



PO Box 675 • 61750 Chollita Road • Joshua Tree CA 92252
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An Equal Opportunity Provider

JOSHUA BASIN WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY OCTOBER 16, 2013 7:00 PM
61750 CHOLLITA ROAD, JOSHUA TREE, CALIFORNIA 92252
AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA

5. PUBLIC COMMENTS:

This public comment portion of this agenda provides an opportunity for the public to address the Board of Directors on items not listed on the agenda that *are of interest to the public at large* and are within the subject matter jurisdiction of this Board. The Board of Directors is prohibited by law from taking action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Board does not respond to public comments at this time. Comments that concern individual customer accounts are welcome, however we encourage doing so only after other administrative avenues for redress have been fully exhausted. In all cases, your concerns will be referred to the General Manager for review and a timely response.

Comments are to be limited to three minutes per speaker and shall not exceed a total of 20 minutes. All comments are to be directed to the Board of Directors and shall not consist of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during their comments. Public input may be offered on an agenda item when the item comes up for discussion and/or action. Members of the public who wish to speak shall proceed to the podium when called by the President of the Board. Please state your name and community of residence for the record.

6. CONSENT CALENDAR: Items on the Consent Calendar are considered routine in nature and will be adopted in total by one action of the Board of Directors unless any Board Member or any individual or organization interested in one or more consent calendar items wishes to be heard.

- A. Approve Draft Minutes of the September 18, 2013 Regular Meeting of the Board of Directors
- B. Approve September 2013 Check Audit Report

7. CONSERVATION COORDINATOR REPORT
District Conversation Coordinator Deborah Bollinger to report.

Pg. 1-4

Pg. 5-19

Pg. 20-175

8. APPROVE AGREEMENT WITH CONSULTING FIRM BASED ON REQUESTS FOR PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES – HIRING OF GENERAL MANAGER

Recommend that the General Manager Search Committee will have a recommendation of one of the firms at the meeting. The motion to approve should include authorization to increase the Employment Recruiting Expense budget by the amount of the proposal accepted; the funding to come from net revenue available in the 13-14 budget.

Pg. 176-178

9. LETTER OF RESIGNATION OF STEVEN WHITMAN FROM CITIZENS ADVISORY COMMITTEE

Recommend that the Board accept Steven Whitman's letter of resignation and authorize the Board President to send a letter of appreciation for his service to the Committee.

Pg. 179-183

10. DECLARE MINOR VALUE OBSOLETE FURNITURE AND EQUIPMENT SURPLUS AND AUTHORIZE GENERAL MANAGER TO DISPOSE OF BY DONATION TO LOCAL NON-PROFITS THRIFT SHOPS.

Recommend that the Board declare property surplus and authorize General Manager to dispose of surplus furniture and equipment by donation to local non-profit thrift shops.

11. COMMITTEE REPORTS:

AD HOC:

- A. GENERAL MANAGER SEARCH: Director Reynolds and President Luckman
- B. ADMINISTRATION CODE UPDATE PROJECT: Vice President Fuller and President Luckman
- C. HOSPITAL WASTEWATER PROJECT: President Luckman and Vice President Fuller
- D. MOJAVE WATER AGENCY INTEGRATED REGIONAL WATER MANAGEMENT PLAN COMMITTEE: President Luckman and Vice President Fuller
- E. RULES AND REGULATIONS COMMITTEE: Vice President Fuller and Director Reynolds
- F. TANK RESTORATION PROJECT: Director Wilson and Director Johnson

STANDING:

- A. PUBLIC INFORMATION COMMITTEE: President Luckman and Vice President Fuller: Kathleen Radnich, Public Outreach Consultant to report.
- B. FINANCE: Vice President Fuller and Director Johnson

12. PUBLIC COMMENT

At this time, any member of the public may address the Board on matters within the Board's jurisdiction that are not listed on the agenda. Please use the podium microphone. The Board may not discuss at length or take action on items not on the agenda.

13. GENERAL MANAGER REPORT

14. DIRECTORS COMMENTS/REPORTS

15. DISTRICT GENERAL COUNSEL REPORT

16. FUTURE AGENDA ITEMS

17. ADJOURNMENT

INFORMATION

The public is invited to comment on any item on the agenda during discussion of that item.

Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

This meeting is scheduled to be broadcast on Time Warner Cable Channel 10 on October 23 at 7:00 pm and October 30 at 7:00 pm. DVD recordings of Joshua Basin Water District Board meetings are available at the District office and at the Joshua Tree Library

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE BOARD OF DIRECTORS

September 18, 2013

1. CALL TO ORDER: 7:00 PM

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF QUORUM:

Victoria Fuller	Present
Bob Johnson	Present
Mickey Luckman	Present
Mike Reynolds	Present
Gary Wilson	Present

STAFF PRESENT:

Susan Greer, Acting General Manager
Marie Salsberry, HR Manager/Administrative Specialist
Keith Faul, GIS Coordinator

CONSULTANTS PRESENT:

Gil Granito, District Counsel
Mike Metts, District Engineer
Kathleen Radnich, Public Outreach Consultant

GUESTS 11

4. APPROVAL OF AGENDA

President Luckman suggested that Item #9 be considered following Item #6.
MSC Fuller/Reynolds 5/0 to approve the modified agenda, moving Item #9 to follow Item #6, Consent Calendar.

5. PUBLIC COMMENT

None.

6. CONSENT CALENDAR

MSC Reynolds/Fuller 5/0 to approve the draft minutes of the September 4, 2013 Regular meeting of the Board of Directors and to approve the August 2013 Check Audit Report.

9. RESOLUTION OF APPRECIATION FOR RANDY LITTLE UPON HIS 25-YEAR ANNIVERSARY WITH JOSHUA BASIN WATER DISTRICT

President Luckman read aloud the resolution honoring Randy Little for his 25 years of service to the District.
MSC Reynolds/Johnson 4/1 to approve Resolution #13-913 Recognizing Randy Little for 25 years of service to the District.

Fuller	Aye
Johnson	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

7. APPOINTMENT OF JBWD DIRECTORS TO ASSOCIATION OF CALIFORNIA WATER

AGENCIES (ACWA) COMMITTEES

Acting General Manager Susan Greer reported that President Luckman has volunteered to serve on the ACWA Groundwater Committee and Vice President Fuller volunteered to serve on the ACWA Local Government Committee. Vice President Fuller stated she thinks JBWD’s representation on the ACWA committees will be of great benefit to the JBWD Board. President Luckman agreed that the District should have a presence at ACWA.

MSC Johnson/Reynolds 4/1 to approve appointment of President Luckman to the ACWA Groundwater Committee and Vice President Fuller to the ACWA Local Government Committee.

Fuller	Aye
Johnson	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

8. AWARD AGREEMENT TO WATER QUALITY SPECIALISTS FOR OPERATION OF THE HI-DESERT MEDICAL CENTER WASTEWATER TREATMENT PLANT

AGM Greer reported that construction of the plant is complete and the Board had previously approved selection of Water Quality Specialists to operate the plant. AGM Greer stated that a higher level of insurance should be required of the contractor and some other minor changes may be made to the proposed contract.

MSC Fuller/Reynolds 4/1 to approve the agreement with Water Quality Specialists for operation of the Hi-Desert Medical Center Wastewater Treatment Plant and to authorize the General Manager to make limited changes, if needed.

Fuller	Aye
Johnson	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

10. COMMITTEE REPORTS

AD HOC COMMITTEES:

- A. GENERAL MANAGER SEARCH: Director Reynolds and President Luckman: President Luckman reported that applications for the vacant general manager position are being received. A request for proposals is out for executive search firms and once a firm is chosen the employment applications will be forwarded to that firm.
- B. ADMINISTRATION CODE UPDATE PROJECT: Vice President Fuller and President Luckman: President Luckman stated that the Administration Code will be reviewed after the Rules and Regulations; review of the Rules and Regulations is underway.
- C. HOSPITAL WASTEWATER PROJECT: President Luckman and Vice President Fuller: President Luckman reported that the plant is operational.
- D. MOJAVE WATER AGENCY INTEGRATED REGIONAL WATER MANAGEMENT PLAN COMMITTEE: President Luckman and Vice President Fuller: President Luckman reported that she recently attended a meeting and that the agency is trying to combine similar projects from different agencies for a regional approach.
- E. RULES AND REGULATIONS COMMITTEE: Vice President Fuller and Director Reynolds: Vice President Fuller reported that the committee expects to meet soon.
- F. TANK RESTORATION PROJECT: Director Wilson and Director Johnson: Director Wilson reported that

he and Director Johnson met last week and agreed that the bid process should proceed.

STANDING COMMITTEES:

- A. PUBLIC INFORMATION COMMITTEE: President Luckman and Vice President Fuller: Public Outreach Consultant Kathleen Radnich reported the date for the ribbon-cutting ceremony for the Hi-Desert Water District Wastewater Treatment plant has been changed. The District's main website will be www.jbwd.org but the web address www.jbwd.com will still work. The USGS presentation is scheduled for October 18th. The Committee is discussing using Twitter for emergency messages.
- B. FINANCE: Vice President Fuller and Director Johnson: Vice President Fuller reported that the committee plans to meet mid-October.

11. PUBLIC COMMENT

None.

12. GENERAL MANAGER REPORT

AGM Greer reported that the twelve-inch mainline at Olympic has been covered with multiple loads of dirt and asphalt and the location will be kept on a watch-list to be checked after heavy rains. A customer request for a variance has been closed; the District engineer has researched all alternatives and the customer is unable to afford the viable options. She handed out and reported on last month's field activities including the following: 374 water samples were collected during August, for bacteriological, lead and copper, and chlorine residual. There were seven mainline leaks and 16 service line leaks during August. Three reservoirs were surface-cleaned; seven air vacs were replaced, and maintenance was performed on 18 hydrants.

AGM Greer reported that a new maximum contaminant level (MCL) of 10 parts per billion is being proposed by the state of California for hexavalent Chromium, or Chromium-6. She explained that the District is currently in compliance with all drinking water standards, but will exceed the proposed Chromium-6 MCL if it is adopted. She stated that the District will take any action necessary to comply with a new MCL for Chromium-6.

13. DIRECTORS COMMENTS/REPORTS

Director Reynolds commented that he has attended ACWA conferences featuring discussions of Chromium-6, but he was surprised to hear that Chromium-6 occurs naturally in our area. He reported attending the Association of San Bernardino County Special Districts meeting where he saw a presentation on the Delta.

Vice President Fuller commented that the District will research and comment on the proposed MCL for Chromium-6. She commented that this month the Cascade Solar project used 11 acre-feet of water and questioned whether that amount is considered insignificant, considering that the project permit stated the project would use an insignificant amount of water.

Director Wilson stated he was unable to attend an earlier meeting regarding the District's rate study, and he is opposed to any rate increases until there is an effort by the Board and District management to address excessive spending by the District.

Director Johnson commented that he found the field report very helpful. He reported that he and Director Wilson, as the Tank Restoration Committee, visited District tank sites where he noticed that staff is doing a great job keeping the tank sites clean.

President Luckman commented that 20 to 25 percent of energy use in California is devoted to water.

14. DISTRICT GENERAL COUNSEL REPORT

District Counsel Gil Granito reported that he had attended the rate study workshop earlier where much of the

discussion was related to conservation. He quoted the state constitution, Article 10 Section 2, "It is hereby declared that because of the conditions prevailing in this State the general welfare requires that the water resources of the state be put to beneficial use to the fullest extent of which they are capable, and that the waste or unreasonable use or unreasonable method of use of water be prevented, and that the conservation of such waters is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and for the public welfare."

15. FUTURE AGENDA ITEMS

None.

16. ADJOURNMENT 7:45 PM

MSC Fuller/Johnson 5/0 to adjourn the September 18, 2013 Regular Meeting of the Board of Directors.

