



GENERAL MANAGER

UP TO \$154,960

Plus Excellent Benefits

Apply by

June 17, 2018

(First Review, Open Until Filled)

***P*ROTHMAN**



WHY APPLY



Located just 21 miles south of the Canadian border along I-5, and 90 miles from Seattle, the Lake Whatcom Water & Sewer District is headquartered in Bellingham, Washington;

an award-winning city that offers a rich variety of recreational, cultural, educational and economic activities, as well as natural beauty and exceptional schools, in an exciting area to live. National Geographic Adventure Magazine has named Bellingham one of the "Top 10 Adventure Towns in the U.S." Sunset Magazine recognized Bellingham as one of "The West's Best Places to Live." In 2014, Forbes magazine deemed Bellingham one of the "Best Places to Retire and Live."

This is an outstanding opportunity for the right management professional to work with an excellent staff in a high functioning, dynamic organization.

THE COMMUNITY

Bellingham has over 83,000 residents who enjoy being close to Seattle, Mount Baker, Vancouver, BC and the San Juan Islands. The city is well regarded for its relaxed and laid-back vibe, with a variety of traditional annual events, including a farmer's market, multiple food and music festivals, and recreational bike and ski races. The citizenry is active and passionate about protecting environmental health, enhancing quality of life and promoting distinctive neighborhoods.

For sports and outdoor enthusiasts, Bellingham's mild climate offers year-round recreational opportunities, including numerous golf courses, snow sports, boating, paddling, and fishing. The city also offers over 61 miles of bike lanes and 68 miles of hiking trails.

Bellingham is home to an award-winning school system, and a historic downtown area that consists of restaurants, art galleries and specialty shops, along with a mix of brew pubs, wine bars and cafes. Nearby institutions of higher learning include Western Washington University, Whatcom Community College, and the Bellingham Technical College, all of which call Bellingham home.



THE ORGANIZATION

While headquartered in the city of Bellingham, the District's service area surrounds Lake Whatcom to the east and includes the areas of Geneva, Sudden Valley, and the North Shore of Lake Whatcom.

Lake Whatcom Water and Sewer District provides water service to approximately 4,000 residential customers and sewer service to approximately 4,300 residential customers in an 18 square mile area. The District is operated by 13 full time staff represented by AFSCME and 5 full time non-represented staff, a five-member Board of Commissioners, and has an annual operations and maintenance budget of about \$6 million dollars. The District has 10 million in outstanding debt which is divided into seven million in revenue bonds and 3 million in State Revolving Fund loans. The District has a robust capital improvement program that budgets \$1.2 million a year for system reinvestment projects and equipment. The natural terrain, proximity to Lake Whatcom, and various neighborhood communities make every project unique and challenging.

The District operates a water treatment plant that provides water to Sudden Valley and Geneva residents. Four reservoirs, 5 pump stations and 55 miles of transmission and distribution lines serve the water treatment plant. On the North Shore near Agate Bay, water service is provided from a well and water treatment facility, 1 pump station, and 2 reservoirs that are operated by the District. The District also distributes water purchased from the City of Bellingham to its Eagleridge customers. All water distributed by Lake Whatcom Water and Sewer District meets or surpasses EPA Safe Drinking Water standards.



The District does not treat its own sewage, instead delivering its wastewater to the City of Bellingham's treatment plant for treatment and disposal under the terms of a 20-year interlocal agreement which expires in 2034. The District accounts for approximately 5% of the volume discharged to the sewer treatment plant. The mostly forested, steep slopes of the watershed offer a complex and challenging environment in which to operate utility services. The District owns and operates 28 sewer lift stations and maintains over 71 miles of sewage collection and transmission lines. Sewage from the District is collected and pumped to the secondary wastewater treatment plant at Post Point for treatment. Sewage disposal costs and a share of the facility upgrades and maintenance costs to the District are based on the volume of sewage sent to the wastewater treatment plant.

THE POSITION

Under the direction of the Board of Commissioners, the General Manager is responsible for overall leadership and management of the District's water and sewer services, community relations environmental compliance, engineering, finance, contracting, personnel, field, office, customer service, and other functions. The General Manager is also responsible for attendance and advice at Commission meetings and workshops, facilitation implementation of Commission policies and directions, and for liaison and coordination with City, County, State and other agency representatives, as well as District consulting engineers, contractors, legal counsel, financial, and other advisors.

