The Agency currently has five employees: General Manager, Finance Manager, Operations & Maintenance Manager, Executive Assistant, and Social Media Specialist.

## THE REGION

The San Gorgonio Pass is the narrow east-west strip of land between the San Bernardino Valley to the west and the Palm Springs/Coachella Valley area to east. The region is bounded by mountains on both the north and south. The region is in transition from primarily rural to urban land uses. It is among the fastest growing areas in Southern California due to its relatively inexpensive home prices. Many young families and retirees alike are moving to new homes and communities in Calimesa, Beaumont and Banning. The community of Cherry Valley, primarily consisting of one-acre lots, includes a large concentration of horse owners.

Natural landmarks include Mount San Gorgonio, Mount San Jacinto, and the headwaters of the Whitewater River. Other landmarks include Casino Morongo, Desert Hills Premium Outlet Mall, the wind farm, and the Cabazon dinosaurs. The water in this area is so pure that Arrowhead Water opened a bottling plant in Cabazon in the 1990s in order to bottle the pure water from the slopes of the San Bernardino Mountains.





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The western half of the Pass is in the Santa Ana River watershed, while the eastern half drains to the Whitewater River. Major surface water streams include the Whitewater and San Gorgonio Rivers, San Timoteo Creek, Noble Creek, Marshall Creek and Smith Creek. Much of the Pass is above an elevation of 2,500 feet.

### KEY CHALLENGES AND OPPORTUNITIES

Key challenges and opportunities facing the General Manager include:

- \* Keeping abreast of what is going on in Sacramento with regard to Delta Conveyance and the Sites Reservoir Project, and conveying this information to the Board in lay terms.
- \* Developing a long-range financial plan, including the possible implementation of a capital capacity fee, and reviewing the current water rate.
- \* Identifying and securing additional sources of water at the most reasonable cost.
- \* Completing the 2020 Urban Water Management Plan.
- \* Completing and implementing the requirements of the Sustainable Groundwater Management Act (SGMA).
- \* Reviewing the organizational structure to determine if the staffing level is appropriate, as well as succession planning given that some employees will be eligible for retirement in the not too distant future.
- \* Continuing to educate the public about the Agency's long-term activities.

### THE POSITION

The General Manager reports to and serves at the pleasure of the Board of Directors. Duties, responsibilities and authority of the General Manager include, but are not limited to the following:

- \* Responsible for administration and the activities of the Agency under the direction and guidance of the Board of Directors. Directs, organizes, plans, manages, administers and supervises Agency staff and handles all personnel matters including, but not limited to, hiring, training, motivating, evaluating and termination of staff.
- \* Plans, directs and coordinates, through subordinate level managers, the Agency's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- \* Attends regular and committee meetings of the Agency Board of Directors and meetings of the office staff. When directed by the Board or when it would be for the benefit of the Agency, attends and represents the Agency at meetings, conferences and other activities of water associations and organizations of which the Agency is a contracting agency or member, and such other meetings and activities in which the Agency has an interest. Requires approval of the Board to hold an office in the above-mentioned organizations.
- \* Advises and consults with the President of the Board, Board members, Board Secretary, attorneys, consultants and engineers, preparing and providing them with information, reports and studies regarding Agency functions and issues of concern which they request or which are necessary to the performance of their duties.





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- \* Assumes full management responsibility for all Agency services and activities, and recommends and administers Board policies and procedures.
- \* Manages the development and implementation of Agency goals, objectives, policies and priorities; establishes, within Agency policy, appropriate service and staffing levels; allocates resources accordingly.
- \* Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relations; identifies opportunities for improvement; directs implementation of changes.
- \* Meets frequently with the General Managers of the retail water providers within the Agency's service area to allow open communication and dialogue on current issues of concern, and to develop and promote long-term success in providing its citizens with an adequate water supply.
- \* Represents the Agency to outside agencies and organizations; explains, justifies and advocates Agency programs, policies and activities; negotiates and resolves sensitive, significant and controversial issues; and keeps the Board informed on such matters.
- \* Directs development and administration of the Agency budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approves expenditures; directs the preparation of and implements budgetary adjustments for approval by the Board.
- \* Coordinates Agency activities with outside agencies and organizations; provides staff assistance to the Board of Directors; prepares staff reports and other necessary correspondence.
- \* Subject to Board approval, attends and participates in professional group meetings; stays abreast of trends and innovations in the field of water distribution management and keeps the Board informed about such matters.
- \* Plans Board of Directors' agendas; prepares resource and background materials for agenda items; recommends Board action.