Respectfully submitted:

Susan Greer, Acting General Manager

The next regular meeting of the Board of Directors is scheduled for October 2, 2013 at 7:00 pm.

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
000000	9/13/2013	N	008102	OFFICEMAX CONTRACT INC.	
			C-276156	OFFICEMAX CONTRACT INC.	9.94CR
			C-530702	OFFICEMAX CONTRACT INC.	49.13CR
			D-95981	REFUND CREDIT	3.18
			I-438063	OFFICEMAX CONTRACT INC.	55.89

					0.00
053708	9/06/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201309042249	BACA, ANTHONY :US REFUND	33.96

					33.96
053709	9/06/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201309042250	SIERRA ROCK CLIMBING:US REFUND	43.30

					43.30
053710	9/06/2013	VOID	1	CUSTOMER REFUNDS (MISC.)	
			I-000201309042251	SHERIC REAL ESTATE :US REFUND	68.24

					68.24
053711	9/06/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201309042252	HENDRICKS, JAMES :US REFUND	1.50

					1.50
053712	9/06/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201309042253	HOMETOWN COMMUNITY D:US REFUND	34.81

					34.81
053713	9/06/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201309042254	WALTER-TRUSTEE , ROB:US REFUND	51.26

					51.26
053714	9/06/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201309042255	HUFF, CLIFFORD :US REFUND	41.66

					41.66
053715	9/06/2013	VOID	1	CUSTOMER REFUNDS (MISC.)	
			I-000201309042256	DAVIS, WILLIAM :US REFUND	17.76

					17.76
053716	9/06/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201309042257	MURPHY, LORI L :US REFUND	11.38

					11.38

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
053717	9/06/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201309042258 ROSSIAS, THOMAS J :US REFUND	40.87 ----- 40.87
053718	9/06/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201309042259 HUFFSTUTLER, MORGAN :US REFUND	38.48 ----- 38.48
053719	9/06/2013	VOID	1	CUSTOMER REFUNDS (MISC.) I-000201309042260 DEAN, GARLAND :US REFUND	11.06 ----- 11.06
053720	9/06/2013	R	001004	BUSINESS CARD I-BA0913 DIRECTOR TRAINING/RECRUIT EXP	7,047.45 ----- 7,047.45
053721	9/06/2013	R	000261	BONTERRA CONSULTING I-20676 RECHARGE PIPE CONSULT SERVICES	10,197.30 ----- 10,197.30
053722	9/06/2013	R	000223	DITCH WITCH CENTRAL CALIFORNIA I-P83680 UTILITY HYDRO VACUUM SUPPLIES I-P83700 UTILITY HYDRO VACUUM SUPPLIES	236.73 302.68 ----- 539.41
053723	9/06/2013	R	002565	DUDEK AND ASSOCIATES, INC I-20133004 ENG SERV: MULTIPLE PROJECTS	6,418.75 ----- 6,418.75
053724	9/06/2013	R	003505	LORI PARKER I-8737 VEHICLE REPAIRS	821.00 ----- 821.00
053725	9/06/2013	R	004720	INLAND WATER WORKS I-255207 PRV SUPPLIES I-255208 PUMPING PLANT SUPPLIES I-255595 PUMPING PLANT SUPPLIES	2,613.49 651.46 193.54 ----- 3,458.49
053726	9/06/2013	R	005080	J & J BROTHERS CONST CO., INC. I-16812 RECHARGE PIPELINE	185,822.85 ----- 185,822.85

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
053727	9/06/2013	R	000069	LIONEL GOODROW	
			I-FI081513	A/C SERVICE CONTRACT	540.00
			I-FI081513A	A/C SERVICE CONTRACT - SHOP	270.00

					810.00
053728	9/06/2013	R	006200	HELEN A. MCALLISTER	
			I-5820B	JANITORIAL SERVICES - AUG 13	580.00

					580.00
053729	9/06/2013	R	000233	YUCCA VALLEY AUTO PARTS, INC.	
			I-037012	VEHICLE REPAIRS	258.42
			I-037025	VEHICLE REPAIRS	44.91
			I-037812	VEHICLE REPAIRS/SMALL TOOL	60.02

					363.35
053730	9/06/2013	R	008403	PRECISION GARAGE DOORS &	
			I-25319	BAY DOORS & GATE REPAIRS	440.00

					440.00
053731	9/06/2013	R	008415	PRUDENTIAL OVERALL SPLY.	
			I-20738064	SHOP EXPENSE	94.12

					94.12
053732	9/06/2013	R	009054	KATHLEEN J. RADNICH	
			I-8/25/13-35	PUBLIC RELATIONS SERVICES	694.80

					694.80
053733	9/06/2013	R	009072	LAW OFFICES REDWINE AND SHERRILL	
			I-RS0813	LEGAL SERVICES - AUG 13	6,251.00

					6,251.00
053734	9/06/2013	R	000314	SECRETARY OF STATE	
			I-SS090313	NOTARY EXAM & APPLICATION	40.00

					40.00
053735	9/06/2013	R	009878	SOUTHERN CALIFORNIA EDISON	
			I-SCE0813	POWER FOR PUMPING - AUG 13	29,384.23

					29,384.23
053736	9/06/2013	R	000290	TFI RESOURCES, INC.	
			I-NK565345	TEMPORARY LABOR	390.78

					390.78

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
053737	9/06/2013	R	010645	TROPHY EXPRESS I-870472	NAME BADGES & PLATES 78.84 ----- 78.84
053738	9/06/2013	R	000247	UNITED STATES PLASTIC CORP I-3833045	PUMPING PLANT SUPPLIES 28.52 ----- 28.52
053739	9/06/2013	R	010990	UTILIQUEST L.L.C. I-199201-Q	CONTRACT LOCATING EXPENSE 93.12 ----- 93.12
053740	9/06/2013	R	011109	VALLEY INDEPENDENT PRINTING I-31932	OFFICE SUPPLIES:BUSINESS CARDS 108.54 ----- 108.54
053741	9/06/2013	R	011114	VAN DYKE CORP I-17754	HDMC WASTEWATER CONSTRUCTION 85,952.20 ----- 85,952.20
053742	9/06/2013	R	012020	XEROX CORPORATION I-069914064	OFFICE EXPENSE 8/8/13-8/20/13 324.70 ----- 324.70
053743	9/06/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201309052261 PRATT, SUSAN M :US REFUND	23.82 ----- 23.82
053744	9/06/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201309052262 PREFERRED GROUP PROP:US REFUND	25.96 ----- 25.96
053745	9/06/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201309052263 TUTTLE, RUTH :US REFUND	0.10 ----- 0.10
053746	9/13/2013	R	000501	ACWA/JPIA I-ACWA1013	EE HEALTH BENEFIT & EAP OCT 13 11,141.24 ----- 11,141.24

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
053747	9/13/2013	R	000501	ACWA/JPIA I-JPIA081913	AUTO & GEN LIAB - 10/13 -10/14 75,639.00 ----- 75,639.00
053748	9/13/2013	R	001630	AT&T MOBILITY I-829480028X09052013	COMMUNICATIONS - AUG 13 1,565.57 ----- 1,565.57
053749	9/13/2013	R	001461	DEBORAH BOLLINGER I-563	WATER CONSERVATION - AUG 13 2,500.00
			I-563A	NON-CONTRACT CONSERVATN AUG 13	93.75
			I-566	RECHARGE BASIN CONSULT- AUG 13	112.50 ----- 2,706.25
053750	9/13/2013	R	001550	CDW GOVERNMENT, INC I-FN98839	PRINTER FOR FINANCE DEPARTMENT 930.46 ----- 930.46
053751	9/13/2013	R	001555	CENTRATTEL I-130903192101	DISPATCH SERVICES - AUG 13 318.65 ----- 318.65
053752	9/13/2013	R	000230	CHARLES Z. FEDAK & COMPANY, CPA'S I-CFC0813	FINANCIAL AUDIT - 12/13 1,200.00 ----- 1,200.00
053753	9/13/2013	R	002201	DEPARTMENT OF JUSTICE I-991643	EE RECRUITING EXPENSE 49.00 ----- 49.00
053754	9/13/2013	R	000058	GARDA CL WEST, INC. I-192-123713	COURIER FEES - SEPT 13 475.40 ----- 475.40
053755	9/13/2013	R	006970	INNOVYZE, INC. I-19178AM	ANN'L RENEWAL-H2ONET ANALYZER 800.00 ----- 800.00
053756	9/13/2013	R	005621	KENNY STRICKLAND, INC I-8112593	FUEL FOR VEHICLES 4,147.52
			I-8112594	FUEL FOR VEHICLES	3,328.80 ----- 7,476.32

9/30/2013 11:09 AM
 CASH ACCOUNT: 01 -11200

C H E C K A U D I T R E P O R T

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CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
053757	9/13/2013	R	006029	LIEBERT CASSIDY WHITMORE	
			I-169887	LEGAL SERVICES - AUG 13	2,271.30
			I-169888	LEGAL SERVICES-MOU NEGOTIATION	3,270.00

					5,541.30
053758	9/13/2013	R	000197	ERICK LUNA	
			I-218	RETENTION- VARIOUS PROJECTS	2,362.50

					2,362.50
053759	9/13/2013	R	006790	MOBILE MINI, LLC - CA	
			I-217008114	23' RECORD STORAGE RENTAL	227.18

					227.18
053760	9/13/2013	R	000070	ONLINE INFORMATION SERVICES, INC.	
			I-522545	ID VERIF. SERV. THRU 08/31/13	286.50

					286.50
053761	9/13/2013	R	008405	PRECISION ASSEMBLY	
			I-15683	AUG WATER BILLING & PUBL INFO	1,829.19

					1,829.19
053762	9/13/2013	R	008414	ROBERT L. STEPHENSON	
			I-1347	VIDEO TAPING BD MEETINGS - AUG	200.00

					200.00
053763	9/13/2013	R	008415	PRUDENTIAL OVERALL SPLY.	
			I-20744238	SHOP EXPENSE	94.12

					94.12
053764	9/13/2013	R	009054	KATHLEEN J. RADNICH	
			I-9/1/13/36	PUBLIC RELATIONS SERVICES	720.00
			I-9/1/13/36-A	REIMB: PUBLIC RELATIONS SUPPLY	9.72

					729.72
053765	9/13/2013	R	001932	COUNTY OF SAN BERNARDINO	
			I-105696	MAP REVISIONS - AUG 13	2.00

					2.00
053766	9/13/2013	R	000290	TFI RESOURCES, INC.	
			I-NK567489	TEMPORARY LABOR	434.20

					434.20

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
053767	9/13/2013	R	010645	TROPHY EXPRESS	
			I-870487	NAME BADGE	13.99
			I-870507	EE 25TH ANNIVERSARY PLAQUE	101.52

					115.51
053768	9/13/2013	R	010850	UNDERGROUND SERVICE ALERT	
			I-820130334	TICKET DELIVERY SERVICE - AUG	39.00

					39.00
053769	9/13/2013	R	901353	MICHAEL W. BRANNING	
			I-UGC090413	DEMO GRDN/ BUILD MAINT- AUG 13	395.00

					395.00
053770	9/13/2013	R	010990	UTILIQUEST L.L.C.	
			I-199480-Q	CONTRACT LOCATING EXPENSE	37.69

					37.69
053771	9/13/2013	R	000236	PAYPRO ADMINISTRATORS	
			I-PP091313	EE FSA DEDUCTIONS 9-13-13	470.81

					470.81
053772	9/20/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201309162264	SHERIC REAL ESTATE :US REFUND	134.10

					134.10
053773	9/20/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201309162265	MARTINGALE INVESTMEN:US REFUND	41.82

