



SANTA YNEZ COMMUNITY SERVICES DISTRICT GENERAL MANAGER RECRUITMENT ADDITIONAL INFORMATION

The Community of Santa Ynez

Santa Ynez, a small western township formed in 1882, is in the heart of the Santa Ynez Valley in Santa Barbara County, California. Santa Ynez is a ‘census designated place’ that is approximately five square miles. In the 2020 census, the population within the defined census area was 4,505 persons.

Santa Ynez is located near Lake Cachuma, the Los Padres National Forest, and hundreds of wineries. The Santa Ynez area is known for beautiful weather year-round. The area experiences warm, but not hot, summer weather. During summer the average monthly temperature remains below 72 degrees. While winter can see freezing temperatures, snow is typically limited to mountain ridges.

The town’s western front architecture houses a variety of shops, services, restaurants and accommodations for residents and visitors. The town is located along the old stagecoach route between Santa Barbara and destinations north. The Santa Ynez Band of Chumash Indians have a reservation adjacent to the community that includes housing, cultural facilities, and a casino.

The Cities of Solvang and Buellton are five miles west of Santa Ynez. Both cities have a population of about 5,000 and offer additional services. The City of Santa Barbara is 30 miles south of Santa Ynez, has a population of ~80,000 people and is the seat of County government. Santa Barbara and the surrounding area offer shopping services and many other activities and attractions such as museums, music venues, and a zoo. The City of Santa Maria is 35 miles north of Santa Ynez, has a population of ~100,000. Santa Maria offers a full range of community and retail services.

Santa Ynez and the surrounding areas offer many residential subdivisions, and rural homes on acreage providing a wide variety of housing types and price ranges.

The District & Operations

Citizens in the area formed the Santa Ynez Community Services District (SYCSD) in 1971 for the purpose of obtaining and providing community sewage disposal services in the Santa Ynez area (approximately one square mile). In January 1974, State and County health departments determined a health hazard existed due to onsite wastewater systems (septic systems), and a building moratorium was placed on the area.

The original SYCSD wastewater collection system was completed in 1981. Subsequent to this, there have been extensions of the mainline to make public sewer available to residents who have come to the District requesting service. The current collection system has 718 connections, approximate 15 miles of collection and force main lines and two lift stations. There are still hundreds of parcels within the SYCSD boundaries that remain on septic systems.

In 1984, the SYCSD entered into an operating agreement with the Santa Ynez Band of Chumash Indians (The Chumash Tribe) to maintain and operate the wastewater collection system on their reservation. The Chumash Tribe subsequently constructed a tertiary wastewater treatment plant with a capacity to treat 320,000 gallons of reservation generated wastewater daily. The District has expanded its roll to include operation of this plant.

The District owns 20% of the capacity in the City of Solvang's wastewater treatment plant (0.3 MGD of the 1.5 MGD plant) to provide treatment and disposal of wastewater collected from District customers.

SYCSD is organized as an independent Special District under California law. In addition to sewer collection services, the District maintains a small lighting district. The District is accountable to its customers and governed by a five member Board of Directors that is elected at-large to staggered four-year terms.

The District is supported by a dedicated staff of six, including the General Manager. The District's approved 2021/22 operating budget is \$1.1 million with a \$335K capital improvement budget. \$1 million of the operating budget is funded by fees with the remaining portion funded by taxes and assessments.

Opportunities

- Directors are engaged and interested in District operations. The Manager will be working with the Board to define the District's vision and priorities.
- The five person staff organized in 2018. There are two bargaining units, one for operations staff and for the administrative staff person. Negotiations to update the MOU are ongoing.
- Wastewater collection and treatment services are compartmentalized throughout the Santa Ynez Valley. The County's Local Area Formation Commission recently commenced a Municipal Service Review of area water and wastewater service providers. The District desires to play an active role in defining how and when wastewater services will grow within current services boundaries and within the region.
- The City of Solvang is undertaking a \$20 million upgrade to their wastewater treatment plant (WWTP), of which the District is contractually obligated to pay 20 percent. The General Manager will represent the District's interest with Solvang staff and consulting engineers regarding the WWTP upgrade and ongoing operation.
- Expansion of the collection system to unserved parcels remains a challenging topic. Both costs of expansion and potential for increasing development potential are areas of concern to the Board and community. The Manager will work with the Board and community to define a vision, schedule, and funding approach for any extension of the collection system.

The Position

The General Manager is the chief executive officer of the District under the direction of a five-member Board of Directors. The General Manager works 'at the will of the Board'. The General Manager is expected to plan, organize, coordinate and supervise all District functions and activities related to collection of wastewater and other contract functions of the District. The position is envisioned as full-time 40hr/week position. However, an ideal candidate with excellent applicable

experience may be able to perform the job at a part time level once established. A summary of the General Manager responsibilities include:

- Work with the Board of Directors to develop a strategic plan and vision for the District.
- Participate and support the Board of Directors with labor union negotiations.
- Represent the District's interests in regional wastewater planning efforts.
- Prepare and administer the annual budget.
- Work with District engineer in the management of capital improvement and maintenance projects through all phases including planning, design, construction, and close-out.
- Insure the financial stability of the District through rate adjustments and cost control.
- Recruit, train, and supervise District employees either directly or through subordinate supervisory staff.
- Manage District contracts and programs representing the District at local, regional and State meetings.
- Assure the Board is kept informed of all financial, legal, social, and economic issues that may affect District activities and operations.
- Monitor changes in laws, regulations, and technology that may affect District operations and work with the Board to implement policy and procedural changes as required.

The Ideal Candidate

We are seeking candidates with many of the following attributes:

- High ethical standards to establish trust and credibility in the management of the District.
- Experience as a manager at a local government agency serving an elected Board.
- Experience representing a local interfacing with LAFCO, County Government and other local agencies. Experience with Santa Barbara County and other Santa Ynez Valley public agencies is a plus.
- Experience with agency strategic planning and regional coordination.
- Experience in growing wastewater collection services in a community.
- Strong background in financial management and public works projects.
- Ability to manage limited financial resources to meet goals.
- Thorough knowledge of public sector budgeting as well as wastewater practices and capital construction projects, human resource issues and contract administration.
- Progressive leader and strong administrator with the ability to develop and maintain positive working relationships.
- Excellent writing ability.
- A strategic thinker, with excellent interpersonal and communication skills.
- Strong management and leadership skills.
- Adhere and implement policy decisions.

Education and Experience

A minimum of five years previous experience as a Manager at a local government agency, serving an elected Board of Directors is highly desirable. Equivalent knowledge, skills, and abilities is qualifying. Work experience in the wastewater collections and treatment is desirable.

Employee Compensation and Benefits

A generous compensation and employment package will be negotiated with the successful candidate. A range of \$115, 000 - \$145,000 per year is envisioned.

Application Deadline and Requirements

To be considered for this position, your application submittal must received at the District office by Thursday March 31, 2022 at 5PM. Postmarks will not accepted.

The submittal must include the following items:

- Cover letter
- Completed District application
- Resume
- Completed supplemental questionnaire

Application and supplemental questionnaire are available on our website at www.sycsd.com.

You may also call our office at 805-688-3008 to request a detailed brochure and application materials.

Mail may be sent to Santa Ynez Community Services District, Attn: General Manager Recruitment Committee, P.O. Box 667, Santa Ynez, CA 93460 and must be received by March 31, 2022. Postmark is not accepted.

Selection Timeline:

- Application deadline: March 31
- Preliminary Interviews Week of April 11
- Final Interviews Week of April 20
- Target Hire Date: June 2022