Other Responsibilities Include:

- Attends meetings and workshops of the Board of Commissioners; facilitates and implements Commission directions and policies; and provides staff support and advice to Commissioners.
- Leads and facilitates, in conjunction with the Board of Commissioners, the District's short and long-range planning, community relations, environmental, financial, personnel, budget, and implementation plans. Also responsible for standards, organization, management philosophy, contracting and compliance with state, federal, and local laws and regulations.
- Appoints, directs, and dismisses District managers and supervisors, and in conjunction with the Board of Commissioners, coordinates work with the District's legal counsel, consulting engineer, financial advisor, and other resources. Responsible for hiring and firing of all District personnel.
- Directs and supervises the Finance Manager/Treasurer, District Engineer/Assistant General Manager, Operations & Maintenance Manager, and Administrative Assistant.
- Leads in development of positive, productive, employee and union relations, and guides overall personnel related activities.
- Works to establish effective professional relations with federal and state agencies, City and County and other elected officials and departments, other districts, industry associations, the public and other organizations.
- Directs emergency services in coordination with the District Engineer/Assistant General Manager, engineering, legal, and District staff, and oversees contingency planning.
- Prepares and presents reports to the Commissioners; oversees preparation of agendas and meeting information; and participates in evaluation and review activities.



- Ensures integrity of the safety program by periodically reviewing various aspects of the program to ensure compliance with all District policies and relevant laws and regulations.



OPPORTUNITIES & CHALLENGES

1. The City of Bellingham currently incinerates its final effluent solids. Their plan is to move away from incineration and develop facilities to provide for dry application of solids for agricultural use. The District's share of this capital project is estimated in the 3 to 5-million-dollar range.
2. The District surrounds Lake Whatcom, creating shoreline regulatory issues. The General Manager is a member of an oversight body intended to protect and improve the quality of the water in the lake.
3. The District's rate analysis is performed about every 2 years by an outside consulting firm. Sewer rates are performing adequately and track inflation. Over the last several years Water rates have increased more than inflation to fully fund system re-investment and water capital improvement projects. Water rates are now leveling off and tracking close to inflation.
4. Ninety Five percent of the District's water comes from Lake Whatcom. The District has a water treatment plant which was built in the 1970's and upgraded in the 1990's. It filters and chlorinates the water and has no turbidity issues. The current plant should be sufficient for system build-out. One small artesian well is operated by the District, but its water is high in iron and manganese and must be treated. A capital improvement project is planned to upgrade the capacity of the iron and manganese treatment plant in the near future.

5. The District has 28 sewer lift stations and replaces about one each year.

6. There are approximately 100 homes beyond the end of the North Shore sewer main that have onsite sewage disposal systems. The District recently completed preliminary environmental testing to determine if those septic systems are contributing to Lake Whatcom's phosphorus and fecal coliform problems. The General Manager will play a key role in working with the City of Bellingham, Whatcom County, and Department of Ecology to coordinate future sampling, testing, and analyses to determine whether the North Shore sewer main should be extended to service homes currently operating on septic systems. Such an action would require coordination and support from the City of Bellingham, Whatcom County, and the Department of Ecology.

7. The water system has 6 storage tanks with roughly six million gallons of capacity. It will be a priority to replace a one-million-gallon storage tank which cannot be taken offline.

8. The District will begin negotiating the next collective bargaining agreement with AFSCME that represents 13 of the District's employees beginning late summer / early fall. The current agreement runs through 2018.

IDEAL CANDIDATE

Education and Experience:

A bachelor's degree from an accredited college or university, and five to ten years of progressively responsible business and/or public administration management, supervisory, contracting, and board related experience is required. The ideal candidate will have educational credentials in engineering, public administration, environmental sciences or a related field, and proven experience as a General Manager or in a CEO position in the public sector.

Preferred Knowledge, Skills and Abilities:

- Strong board, management, and supervisory accomplishments with experience in business, public administration, and water/sewer services with the ability to identify organization needs and implement responsive programs, strong community and intergovernmental communication and facilitation skills.
- A regional perspective and the ability to represent the interests of the District to the City, County, State agencies and other regional stakeholders.

- Ability to be open minded, and excellent skills in critical thinking, listening, and public speaking.
- Experience working with bargaining units.
- The ability to instill good customer service values to the entire organization is essential.
- Experience working with outside law and engineering firms, and the ability to preserve a good professional relationship with both.
- Ability to collaborate with the board to build a trusting, positive relationship through respect, careful listening, and following through on the Board's decisions.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

COMPENSATION & BENEFITS

- **UP TO \$154,960 DOQ**
- Medical, Dental, & Vision Insurance
- VEBA Contribution
- Washington PERS
- 11 Paid Holidays
- Sick Leave
- Paid Vacation



Please visit:
www.lwwsd.org

The Lake Whatcom Water & Sewer District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 17, 2018** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to www.prothman.com and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

The Prothman logo consists of a stylized blue 'P' followed by the word "PROTHMAN" in bold, black, uppercase letters.

www.prothman.com

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