					41.82
053774	9/20/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201309162266	PRESTIGE PROPERTIES :US REFUND	88.88

					88.88
053775	9/20/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201309162267	HI-DESERT MEDICAL CE:US REFUND	228.47

					228.47
053776	9/20/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201309162268	BRENTS, MARIAN C :US REFUND	19.83

					19.83

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
053777	9/20/2013	R	000109	PATRICIA FREEMAN I-PF091113	REIMB: MILES TO NOTARY SEMINAR 71.19
					71.19
053778	9/20/2013	R	004201	SCOTT HUDSON I-SH081413	REIMB: MILES AUGUST 2013 73.45
					73.45
053779	9/20/2013	R	000286	LEGACY OFFICE PRODUCTS I-0001730-001	OFFICE SUPPLIES/SHOP EXPENSE 764.80
					764.80
053780	9/20/2013	R	008102	OFFICEMAX CONTRACT INC. I-161352	OFFICE SUPPLIES 21.59
					21.59
053781	9/20/2013	R	000290	TFI RESOURCES, INC. I-NK569688	TEMPORARY LABOR 347.36
					347.36
053782	9/20/2013	R	003595	VERIZON CALIFORNIA I-V0913	TELEPHONE (SHOP) - SEPT 13 253.55
					253.55
053783	9/27/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201309242270	GUERRERO, MATTHEW O :US REFUND 42.43
					42.43
053784	9/27/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201309242271	ALLIED ALLIANCE LLC :US REFUND 56.57
					56.57
053785	9/27/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201309242272	VALENTINE, BRANDON :US REFUND 37.65
					37.65
053786	9/27/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201309242269	BEDNAR, BRENDAN JOHN:US REFUND 46.41
					46.41

CHECK NO	CHECK DATE	STATUS	VENDOR INFO	CHECK AMOUNT
053787	9/26/2013	R	000315 MORONGO BASIN AMBULANCE ASSN. I-MBAA091613 AHA FIRST AID & CPR CLASS	250.00 ----- 250.00
053788	9/27/2013	R	000575 AFSCME LOCAL 1902 I-AFSCME0913 EE UNION DUES - SEPT 13	507.00 ----- 507.00
053789	9/27/2013	R	000675 AQUA-METRIC SALES COMPANY I-0049101-IN INVENTORY	519.10 ----- 519.10
053790	9/27/2013	R	000214 BABCOCK LABORATORIES, INC. I-BI31142-2287 WATER SAMPLING	725.00 ----- 725.00
053791	9/27/2013	R	000261 BONTERRA CONSULTING I-20791 RECHARGE PIPE CONSULT SERVICES	5,450.92 ----- 5,450.92
053792	9/27/2013	R	001528 CARPI & CLAY, INC I-CC0813 LOBBYIST - AUG 13	1,750.00 ----- 1,750.00
053793	9/27/2013	R	001550 CDW GOVERNMENT, INC I-FP76651 REPAIR PLAN FOR FINANCE PRINTR	74.28 ----- 74.28
053794	9/27/2013	R	000020 CE PRIME, INC. I-11028 RIGHT OF WAY ACQ: RESVOIR LAND	2,761.42 ----- 2,761.42
053795	9/27/2013	R	000230 CHARLES Z. FEDAK & COMPANY, CPA'S I-CFC0913 FINANCIAL AUDIT - 12/13	5,500.00 ----- 5,500.00
053796	9/27/2013	R	001595 CHEM-TECH INTERNATIONAL, INC. I-JBWD166 WATER TREATMENT EXPENSE	1,178.50 ----- 1,178.50

CHECK NO	CHECK DATE	STATUS	VENDOR INFO	CHECK AMOUNT
053797	9/27/2013	R	001850 CLINICAL LAB OF S.B. INC I-930729 SAMPLING - AUG 13	553.00 ----- 553.00
053798	9/27/2013	R	000237 COLONIAL LIFE & ACCIDENT INSURANCE CO, INC. I-3990561-0905387 EE LIFE INSURANCE- SEPT 13	680.20 ----- 680.20
053799	9/27/2013	R	001865 COMPUTER GALLERY I-307905 PURCHASE & INSTALL 2 SCANNERS I-307958CW PRINTER MAINTENANCE - AUG 13 I-307967CW PRINTER MAINT SHOP - AUG 13	1,102.67 58.33 34.26 ----- 1,195.26
053800	9/27/2013	R	002565 DUDEK AND ASSOCIATES, INC I-20133393 CONST MGMT: HDMC WASTE WATER I-20133396 CONST MGMT: RECHARGE	19,283.99 12,550.65 ----- 31,834.64
053801	9/27/2013	R	002820 EMPLOYEE RELATIONS, INC. I-64825 EE RECRUITING EXPENSE	130.50 ----- 130.50
053802	9/27/2013	R	000228 FATTY'S FENCE I-FF091013 FENCE @ OFFICE	900.00 ----- 900.00
053803	9/27/2013	R	003025 FEDEX I-2-399-82218 SHIPPING: AUDIT	21.68 ----- 21.68
053804	9/27/2013	R	003505 LORI PARKER I-8796 VEHICLE MAINTENANCE I-8801 VEHICLE MAINTENANCE I-8824 VEHICLE REPAIR I-8872 TIRE DISPOSAL	114.63 226.09 17.00 14.00 ----- 371.72
053805	9/27/2013	R	000205 LORI HERBEL I-LH090113 PUBLIC INFO/FARMER'S MARKET	100.00 ----- 100.00

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
053806	9/27/2013	R	004152	HI-DESERT STAR I-HDS083113	GENERAL MANAGER RECRUITING 1,751.52 ----- 1,751.52
053807	9/27/2013	R	004720	INLAND WATER WORKS I-256214	INVENTORY 1,402.49 ----- 1,402.49
053808	9/27/2013	R	000084	JOHNSON MACHINERY CO. I-SW030120881	GENERATOR MAINTENANCE 1,463.10 ----- 1,463.10
053809	9/27/2013	R	005080	J & J BROTHERS CONST CO., INC. I-16816	RECHARGE PIPELINE 34,246.55 ----- 34,246.55
053810	9/27/2013	R	000286	LEGACY OFFICE PRODUCTS I-0001476-001 I-0001730-002	OFFICE SUPPLIES OFFICE SUPPLIES 74.50 22.13 ----- 96.63
053811	9/27/2013	R	006504	MC CALL'S METERS, INC. I-24518	CERTIFIED FLOW TEST 63.65 ----- 63.65
053812	9/27/2013	R	006507	McMASTER-CARR SUPPLY COMPANY I-59761617	SHOP EXPENSE 292.14 ----- 292.14
053813	9/27/2013	R	000318	MORONGO BASIN REGIONAL FORUM I-MBRF091913	EE TRAINING 15.00 ----- 15.00
053814	9/27/2013	R	000233	YUCCA VALLEY AUTO PARTS, INC. C-037965 I-039423 I-040135 I-040150 I-040400 I-040640	BATTERY CORE RETURN VEHICLE SUPPLIES VEHICLE SUPPLIES VEHICLE SUPPLIES GENERATOR BATTERY VEHICLE SUPPLIES 48.60CR 54.60 18.33 24.39 99.76 13.91 ----- 162.39

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
053815	9/27/2013	VOID	C-CHECK	VOID CHECK	0.00
					----- 0.00
053816	9/27/2013	R	003930 NBS I-91300133	CMM ADMIN FEES - 4TH QTR 13	2,063.72
					----- 2,063.72
053817	9/27/2013	R	000236 PAYPRO ADMINISTRATORS I-36525 I-PP092713	FSA ADMIN FEES - AUG 13 EE FSA DEDUCTIONS 9-27-13	50.00 470.81
					----- 520.81
053818	9/27/2013	R	008150 PETTY CASH, SUSAN GREER I-PC091813	PETTY CASH REIMBURSEMENT	132.71
					----- 132.71
053819	9/27/2013	R	008202 PITNEY BOWES I-517010	OFFICE SUPPLIES	132.17
					----- 132.17
053820	9/27/2013	R	008201 PURCHASE POWER I-PB091213	POSTAGE REFILL FOR METER	500.00
					----- 500.00
053821	9/27/2013	R	008415 PRUDENTIAL OVERALL SPLY. I-20750954	SHOP EXPENSE	155.88
					----- 155.88
053822	9/27/2013	R	009054 KATHLEEN J. RADNICH I-901513-38 I-902213-39 I-90813-37	PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES	637.20 651.60 637.20
					----- 1,926.00
053823	9/27/2013	R	009880 SOUTHERN CALIFORNIA EDISON CO I-SCE0913	POWER TO BUILDINGS - SEPT 13	2,560.02
					----- 2,560.02
053824	9/27/2013	R	009920 STANDARD INSURANCE CO I-ST1013	EE LIFE INSURANCE - OCT 13	698.05
					----- 698.05

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
053825	9/27/2013	R	003596	SUPERMEDIA LLC I-SM0913 MORONGO BASIN ADVERT - SEPT 13	22.50 ----- 22.50
053826	9/27/2013	R	000290	TFI RESOURCES, INC. I-NK570891 TEMPORARY LABOR I-NK574257 TEMPORARY LABOR	445.06 347.36 ----- 792.42
053827	9/27/2013	R	000510	TIME WARNER CABLE I-TW0913 CABLE & INTERNET - SEPT 13	399.83 ----- 399.83
053828	9/27/2013	R	010690	TYLER TECHNOLOGIES I-025-76918 ONLINE PRODUCTS - SEPT 13	185.00 ----- 185.00
053829	9/27/2013	R	000316	US CONTROLS, INC. I-130823-1 HDMC WASTEWATER AUTODIALER	5,115.00 ----- 5,115.00
053830	9/27/2013	R	010990	UTILIQUEST L.L.C. I-199720-Q CONTRACT LOCATING EXPENSE I-199960-Q CONTRACT LOCATING EXPENSE I-200212-Q CONTRACT LOCATING EXPENSE	425.78 140.85 116.59 ----- 683.22
053831	9/27/2013	R	003600	VERIZON CALIFORNIA I-V0913 TELEPHONE (OFFICE) - SEPT 13	774.02 ----- 774.02
053832	9/30/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201309302273 FERNANDEZ, GUADALUPE:US REFUND	98.62 ----- 98.62
*900375	9/01/2013	D	009500	USDA RURAL DEVELOPMENT I-USDA 09/13 LN #02 CMM PRINCIPAL & INT - LOAN #02	166,814.85 ----- 166,814.85
*900378	9/04/2013	D	001517	CalPERS I-PPE 8-23-13 PAY PERIOD ENDING 8/23/13	8,175.55 ----- 8,175.55

CASH ACCOUNT: 01 -11200

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
900379	9/13/2013	D	000248	PAYCHEX I-10667717	TIME & LABOR ONLINE USAGE FEE 45.00
					----- 45.00
900380	9/12/2013	D	001517	CalPERS I-PPE 9-6-13	PAY PERIOD ENDING 9/06/13 8,185.45
					----- 8,185.45
900381	9/13/2013	D	000248	PAYCHEX I-203636	PAYROLL PROCESSING FEE 290.89
					----- 290.89
900382	9/20/2013	D	004195	HOME DEPOT CREDIT SERVICES I-HD0913	PUMP PLNT/SHP EXP/OFFICE SPPLY 1,032.78
					----- 1,032.78
900383	9/24/2013	D	001517	CalPERS I-PPE 9-20-13	PAY PERIOD ENDING 9/20/13 8,153.82
					----- 8,153.82
900384	9/27/2013	D	000248	PAYCHEX I-204617	PAYROLL PROCESSING FEE 304.89
					----- 304.89
900385	9/30/2013	D	000025	ICMA RC I-900385	457 REMITTANCE - SEPT 13 1,706.10
					----- 1,706.10
TOTALS:	135				763,144.31