- \* Represents the Board in employee association negotiations.
- \* Develops and negotiates agreements with developers for Board consideration and action.
- \* Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- \* Conducts the business and functions of the Agency including, but not limited to, the purchase of water from the Department of Water Resources; sale of water to the Agency's customers; and collection of water rates, fees, assessments and other revenues of the Agency.
- \* Responsible for carrying out the duties and obligations of the Agency pursuant to any and all contracts and/or agreements to which the Agency is a party.
- \* Performs the duties of any offices or posts to which the Board appoints the General Manager.
- \* Does whatever is needed to carry out the purposes, policies and obligations of the Agency. Is prepared to perform whatever tasks are necessary to meet emergencies involving the Agency and to work whenever necessary to accomplish these requirements.
- \* Reviews and becomes knowledgeable about all programs, policies, contracts and issues of the Agency.
- \* Performs all other authorities and responsibilities established by policy and/or references in the Agency's Personnel manual.
- \* Performs such other activities as directed by the Board in order to carry out the goals and objectives of the Agency, and performs related duties and responsibilities, as required.

## THE CANDIDATE

### Experience and Education

- \* Desire a relevant bachelor's degree, from an accredited college or university.



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- \* Prefer at least five years of senior level water industry management experience, at the level of general manager, assistant manager, or other senior position that would have provided the desired knowledge and experience. Some wholesale water experience would be a plus. California experience is important.
- \* Some Board Members believe that registration as a Professional Civil Engineer in California would be a plus, but it is not required.
- \* Participation in Sacramento and with appropriate professional organizations is acceptable, as long as it is kept in balance with the work of the Agency. Must have or be able to establish good relations with the Department of Water Resources.
- \* Should have a good driving record. In addition, it is preferred that the selected candidate choose to live within a reasonable driving distance of the Agency.
- \* A stable employment history is important. It is anticipated that the selected candidate will be in this position for a minimum of five years. The two previous General Managers were in the position for 13 years and 15 years, respectively.
- \* Develop and maintain good working relationships in Sacramento and with other water agencies, local governments, and similar organizations.
- \* Adapt to the ever-changing situation with regard to water (droughts, politics and other factors).
- \* Work with interested agencies that may be exempt from SGMA.

### Management Style and Personal Traits

The ideal candidate will be a team player who is a good negotiator, hands-on, able to multi-task, fiscally conservative, and forward thinking (planning for future growth). He/She should develop a mutual trust relationship with the Board, and be well connected at the State level. It is important for this person to be intelligent and a quick learner, politically savvy, professional and respected. In addition, he/she should be patient and even-tempered, thick skinned, ethical, and have a pleasant and friendly demeanor.

### COMPENSATION

The salary for this position is open, with hiring dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which currently include: vacation, holidays, sick leave, bereavement leave and personal leave; health and dental insurance through CalPERS for employee and dependents; life insurance; use of an agency vehicle; cellular phone; professional memberships and dues; and relocation assistance, if needed. Retirement is through CalPERS. For classic employees the formula is 3% @ 60, with the employee paying 3% of the employee's 8% contribution. For other employees, per PEPR, the formula is 2% @ 62 with the employee paying the full employee contribution.

### HOW TO APPLY

Send resumes (email preferred) by **April 20, 2020** to:

**ROBERTS CONSULTING GROUP INC**  
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Rancho Mirage, CA 92270  
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*An Equal Opportunity/ADA Employer*

Additional information about the San Gorgonio Pass Water Agency can be found on their website at [www.sgpwa.com](http://www.sgpwa.com)



### Knowledge, Skills and Abilities

**The selected candidate should have extensive knowledge of the State Water Project, as well as a working understanding of: Delta Conveyance; the Sites Project; and water transfers, exchanges and sales.**

Excellent interpersonal and communication skills are important, including being a good public speaker. The selected candidate should also be able to:

- \* Monitor, collect and disseminate important information related to the Agency, State Water Project, State and Federal government, and others as it applies to the San Gorgonio Pass Water Agency.
- \* Provide information to the Board in a timely and complete manner, providing his/her best professional recommendations, yet implement Board decisions once made.
- \* Communicate technical information in lay terms.
- \* Oversee development of Board agendas.
- \* Manage projects and monitor and oversee the work of consultants.
- \* Work in a cooperative and productive manner with the retail agencies who purchase water from the San Gorgonio Pass Water Agency.