LESS - PRIOR MONTH VOIDS:

LESS - CURRENT MONTH VOIDS:

52758	(46.41)
53575	(98.62)
53710	(68.24)
53715	(17.76)
53719	(11.06)

	762,902.22

JOSHUA BASIN WATER DISTRICT

SEPTEMBER 2013

DIRECTOR PAY

PAY PERIODS: 8/24/2013 - 9/20/2013

Director	Date	Type	Amount	Notes
VICTORIA J FULLER	09/04/2013	Director Pay	173.63	JBWD BOARD MEETING
VICTORIA J FULLER	09/18/2013	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
ROBERT JOHNSON	09/04/2013	Director Pay	173.63	JBWD BOARD MEETING
ROBERT JOHNSON	09/18/2013	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
MICKEY C LUCKMAN	09/04/2013	Director Pay	173.63	JBWD BOARD MEETING
MICKEY C LUCKMAN	08/24/2013	UNPAID DIRECTOR	0.00	7/24/13 MWA IRWMP
MICKEY C LUCKMAN	08/24/2013	Mileage/Vehicle Expense	73.45	7/24/13 MILES: MWA IRWMP
MICKEY C LUCKMAN	08/24/2013	UNPAID DIRECTOR	0.00	7/25/13 MWA BOARD MEETING
MICKEY C LUCKMAN	08/24/2013	Mileage/Vehicle Expense	73.45	7/25/13 MILES: MWA BOARD MEETING
MICKEY C LUCKMAN	09/07/2013	UNPAID DIRECTOR	0.00	8/8/13 MWA BOARD MEETING
MICKEY C LUCKMAN	09/07/2013	Mileage/Vehicle Expense	73.45	8/8/13 MILES: MWA BOARD MEETING
MICKEY C LUCKMAN	09/07/2013	UNPAID DIRECTOR	0.00	8/20/13 MWA TAC MEETING
MICKEY C LUCKMAN	09/07/2013	Mileage/Vehicle Expense	73.45	8/20/13 MILES: MWA TAC MEETING
MICKEY C LUCKMAN	09/07/2013	UNPAID DIRECTOR	0.00	8/23/13 SAN BERNARDINO COUNTY WATER CONFERENCE
MICKEY C LUCKMAN	09/07/2013	Mileage/Vehicle Expense	101.70	8/23/13 MILES: SAN BERNARDINO COUNTY WATER CONFERENCE
MICKEY C LUCKMAN	09/07/2013	UNPAID DIRECTOR	0.00	9/5/13 MWA IRWMP
MICKEY C LUCKMAN	09/07/2013	Mileage/Vehicle Expense	73.45	9/5/13 MILES: MWA IRWMP
MICKEY C LUCKMAN	09/18/2013	Director Pay	173.63	JBWD BOARD MEETING
			<u>816.21</u>	
MICHAEL P REYNOLDS	09/04/2013	Director Pay	173.63	JBWD BOARD MEETING
MICHAEL P REYNOLDS	09/18/2013	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
GARY L WILSON	09/04/2013	Director Pay	173.63	JBWD BOARD MEETING
GARY L WILSON	09/18/2013	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
TOTAL			<u>2,205.25</u>	

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

October 16, 2013

Report to: President and Members of the Board

Prepared by: Susan Greer 

TOPIC:

APPROVE AGREEMENT WITH CONSULTING FIRM BASED ON REQUESTS FOR PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES – HIRING OF GENERAL MANAGER

RECOMMENDATION:

The GM Search Committee will have a recommendation for one of the firms at the meeting. The motion to approve should include authorization to increase the Employment Recruiting Expense budget by the amount of the proposal accepted; the funding to come from net revenue available in the 13-14 budget.

ANALYSIS:

The Request for Proposals (RFP) for executive recruitment services, for hiring of the general manager, were mailed to nine different firms were mailed out in late August with a due date of September 23. We received five RFP's as indicated below:

- Alliance Resource Consulting LLC
- Bob Murray & Associates
- Koff & Associates
- Mathis Group
- Neher & Associates

Costs range from a low of \$12,250 to a high of \$25,500, including estimated expenses. Two of the proposals are considered non-responsive in that they did not reply to the RFP appropriately, instead including the entire process of developing the recruitment brochure and advertising. Recall that the RFP stipulated that the District was handling the advertising directly. A third proposal took exception with the portions of the RFP that indicated we would advertise directly; taking exception is the appropriate procedure since it indicates that they actually read the RFP and understood what they were bidding on. Unfortunately, they indicated that they would not bid the project that way, based on lengthy experience, and also provided a proposal that included the development of recruitment brochure and advertising.

The GM Search Committee will make a recommendation at the meeting. The proposals are all attached for your review. A copy of the proposed agreement, already reviewed by counsel, is also attached.

STRATEGIC PLAN ITEM:

N/A

FISCAL IMPACT:

\$12,250 - \$25,500, depending upon firm selected for the executive recruitment.

There is no funding in the 13/14 budget for this unanticipated expense and funding must come from net revenue available in the current budget. We project revenues to exceed expenses by \$237,640 in the current budget (net revenue) and can utilize that revenue for this purpose. The motion to approve the contract should also include the authorization to increase the Employment Recruiting Expense budget by reducing net revenue.

Executive Recruitment Search

GENERAL MANAGER

Joshua Basin Water District



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ALLIANCE
RESOURCE CONSULTING, LLC



GENERAL MANAGER

Joshua Basin Water District

September 19, 2013

VIA COURIER

Ms. Susan Greer
Acting General Manager
Joshua Basin Water District
61750 Chollita Road
Joshua Tree, CA 92252



Dear Ms. Greer:

Alliance Resource Consulting is pleased to submit this proposal to assist the Joshua Basin Water District in its efforts to recruit and screen candidates for the position of General Manager. Enclosed is our proposal which outlines how we would partner with your organization to recruit the best individuals. We will describe our proposed approach and the steps we will take to accomplish the recruitment within your desired timeframe. If you desire some modification of our work program, we would be pleased to discuss this with you.

Alliance Resource Consulting's corporate motto is "The Power of Partnership." We take this seriously and have built our reputation on providing services of the highest quality. Alliance Resource Consulting was formed in 2004 when our executive search consultants acquired the highly regarded executive search practice of one of the largest public sector consulting/government services companies in the United States. With the innovative use of technology and a commitment to forming enduring partnerships with our clients, Alliance Resource Consulting is committed to setting a new standard for the industry.

We do not have any potential conflicts of interest from past recruitments or relationships. No exceptions are taken. We will be happy to answer any additional questions you may have. We look forward with great interest to working with you on this very important assignment.

Sincerely,

Sherrill A. Uyeda
Founding Partner

SOUTHERN CALIFORNIA OFFICE
400 OCEANGATE, SUITE 510
LONG BEACH, CA 90802
TEL: (562) 901-0769 • FAX: (562) 901-3082

NORTHERN CALIFORNIA OFFICE
228 HAMILTON AVENUE, 3RD FLOOR
PALO ALTO, CALIFORNIA 94301
TEL: (650) 296-1032 • FAX: (650) 521-0024

www.allianceRC.com • info@allianceRC.com



GENERAL MANAGER

Joshua Basin Water District

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GENERAL MANAGER

Joshua Basin Water District

SECTION I - EXPERIENCE

1.1 Our Firm

In 2004, Alliance Resource Consulting acquired the national executive recruiting practice of MAXIMUS. We are committed to providing our clients with the highest caliber of service in the industry. Our team of dedicated professionals utilizes custom-built state-of-the-art technology in conducting a search.

We are based out of Long Beach, California and are the only firm in California to provide unlimited on-site visits to in-state clients. We also have an office in Palo Alto, California.

We are located at: 400 Oceangate, Suite 510; Long Beach, CA 90802.

Our contact information is below:

Cindy Krebs Office: (562) 901-0769 x336
Fax: (562) 901-3082
Cell Phone: (949) 212-2461
E-mail: ckrebs@alliancerc.com

Sherrill Uyeda Office: (562) 901-0769 x331
Fax: (562) 901-3082
Cell Phone: (310) 592-8847
E-mail: suyeda@alliancerc.com
Skype: sherrill.uyeda.marquardt

1.2 Our Experience

We believe we are exceptionally well qualified to assist you. We have extensive nationwide experience recruiting utilities executives for local government ranging from small to large organizations. Currently, we are recruiting the Wastewater Superintendent for the City of Oxnard (CA).

Recently, we recruited for the following executive management positions for municipal utilities and special districts:

- General Manager - Municipal Water District of Orange County (CA)
- General Manager - Rincon del Diablo Municipal Water District (CA)
- Project Engineer - Antelope Valley Water Storage Bank (CA)

In the last three years, we have completed the following recruitments:

- Solid Waste Superintendent - City of Oxnard (CA)
- Director of Engineering - Orange County Sanitation District (CA)
- General Manager - Antelope Valley Water Storage Bank (CA)
- General Manager - Emerald Bay Service District (CA)
- Deputy Director of Public Works/City Engineer - City of Long Beach (CA)

Alliance Resource Consulting prides itself on its commitment to customer service to both the client and the candidates.

GENERAL MANAGER

Joshua Basin Water District

- Director of Public Works - City of Palo Alto (CA)
- Director of Municipal Utilities and Engineering - City of Redlands (CA)
- Assistant General Manager – Water Replenishment District of Southern California (CA)
- Assistant General Manager, Water – Imperial Irrigation District (CA)
- Water Utility Manager – City of Ventura (CA)
- Manager of Water Quality - Water Replenishment District of Southern California (CA)
- General Manager – Chino Basin Desalter Authority (CA)
- Assistant General Manager – Rancho California Water District (CA)
- Assistant General Manager, Energy – Imperial Irrigation District (CA)
- Director of Operations – Moulton Niguel Water District (CA)
- Assistant General Manager – Coachella Valley Water District (CA)
- Assistant Town Engineer – Town of Windsor (CA)
- General Manager – Rancho California Water District (CA)
- Director of Operations – Elsinore Valley Municipal Water District (CA)
- Assistant General Manager – Rancho California Water District (CA)
- General Manager – Tuolumne Utilities District (CA)
- Senior Engineer, Sanitation – Coachella Valley Water District (CA)

Our ability to carry out the work required is heavily dependent on our past experience in providing similar services to others, and we expect to continue such work in the future. It should be noted that all of these recruitments were completed on time and within budget.

We will preserve the confidential nature of any information received from you or developed during the work in accordance with our established professional standards.

We assure you that we will devote our best efforts to carrying out the work required. The results obtained, our recommendations and any written material we provide will be our best judgment based on the information available to us and our liability, if any shall not be greater than the amount paid to us for the services rendered.

1.3 Advantages of Our Firm

Relative to your present search requirements, we believe the principal advantages in using our firm and what may differentiate us from the others are:

- Our track record of success in placing superior senior level executives in particularly sensitive and highly responsible/accountable positions.
- Our specialization in public sector executive search on a nationwide basis.
- Our extensive experience recruiting utilities executives in local government.
- Our PROACTIVE recruitment of candidates who may not be seeking new employment and would not normally respond to routine advertising or who may come from non-traditional sources.
- Our ability to develop and meet a recruitment timeline to fit your needs.
- The quality of our work and the fact that most of our clients have retained our services on more than one engagement.
- Our proven ability to identify and recommend qualified female and minority candidates.
- Our reputation among clients and candidates for timely communication and documentation (e.g., acknowledgement of receipt of candidate application, client status reports, candidate interviews, client meetings and candidate feedback).

GENERAL MANAGER

Joshua Basin Water District

- The thoroughness of our documented reference, internet and background checks. We request very specific references from candidates and supplement our reports with information gathered from available information sources such as Lexis- Nexis, Google web, images and blog searches, and newspapers.
- Our ability to conduct a recruitment at the cost proposed. We have never charged a client more than our proposed amount.

1.4 References

Coachella Valley Water District

Name: Heidi Keeran
Title: Director of Human Resources
Address: Highway 111 at Avenue 52; Coachella, CA 92236
Phone #: (760) 398-2651 x2371
Description of Service: General Manager
Completion Dates: November 2012 - March 2013

Water Replenishment District of Southern California

Name: Jenna Shaunessy
Title: Controller
Address: 4040 Paramount Blvd.; Lakewood, CA 90712
Phone #: (562) 275-4211
Description of Service: Assistant General Manager
Completion Dates: May 2011 - December 2011

Orange County Sanitation District

Name: Jeffrey T. Reed
Title: Director of Human Resources
Address: 10844 Ellis Avenue; Fountain Valley, CA 92708
Phone #: (714) 593 - 7144
Description of Service: Director of Engineering
Completion Dates: August 2012 - December 2012

Chino Basin Desalter Authority

Name: Timothy Mim Mack
Title: CDA Coordinator
Address: 1425 South Bon View Avenue; Ontario, CA 91761
Phone #: (909) 395-2657
Description of Service: General Manager
Completion Dates: May 2010 - December 2010

GENERAL MANAGER

Joshua Basin Water District

SECTION II - PERSONNEL

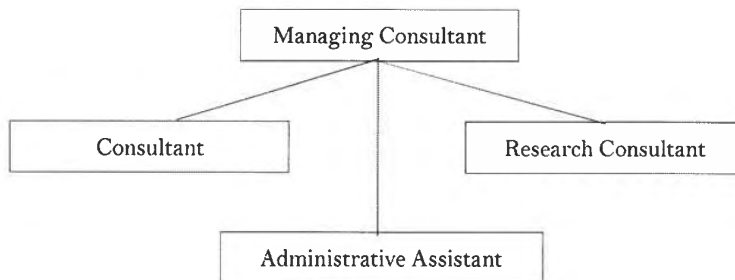
2.1 Project Team

Our current staffing is:

- Sherrill Uyeda** – Founding Partner
- David McDonald** – Regional Director
- Cindy Krebs** – Senior Manager
- Syldy Tom** – Manager
- Richard Kaplan** – Research Consultant
- Geoff Gambling** – Research Consultant
- Linda Kann** – Special Projects and Graphics Manager

Cindy Krebs and Sherrill Uyeda will work on this recruitment.

Our organizational chart is as follows:



Cindy Krebs will be the Managing Consultant on the assignment. Sherrill Uyeda will be the Consultant assigned to assist Ms. Krebs. They will be responsible for attending all on-site client meetings, and client and candidate communication. They also will be responsible for overseeing candidate research, ad placement, and candidate background checks. Rich Kaplan or Geoff Gambling will be the Research Consultant responsible creating a candidate list and conducting news and internet checks. Linda Kann will be the Administrative Assistant who will be responsible for handling candidate logistics and scheduling.

GENERAL MANAGER

Joshua Basin Water District

2.2 Biographies

Cindy Krebs – Senior Manager

Cindy Krebs has more than 25 years of experience in the public sector, working with a variety of agencies on complex transportation, community development, and environmental projects. Key clients and employers have included the Orange County Transportation Authority, City of Irvine (CA), City of Santa Ana (CA), John Wayne Airport, Long Beach Airport, Southern California Association of Governments, City of Fullerton (CA), City of Newport Beach (CA), County of Orange (CA), King County (WA), City of Maple Valley (WA), City of Kent (WA), and City of North Bend (WA). Ms. Krebs has also worked closely with a variety of state and federal departments and regulatory agencies including the Federal Transit Administration (FTA), Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), United States Environmental Protection Agency (EPA), California Department of Transportation (Caltrans), California Air Resources Board, and South Coast Air Quality Management District.

A highly skilled project manager and presenter, Ms. Krebs has gained critical community and elected official support for freeway/roadway improvement, airport expansion, transit system, grade separation, parking expansion, new development, redevelopment, and community reinvestment projects. Ms. Krebs has been instrumental in obtaining state and federal approval, environmental clearance, and funding for such projects.

Ms. Krebs graduated from Baker University with Bachelor of Art degrees in both Communications and Spanish. She is also a graduate of CORO's Orange County Leadership program. Ms. Krebs is fluent in Spanish and can also read and understand French and Italian.

Sherrill Uyeda – Founding Partner

Sherrill Uyeda began her career in public sector executive search in 1998 with Norman Roberts & Associates, Inc. From 1999 to 2004, Ms. Uyeda was a consultant with MAXIMUS, a leading government consulting firm. In 2004, along with Eric J. Middleton, she founded Alliance Resource Consulting LLC. Ms. Uyeda has over fourteen years of public sector executive search experience and has completed over 450 recruitments.

Ms. Uyeda has a proven track record of recruiting high-profile government executives across the nation. Past clients have included the Metropolitan Water District of Southern California, the City/County of San Francisco, the City of Boston, the City of Dallas, the City of San Jose, the City of Alexandria, the District of Columbia Water and Sewer Authority, San Antonio Water System, Bay Area Rapid Transit District, Los Angeles World Airports, New Orleans International Airport, Nashville International Airport and Broward County, FL Department of Aviation. Additional areas of expertise include: facilitating community forums and outreach meetings, conducting multi-lingual citizen surveys and compensation and benefits negotiations.

Ms. Uyeda graduated from the University of Southern California, with both a Bachelor of Arts degree in Communication Arts and Sciences and a Master of Public Administration degree.

GENERAL MANAGER

Joshua Basin Water District

SECTION III - PLANNED PERFORMANCE OF SERVICES

3.1 Recruitment Methodology & Approach

Alliance Resource Consulting believes that we are an extension of your organization. As such, we work within your expectations and guidelines. Our objective is to find the best qualified candidates. While notices in professional journals may be helpful, many of the best candidates must be sought out and their interest encouraged. Our general familiarity with the District, knowledge of the field and our relationships with professional organizations make us well qualified to assist you.

Our clients have found that we are able to:

- Develop the appropriate specifications for a position.
- Encourage the interest of top-level people who would otherwise be reluctant to respond to an advertisement.
- Preserve the confidentiality of inquiries, consistent with State public disclosure and open meeting laws.
- Save a considerable amount of time for client staff in developing and responding to candidates.
- Protect the confidentiality of the information discussed with or received from the client.
- Build consensus among those involved in the hiring process.
- Independently and objectively assess the qualifications and suitability of candidates for the particular position for which we are recruiting.
- Adhere to client's budget expectations.

If you desire to retain us for a full and thorough recruitment process, we will do the following for your recruitment:

Strategy Development

We will interview members of the Search Committee and other client contacts to obtain a detailed understanding of the position, key goals and challenges, and organizational culture. We will also discuss expectations regarding desirable training, experience and personal characteristics of candidates. In addition, should you request it, we will conduct/facilitate community outreach meetings and focus group discussions.

We also have experience creating and managing community surveys, should the District want input from its constituents. We will also gather/review relevant information about the District, such as budgets, organization and/or department goals, organization charts, etc.

Once our findings have been summarized, we will submit a Recruitment Profile with the desired qualifications and characteristics for your approval. The Recruitment Profile that will be sent to potential candidates will include information about the District, the job and the criteria established by you.

Candidate Evaluation

We will review, acknowledge and evaluate all resumes received. Candidate evaluation will begin with an analysis based upon criteria contained in the Recruitment Profile, information contained in the resumes submitted to us, and our knowledge of the people and organizations in which they work.

The next phase in candidate evaluation will be based upon additional information we receive from the qualified group of candidates. We will utilize various resources and tools of the firm such as written supplemental information questionnaires. Telephone interviews will be conducted with the most promising candidates to gain a better understanding of their backgrounds.

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Progress Report Meeting

After the resume deadline, we will assemble and submit a progress report of the leading candidates to you. This report will include summary resumes, supplemental information, and the original resumes of those candidates we believe to be best qualified for the position. Supplemental information on a candidate typically includes: the size of the organization for which the person works, reporting relationships, budget responsibility, the number of people supervised, related experience and reasons for interest in the position. Any other specific information will be dictated by the criteria set forth in the Recruitment Profile.

The purpose of our progress report is two-fold. It allows you an opportunity to review the candidates prior to the conclusion of the search and allows us to receive feedback on the caliber of the candidates recruited. In this way, you will not be surprised by the candidates, as you will have seen their qualifications prior to the final interviews. In addition, at this point we will have conducted a news article/periodical records check and internet check on each of the presented candidates. Of course, we are flexible and may consider other individuals as final candidates who are subsequently identified and were not included in the progress report.

Preliminary Interviews

We will interview (either in person or via video-conference) those candidates identified by you to be the leading candidates. We will conduct a preliminary interview with questions that focus on the selection criteria. Additionally, we will verify degrees and certifications continue to monitor newspaper articles and internet mentions using Lexis-Nexis and the internet.

As part of our process in evaluating candidates, we make telephone reference checks. In conducting these references, it is our practice to speak directly with individuals who are, or have been, in a position to evaluate the candidate's performance on the job. These references and our evaluations provide you with a frank, objective appraisal of the candidates. We will conduct preliminary references on candidates to be interviewed, and will finalize these for the top one or two candidates.

Client Interviews & Interview Books

We will assist you in scheduling final candidates for interview with your organization, and will send the candidates packets of information which we obtain from you should you request it (e.g., information about the organization and the geographic area, budgets, etc.).

We will prepare final Interview Books for the selection panel. These books will include interviewing/selection tips, suggested interview questions, and rating forms for your use. Candidates will not be ranked, for we believe it will then be a matter of chemistry between you and the candidates.

We will also be on-site for the interview day(s). We will brief the interview panel at the start of the interviews and will facilitate the process throughout the day. After the last candidate interview, we will assist you in a "debriefing" immediately following the interviews. Once we finalize references on the top one or two candidates, and conduct credit/criminal/civil litigation/motor vehicle record checks through an outside service, we will provide you with a detailed, Candidate Evaluation Report Summary written report.



GENERAL MANAGER

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Special Assistance

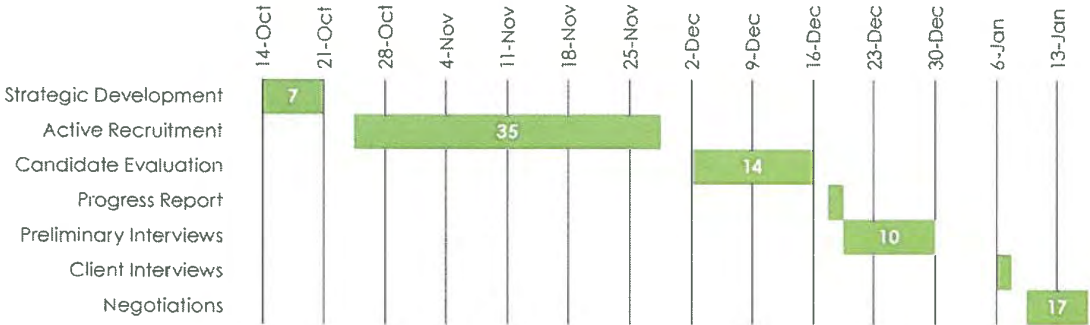
Our efforts do not conclude with presentation of the final report. We are committed to you until a successful placement is made. Services that are routinely provided include:

- Arranging the schedule of interviews and the associated logistics for final candidates;
- Advising on starting salary, fringe benefits, relocation trends and employment packages;
- Acting as a liaison between client and candidate in discussing offers and counter offers;
- Conducting a final round of reference checking with current employers (if not previously done for reasons of confidentiality);
- Notifying unsuccessful candidates, who were not recommended for interview, of the decision; and
- Following up with the client and the selected candidate once he/she has joined the organization to ensure a smooth transition.

3.2 Projected Timeline

The following is a typical schedule to conduct a thorough recruitment. However, we would be pleased to modify this to meet your needs:

1st Week	Meet with the appropriate individuals to gather background information.
2nd - 3rd Week	Develop and obtain approval for the Recruitment Profile. Develop a list of potential candidates to target. Prepare and place advertisements, if desired.
4th - 9th Week	Active recruitment—solicit, receive and acknowledge resumes.
10th Week	Evaluate resumes and gather supplemental information. Submit progress report and meet with you to review leading candidates.
11th Week	Verify degrees and certifications, conduct preliminary references and interview the best qualified candidates.
12th - 14th Week	Submit final report and initiate the interview process with you.
Following Interviews	Finalize references, conduct credit/criminal/civil litigation/ motor vehicle record checks, and assist with negotiations.





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SECTION IV - FEE 4.1 Recruitment Costs

The three major client meetings will be: one to develop the Recruitment Profile, one to present our Progress Report, and one to attend interviews of final candidates. We propose a professional fee of \$19,000 for the work outlined above. In addition, we are reimbursed for expenses such as for advertising, travel, interviewing, sourcing, support services, background checks and other related items, as well as allocated costs such as telephone, postage and photocopying. These expenses will not exceed \$6,500. Please note that this amount does not include reimbursement of candidates who travel to be interviewed by you. Unless you notify us to the contrary, we will assume that you will handle these reimbursements directly.

Our fee will be split between four invoices. The first invoice will be due once the professional services agreement has been signed. After that, we will submit three equal monthly invoices for the remaining fees, plus an amount for expenses, due and payable upon receipt. We do NOT base our fees on a percentage of the position's salary.

Our billing schedule on a retained professional fee (and based not on an hourly rate) is as follows:

1st Billing	Due upon signing of the contract	Engagement Fee	\$4,750
2nd Billing	Due upon our submittal of a draft recruitment profile	First third of work completed	\$4,750
3rd Billing	Due after we meet and submit our Progress Report to you	Second third of work completed	\$4,750
4th Billing	Due after the City conducts interviews with finalists	Last third of work completed	\$4,750

Please note that this is a standard billing schedule and can be modified as requested.

You may discontinue this assignment at any time by written notification. In the unlikely event that this occurs, you will be billed for all expenses incurred to the date of the cancellation, and for professional fees based upon the time elapsed from the commencement of the assignment to the date of cancellation. If a cancellation occurs within the first 30 days of the assignment, following either verbal or written authorization to proceed, one-third of the professional fee will be due. If a cancellation occurs thereafter, the fee beyond the first one-third will be prorated based upon the number of calendar days which have elapsed. If a cancellation occurs after 90 days, all professional fees will be due in full.

Guarantee

We are committed to working with you until a placement is made, however, if the selected candidate (if recommended by us for hire, and other than an internal candidate) should be terminated within one year from the date of hire, we will redo the search for no additional professional fee. Naturally, we would expect to be reimbursed for any expenses that might be incurred.

SECTION VI
COST SHEET

6.1 INTRODUCTION

Proposer shall complete this cost sheet to include all costs, including travel and per diem, in accordance with the scope of work defined in Section III. Proposer may submit detailed cost sheets on reimbursable expenses, as back up to this summary page; however, total costs must be reflected on this summary page.

6.2 COST FOR SCOPE OF SERVICES, SECTION III


	Projected Hours	Subtotal
Scope of Services, Section 3.2 (a)		\$ 4,750
Scope of Services, Section 3.2 (b, c)		4,750
Scope of Services, Section 3.2 (d, e)		4,750
Scope of Services, Section 3.2 (f, g, i)		4,750
Scope of Services, Section 3.2 (h, j)		
Reimbursable Expenses		\$ 6,500
Other cost not included in the above (describe)		\$
TOTAL		\$ 25,500

This proposal submitted by: Alliance Resource Consulting
Company Name

Representative Sherrill Uyeda / Cindy Krebs

Address 400 Oceangate, Suite 510
Long Beach, CA 90802

Phone & Email (562) 901-0769 x331 or x336

Authorized Signature 

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SECTION V - ADDITIONAL SERVICES

5.1 Our Client's Role

The client has a very important role in the recruitment process. While we may identify and recommend qualified candidates, it is the client who must make the decision about which candidate to hire.

In order to insure that the best candidates are available from which to choose, our clients should be willing to do the following:

- Clearly inform us about matters relevant to the search that you wish to keep confidential (e.g., salary, personnel issues, and other privileged information);
- Supply us with the names of people you have previously interviewed/ considered for this position;
- Forward to us copies of the resumes you receive, to avoid duplication of effort;
- Provide feedback to Alliance Resource Consulting regarding the information and recommendations provided by us;
- Promptly decide upon and follow up in scheduling interviews with the most promising candidates;
- Assist in providing information to candidates that will enable them to make their career decisions; and
- Uphold confidentiality (while respecting relevant state laws about open disclosure) to protect the integrity of the recruitment process, as well as the candidate's involvement.

By doing the above, we will maximize the likelihood of mutual success.

Finally, please be reminded that the United States Immigration Reform and Control Act of 1986 requires that all employers verify an employee's eligibility to work in the United States. Since Alliance Resource Consulting cannot serve as your agent in this matter, your hiring process should include this verification procedure.

5.2 Alliance Advantages Technology

Alliance Resource Consulting is the only firm to utilize a custom-built "online" client/candidate management system. This custom system allows candidates to input their resumes and cover letters on our website. (For candidates who wish to email or mail us a hard copy of their resume, we will input the information for them.) One of the benefits of our system is that our consultants are able to access this information regardless of where they are staffed. In addition, our client contact is assigned a username and password and is able to check the latest applicant list in real-time.

One of our strengths is our use of social media to best market the recruitment. We have active accounts on Twitter and Facebook. The use of social media allows us to contact our network and "followers" to alert them to our recruitment announcements, informational updates and reminders. It allows us to stay one step ahead of our competitors.

Alliance Resource Consulting is always searching for new ways technology can help us save our client's money. One way we do this is our use of Skype. Should we have to videoconference a candidate, we are able to use a webcam and videoconference our candidates for free. Our innovative ways have set us apart from our more traditional competitors.

Diversity Outreach

Striving for diversity in our recruitments is a hallmark of our firm. We use a variety of sources for outreach to various minority communities to ensure the desired diversity of our candidate pool. In addition to our personal contacts in various minority communities, we advertise our positions in publications that target minorities in government and

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further publicize the position through minority organizations such as Blacks in Government and the International Hispanic Network. To ensure a diverse pool, we also create a recruiting list of qualified candidates from communities that have a comparable level of diversity as our client's community.

We have created lists for comparable diversity during recruitments for the City Manager for the City of Compton (CA), the City of Tigard (OR), the Assistant City Manager/Chief Operating Officer for the City of Ventura (CA), and the Assistant City Manager for the City of Irvine, CA. The final pool for the City of Irvine included three women among the six finalists. We also collect Equal Employment Opportunity (EEO) information on our candidate pool. This information is accessible to our clients in real time on our company website.

Stakeholder Outreach

Our firm has used several methods, including stakeholder meetings, community forums and surveys, for stakeholder outreach in a number of previous recruitments. For example, for the City of San José City Manager recruitment, our consultants facilitated 13 community outreach meetings where citizens were invited to attend and express their opinions about what they were looking for in city manager candidates. For the City of Alexandria's City Manager recruitment, we also met with special interest groups such as business leaders, Chamber of Commerce members and historic preservation groups.

During the recruitment of the City Administrator for the City of Huntington Beach (CA), the consultants met with each councilperson, each department head, conducted an open citizen forum and a forum for a group of stakeholders comprised of two citizens recommended by each councilperson. For the City Manager recruitment conducted for the City of Moreno Valley (CA), the consultants conducted a community panel as well. Our previous experience in stakeholder outreach makes our firm very qualified to conduct the meetings with the Mayor's Office and City Council Members as well as facilitate multiple stakeholder outreach forums throughout the City that your request for proposal outlined.

Lastly, our firm has significant experience in creating community surveys should you wish to provide this option to your community. We have utilized surveys for many of our recruitments. Last year, for the first time, we provided a survey to our client's citizens in three different languages. The surveys can be accessed on-line, or at our office and our client's office.

5.3 Active Recruitment

Once you have approved the Recruitment Profile, we will actively seek out individuals who meet the client's expectations. To achieve the best response, we will take a three-prong approach to attracting candidates:

1. **Direct Contact** – We will mail invitations and recruitment profiles to targeted individuals in comparable organizations at the appropriate level. These invitations will be followed up with direct phone calls to potential candidates to gauge interest.
2. **Internal "Job Alert"** – Over the past nine years, we have developed an active database of over 19,000 candidates who are active in various public sector positions. We will send a new "job alert" to all our registered users in the Alliance Resource Consulting candidate application program. Prospective candidates will be contacted via email with a link to the PDF version of the Recruitment Profile.
3. **Advertisements** – We will place job advertisements in the appropriate professional journals and on-line sites.

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As a matter of corporate policy, we do not discriminate against any applicant for employment on the basis of race, religion, creed, age, color, marital status, sex, sexual preference, disabilities, medical condition, veteran status or national origin. A substantial percentage of the placements made by our firm have been minority or female candidates.

Frequent communication with our clients is a hallmark of our firm. While consultants will provide regular updates on the progress of your search, you will also be able to access up-to-date 'real time' information regarding your search from our secure website.

5.4 Alliance Summary

Thank you for reviewing our proposal. Should you decide to retain Alliance Resource Consulting for your executive search needs, we will do the following:

- Partner with you and act as an extension of your organization;
- Define a recruitment strategy and timeline, develop a recruitment profile and attract/research prospective candidates;
- Conduct a multi-layered candidate screening analysis on the applicants;
- Communicate frequently and on-time with both the client and candidates;
- Allow client contacts to access the recruitment database in real time from remote sites;
- Interview and screen leading finalists;
- Facilitate the client interview process; and
- Complete the candidate selection and closure of recruitment.

Our firm's motto is "the Power of Partnership" and we are committed to adding value to your organization's goals and mission. We bring an ethical, transparent and well-documented recruitment process to all our clients.

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APPENDIX-A

Utilities Searches for General Purpose Local Governments Clients of Alliance Resource Consulting*

Water and Wastewater

Alameda County Flood Control District, CA	General Manager
Alhambra, CA, City of	General Manager, Utilities Division
American Water Works Association	Executive Director
American Water Works Association	Association Manager, California/ Nevada Section
Burbank, CA, City of	General Manager, Public Services Department
California Urban Water Conservation Council	Executive Director
Cambria Community Services District, CA	General Manager
Cambria Community Services District, CA	District Engineer
Cambria Community Services District, CA	Administrative Services Director
Castaic Lake Water Agency	General Manager
Central Coast Water Authority, CA	Controller
Central Coast Water Authority, CA	Staff Engineer
Central Contra Costa Sanitation District, CA	Safety and Risk Manager
Charlottesville, VA, City of	Public Utilities Manager
Chino Basin Municipal Water District, CA	General Manager
Chino Basin Municipal Water District, CA	Planning & Engineering Manager
Citrus Heights Water District, CA	Assistant General Manager
Citrus Heights Water District, CA	Operations Superintendent
Coachella Valley Water District, CA	General Manager
Coachella Valley Water District, CA	Director of Engineering
Coachella Valley Water District, CA	State Water Contractor Engineer
Coachella Valley Water District, CA	Senior Engineer, Sanitation
Coachella Valley Water District, CA	Director of Public Utilities
Columbus, OH, City of	Personnel Director
Contra Costa Water District, CA	Planning Director
Contra Costa Water District, CA	Human Resources Manager
Contra Costa Water District, CA	Water Quality Manager
Contra Costa Water District, CA	General Manager
County Sanitation District of Oregon County, OR	General Manager
Cucamonga County Water District, CA	General Manager
Delta Diablo Sanitation Dist., CA	General Manager
Delta Diablo Sanitation Dist., CA	Personnel Officer
District of Columbia Water and Sewer Authority	Chief Financial Officer
District of Columbia Water and Sewer Authority	Director of Human Resources
District of Columbia Water and Sewer Authority	Procurement Director
District of Columbia Water and Sewer Authority	Financial Manager/Budget Director
District of Columbia Water and Sewer Authority	Maintenance Services Manager
District of Columbia Water and Sewer Authority	Manager, Construction Management Division
Dublin San Ramon Services District, CA	General Manager
East Bay Dischargers Authority, CA	General Manager
East Bay Municipal Utilities District, CA	Personnel Director

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East Bay Municipal Utilities District, CA	Manager of Finance
East Bay Municipal Utilities District, CA	Manager of Employment
Eastern Municipal Water Dist., CA	Director of Water Operations
ECO Resources, Inc., CA	Senior Sales Representative
Eugene, OR, City of	Wastewater Director
Fresno, CA, City of	Assistant Public Utilities Director
Indian River County, FL	Utilities Director
Inland Empire Utilities Agency, CA	Chief Executive Officer/General Manager
Irvine Ranch Water District, CA	General Manager
Irvine Ranch Water District, CA	Assistant General Manager
Irvine Ranch Water District, CA	Controller
Irvine Ranch Water District, CA	Director of Community Relations
Kansas City, MO, City of	Rate Analyst
Kearns & West, CA	Senior Mediator/Facilitator
Lakeland, FL, City of	Wastewater Operations Manager
Las Vegas Valley Water District, NV	Principal Chemist
Livermore, CA, City of	Public Services Director
Livermore-Amador Valley Water Management Agency, CA	Executive Officer
Los Angeles, CA, City of	Director of Telecommunications, Dept. of Water & Power
Los Angeles County, CA	Hyperion Treatment Plant Mgr.
Lynchburg, VA, City of	Director of Utilities
Marin Municipal Water Dist., CA	Controller/Auditor
Marin Municipal Water Dist., CA	Engineering Manager
Marin Municipal Water Dist., CA	Environmental Resources Division Manager
Merced Irrigation District, CA	General Manager
Metropolitan Water District of Southern California	General Auditor
Miami-Dade County, FL	Director, Water & Sewer Dept.
Modesto, CA, City of	Deputy Director of Operations and Maintenance
Mojave Water Agency, CA	General Manager
Monte Vista Water District, CA	General Manager
Monte Vista Water District, CA	Manager of Finance and Administration
Mountain View, CA, City of	Director of Public Services
Natrona County Regional Water System, WY	Project Manager
Newport Beach, CA, City of	Utilities Services Manager
Olivenhain Water District, CA	General Manager Assistant
Ora Loma Sanitary District, CA	General Manager
Ora Loma Sanitary District, CA	Operations & Maintenance Dir.
Ora Loma Sanitary District, CA	Engineering Director
Ora Loma Sanitary District, CA	Administrative Services Director
Orange County, FL	Water Operations Manager
Orange County, FL	Wastewater Manager
Orange County Sanitation District, CA	General Manager

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Orange County Sanitation District, CA	General Counsel
Orange County Sanitation District, CA	Chief Administrative Officer/ Administrative Services
Orange County Sanitation District, CA	Technical Services Director
Orange County Sanitation District, CA	Laboratory Manager
Orange County Sanitation District, CA	General Manager Assistant
Orange County Water and Sewer Authority, NC	General Manager
Otay Water District, CA	Administrative Services Director
Otay Water District, CA	Engineering Director
Otay Water District, CA	General Counsel
Otay Water District, CA	Planning & District Mapping Mgr.
Pasadena, CA, City of	General Manager, Water & Power
Phoenix, AZ, City of	Water Production Superintendent
Pleasanton, CA, City of	Utilities Superintendent
Pomona, CA, City of	Utility Services Engineer
Poway, CA, City of	Public Services Director
Poway, CA, City of	Deputy Dir. of Public Services
Ramona Municipal Water District, CA	General Manager
Rancho California Water District, CA	Assistant General Manager
Richmond, VA, City of	Water Utilities Administrator
Rubio Cañon Land and Water Association, CA	Superintendent
Sacramento County, CA	Water Quality Maintenance Superintendent**
Sacramento Municipal Utility District, CA	General Manager
Sacramento Municipal Utility District, CA	Deputy General Manager
San Diego County Water Authority, CA	Chief Financial Officer
San Diego County Water Authority, CA	General Counsel
San Lorenzo Valley Water District, CA	District Manager
Santa Margarita River Watershed, CA	Watermaster
Santa Maria, CA, City of	Water Services Manager
Santa Rosa, CA, City of	Utilities Engineer Deputy Dir.
Santa Rosa, CA, City of	Utilities Operations Administrator
Sonoma County Water Dist., CA	Operations—Deputy Chief
Sonoma County Water Dist., CA	Engineering—Deputy Chief
Sonoma County Water Dist., CA	Electrical Engineer
Tuolumne Utilities District, CA	General Manager
Tustin, CA, City of,	Water Services Manager
Valley County Water District, CA	General Manager
Valley of the Moon Water District, CA	General Manager
Victor Valley Water District, CA	General Manager
Washington Suburban Sanitary District, MD	General Manager
Washington Suburban Sanitary District, MD	Potomoc Plant Superintendent
Water Replenishment District of Southern California	General Manager
Western Municipal Water District, CA	Finance Manager



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Yorba Linda Water District, CA
Yorba Linda Water District, CA
Yorba Linda Water District, CA
Yorba Linda Water District, CA

Information Technology Director
Human Resources Director
Finance Director
General Manager

Solid Waste

Corpus Christi, TX, City of
Dayton, OH, City of
Morris County Municipal Utilities Authority, NJ
Sacramento, CA, City of
Sacramento County, CA

Director of Solid Waste Management
Waste Collection Manager
Executive Director
Solid Waste Division Manager
Director of Waste Management and Recycling,
Public Works Agency

Tehama County/Red Bluff Landfill
Management Agency

Director

Electric

Burbank, CA, City of
Columbus, OH, City of
Los Angeles County, CA
Pasadena, CA, City of
Platte River Power Authority, CO
Roseville, CA, City of
Sonoma County Water Dist., CA

General Manager, Public Services Department
Director of Public Utilities
Division Manager, Energy Management*
General Manager, Water & Power
General Manager
Electric Utility Director**
Electrical Engineer

*Some searches were conducted by Alliance Resource Consulting when it was known as MAXIMUS Executive Search.

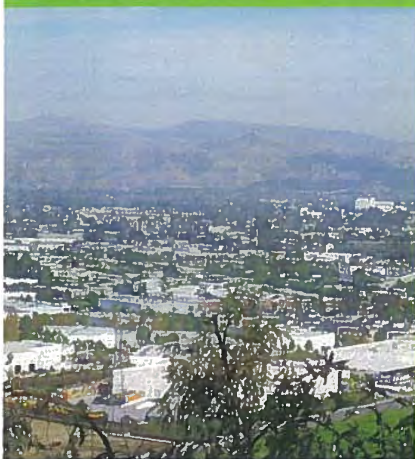
**Searches in which we assisted with the recruitment process.

GENERAL MANAGER

Rincon Water




ALLIANCE
RESOURCE CONSULTING LLC



THE COMMUNITY

Settled in a long, shallow valley in the coastal mountains of Southern California, Escondido is situated about 18 miles inland and 30 miles northeast of San Diego. Surrounded by avocado and citrus groves, Escondido is a diverse, vibrant community with just the right mix of small town friendliness and big city buzz. Founded in 1888, it is one of the oldest cities in San Diego County.

As the heart of San Diego North, Escondido is one of the few remaining communities where people of all income levels can enjoy the Southern California lifestyle. The city offers attractive homes in a wide range of prices, two lakes, several parks, a sports center, golf courses, restaurants, wineries, shopping centers, comprehensive healthcare and the nearby San Diego Zoo Safari Park. In addition, the California Center for the Arts, Escondido, brings world class entertainment to the area. Escondido was recently named by Money Magazine as the Best Place in the West in which to retire. It was also named a kid-friendly city for its broad range of youth programs.

Escondido generally has warm summers and cool winters, with average daytime high temperatures ranging from 69 to 89 degrees Fahrenheit. Annual precipitation averages around 15 inches and varies from year to year.

THE RINCON DEL DIABLO WATER DISTRICT

Rincon del Diablo Municipal Water District is a California Special District. The District provides water, reclaimed water, and fire protection services for the community. With about 20 employees and an annual budget of approximately \$15 million, the District embraces innovation and strives to provide efficiency and high levels of service for the ratepayers.

Annexed into the San Diego County Water Authority and Metropolitan Water District of Southern California in 1954 for the purpose of securing additional water supplies, the District derived its name from Rancho Rincon del Diablo, once located in the general proximity. In 1843, the Rancho was not located within the auspice of Mission San Diego de Alcalá. As such, it was considered to be “unblessed”, hence the Spanish translation, “the devil’s corner,” or “the devil’s elbow.”

Rincon Del Diablo Municipal Water District’s (Rincon’s) facilities consist of a parent district, two water improvement districts, and a fire district. Rincon delivers potable and recycled water to a population of 30,000 through nearly 8,000 potable connections and 70 recycled connections representing residential, agricultural, landscape, and commercial/industrial water users. Rincon customers are located in a 42-square mile district which encompasses part of the cities of Escondido, San Marcos, and San Diego, as well as various unincorporated areas of San Diego County.

Rincon’s vision and mission statements are:

Vision - To become the agency best known for leading change in the water industry for the benefit of our customers.

Mission - To deliver quality water to meet present and future needs in an environmentally and economically responsible manner, maintain infrastructure integrity, foster conservation, and maintain excellence in service as stewards of a natural resource for the public trust.

A governing five-member Board of Directors is elected from five geographic areas within the District for terms of four years each.

DISTRICT INITIATIVES

Recycled Water

Rincon continues to lead the region in the use of recycled water. Using recycled water wherever possible saves potable water to use in places where it is needed. As new projects are built, the District continues to make them more efficient by expanding the use of recycled water.

GENERAL MANAGER

Rincon Water

Harmony Grove Groundwater Basin Restoration/Development Project

The District is currently exploring the quality and quantity of the Harmony Grove Groundwater Basin. The objective of the program is to improve the basin and implement an Indirect Potable Reuse Project to increase the reliability of the water supply by developing local sources and storage. Moreover, this project will assist the City of Escondido to avoid wasting this resource while preventing expensive spills and the need for upgrades to the outfall pipe near Escondido Creek.

North San Diego County Regional Recycled Water Project

This project is intended to assist the North San Diego County water and wastewater agencies in identifying the benefits of regionalization of existing and planned recycled water systems to maximize the use of recycled water. Regionalization of facilities will allow recycled water to play a more significant role in meeting the future water needs in the north San Diego County area. In 1998, four agencies, Olivenhain MWD, Carlsbad MWD, San Elijo JPA, and the Leucadia Wastewater District received USBR Title XVI grant funds for the construction of various recycled water facilities within each of the north county agencies. The facilities that were included in that original regional effort have been constructed and are in use. As a result of these previous successes, a larger group consisting of eleven North County Agencies has been formed to investigate expanded use of recycled water within north San Diego County. The intent of this study is to identify new local and regional recycled water projects that will provide additional recycled water supplies to the local water agencies beyond what they could utilize individually. Rincon and the partner agencies were recently awarded \$1.5 million dollars from the State to continue the work on this project.

THE POSITION

Under policy direction of the Board of Directors, the General Manager plans, organizes, coordinates and administers all District functions and activities. Essential functions of the position include:

- Implementing and measuring progress toward meeting the goals established by the Board of Directors
- Providing positive and constructive leadership and management
- Ensuring that the District is in compliance with all contractual and legal requirements regarding the quantity and quality of water provided to customers
- Mentoring and motivating staff
- Developing and maintaining the District budget
- Advising the Board of Directors on issues and programs affecting the District
- Working closely with other agencies regarding the availability and viability of water supplies
- Representing the District before government agencies, community groups, business and professional organizations
- Negotiating agreements and contracts
- Maintaining a positive professional image for the community reflecting a level of decorum appropriate to convey District standards and commitment to quality

THE IDEAL CANDIDATE

Education, Experience and Certifications

- At least a Bachelor's degree in public administration, business administration, civil engineering or related field
- Five years of related experience in an executive capacity in a water-related industry
- Five years of exemplary supervisory experience
- Requires a valid California Operators license issued by the Department of Motor Vehicles
- It is strongly preferred that the selected candidate live in North San Diego County

Skills, Ability and Knowledge

The selected candidate should have skills in:

- Planning, organizing and coordinating water-related activities and operations
- Establishing and maintaining effective relationships with Boards of Directors, customers and industry peers
- Understanding, creating and carrying out oral and written instructions
- Budgeting and budget management
- Delegating authority and responsibility to staff
- Analyzing and resolving problems
- Balancing customer service, quality, cost and employee performance

- Communicating effectively: orally and in writing
- Exercising tact and diplomacy in dealing with sensitive, complex and confidential issues and situations

In addition, the candidate should:

- Understand the organization and management of a Municipal Water District
- Have a working knowledge of applicable federal, state and local water laws, regulations and legislation
- Have a track record of working with legal counsel and legal advisors
- Have knowledge of water engineering, construction, maintenance, and best management practices
- Be well-versed in contemporary water efficiency methods and techniques
- Have knowledge of the Brown Act and other laws and regulations governing the conduct of public agencies
- Be comfortable with social, political and environmental issues influencing the development and implementation of water projects and programs

Management Style and Personality Traits

The District seeks a General Manager who excels in a working environment with individual accountability and public transparency. The ideal candidate will have a proven track record of successful leadership with significant experience in accounting/financial management and personnel management.

The selected candidate will have a strong customer focus, a participatory and collaborative management style and a positive attitude. The candidate will enjoy working within a close-knit team environment, value stakeholder involvement, and not be afraid to share their professional opinion with the Board. The candidate will place a strong emphasis on safety and employee professional development. Lastly, the selected candidate will enjoy challenges and be able to develop innovative solutions to problems.

COMPENSATION

The annual salary will be determined based on qualifications and experience. The District offers an attractive and comprehensive benefit program, including:

- Medical coverage provided by the District
 - Health Insurance for employee and dependents (HMO and PPO options)
 - Vision and dental care for employee and dependents
- Life insurance at \$150,000 plus 2 times annual salary to maximum of \$210,000
- Insurances: accidental death and dismemberment, short and long term disability
- CALPERS retirement with 2% @ 55 formula
- District does not participate in Social Security retirement program
- Use of District vehicle
- Vacation includes 96 to 200 hours per year depending on tenure
- 12 paid holidays; Education assistance; and Deferred compensation programs

HOW TO APPLY

Please apply on-line by **April 17, 2013** at www.alliancerc.com.

For questions and inquiries, please contact:

Cindy Krebs or Syldy Tom

ALLIANCE RESOURCE CONSULTING LLC

400 Oceangate, Suite 510

Long Beach, CA 90802

Telephone: (562) 901-0769

E-mail: ckrebs@alliancerc.com

stom@alliancerc.com



<http://twitter.com/Alliancerc>



Alliance Resource Consulting, LLC

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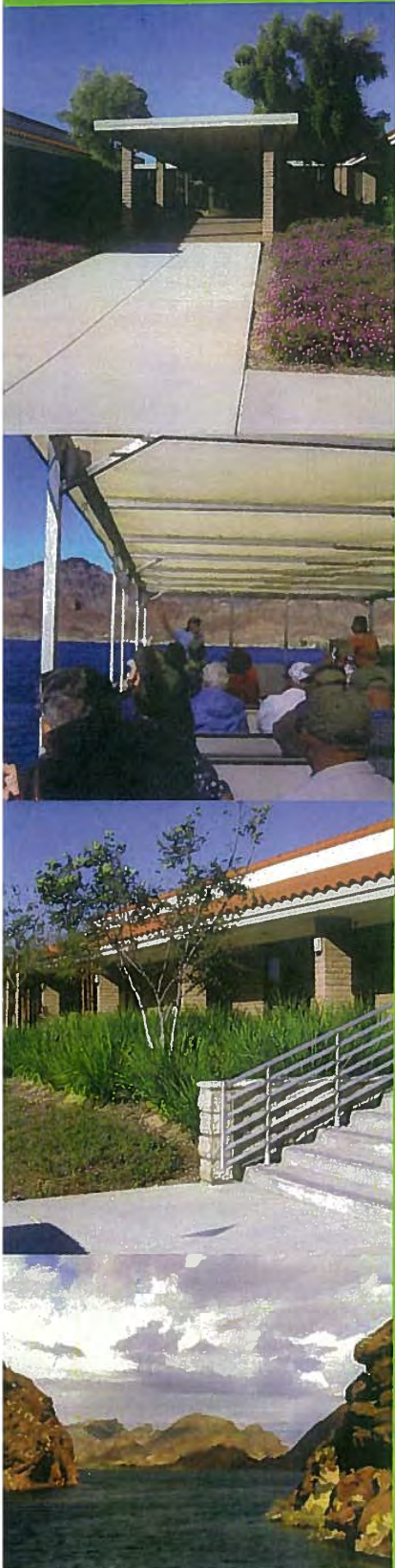


GENERAL MANAGER

Municipal Water District of Orange County (MWDOC), CA




ALLIANCE
RESOURCE CONSULTING LLC



THE COMMUNITY

Orange County is distinguished by 42 miles of Pacific Ocean beachfront, one of the longest uninterrupted stretches of publically owned beaches in the world. The county also has 125 miles of dedicated bike trails and 250 miles of hiking and equestrian trails. It boasts 13 regional parks, five designated wilderness areas and three nature preserves as well as a multitude of neighborhood parks and recreational fields.

Other major recreational and tourist facilities include Disneyland, California Adventure, Knott's Berry Farm and Soak City, Mission San Juan Capistrano, Old Town Orange, Huntington Beach, the Anaheim Convention Center, and the Art Colony at Laguna Beach with its annual art festival. Also located within the County are Anaheim Stadium, home of the Los Angeles Angels of Anaheim, and the Honda Center, home of the Mighty Ducks.

Orange County takes particular pride in its outstanding educational institutions along with its strong business economy and well-educated workforce. Orange County schools boast a higher than average SAT scores, and dropout rates well below the national average. It is home to multiple California distinguished and National Blue Ribbon schools as well as two major universities – University of California at Irvine and California State University, Fullerton – and several excellent colleges including Chapman University.

THE DISTRICT

The Municipal Water District of Orange County (MWDOC) is a wholesale water supplier and resource planning agency. MWDOC was formed by Orange County voters in 1951 under the Municipal Water District Act of 1911. The Coastal Municipal Water District became a part of MWDOC in January 2001, a move that streamlined local government and allowed MWDOC to more efficiently provide wholesale water services at a reduced cost for the benefit of residents living throughout the service area. Today, MWDOC is Metropolitan Water District of Southern California's (Metropolitan's) third largest member agency, providing and managing the imported water supplies used in Orange County.

MWDOC's efforts focus on sound planning and appropriate investments in water supply development, water use efficiency, public information, legislative advocacy, water education, and emergency preparedness. MWDOC's service area covers all of Orange County, with the exception of the cities of Anaheim, Fullerton, and Santa Ana. Local water supplies meet nearly half of Orange County's total water demand. To meet the remaining demand, MWDOC purchases imported water – from northern California and the Colorado River – through the Metropolitan Water District of Southern California. MWDOC delivers this water to its 28 member agencies, which provide retail water services to approximately 2 million people. MWDOC employs 28 full-time employees and has an annual operating budget of \$6,560,521. The District's total annual budget is \$162,695,437.

MWDOC is governed by a seven-member Board of Directors. Each director is elected by the public to represent a specific division in Orange County. MWDOC also appoints four individuals to effectively represent the interests of Orange County on the Metropolitan Board; they hold key leadership positions on the Board of Directors that oversee policy development, strategy, and implementation.

For more information on MWDOC, please visit <http://www.mwdoc.com/>

GENERAL MANAGER

Municipal Water District of Orange County (MWDOC), CA

THE POSITION

Under policy direction of the Board of Directors, the General Manager plans, organizes, coordinates and administers all District functions and activities. Essential responsibilities of the position include:

- Working with the Board of Directors to create a long-term vision for the development of water resources to meet Orange County's diverse needs
- Establishing and maintaining effective relationships with MWDOC's 28 member agencies, the Metropolitan Water District of Southern California, industry peers and the public
- Providing timely information and sound advice to the Board of Directors
- Setting clear and reasonable expectations for staff and motivating them to achieve results
- Completing projects on time and within budget
- Advocating for the District's interests at the regional, state and national levels
- Serving as a leader on Southern California water policy
- Maintaining a positive professional image

THE IDEAL CANDIDATE

As the leader of a small agency with large scope of responsibility, the General Manager's duties are challenging, multifaceted and rewarding. The ideal candidate will have extensive knowledge of water supply and delivery issues, preferably from the perspective of a wholesale agency, and possess the experience, skills and qualities described below.

Education and Experience

- Bachelor's degree in engineering, business administration, public administration or related field; Master's degree preferred
- Five years management level experience at a water district, public agency or consulting firm with water delivery responsibilities; an understanding of technical operating issues is preferred
- Proven ability to successfully lead a team of professionals
- Requires a valid California Operators license issued by the Department of Motor Vehicles
- It is strongly preferred that the selected candidate live in MWDOC's service area or the Metropolitan region

Skills and Abilities

The selected candidate will be:

- A visionary leader and an outside-the-box thinker
- A proactive, tactful decision maker with a track record of putting ideas into action
- A politically savvy and discreet professional
- A effective leader who holds staff accountable
- A skilled negotiator
- An excellent communicator and effective listener

Management Style and Personality Traits

The District seeks a General Manager who has a strong commitment to public service, a participatory and collaborative management style, and a positive attitude. The ideal candidate will enjoy working within a close-knit team environment and will not be afraid to share his/her professional opinion with the Board of Directors and staff. He/she will be fair and impartial.

COMPENSATION

The annual salary will be determined based on qualifications and experience. The District offers an attractive and comprehensive benefit package, including:

- Medical, dental and vision insurance
- Life and disability insurance
- Retirement benefits
- Car allowance
- Paid vacation time – 80 hours per year to start
- Paid holidays – 11 per year, including two floating holidays
- Paid sick time – up to 12 days per year following completion of 30 days of continuous employment
- Jury or witness duty leave
- Personal leave for bereavement or serious family illness
- CALPERS retirement; the District does not participate in Social Security
- Voluntary deferred compensation/457 Plan
- Flexible spending plan
- Medicare contribution
- Career development/tuition reimbursement program
- Computer purchase program
- Catastrophic leave program
- Employee Assistance Program for employees and their families
- Membership in Orange County Credit Union
- Voluntary supplemental insurance plans
- Wellness program

HOW TO APPLY

Please apply **on-line** by **May 31, 2013** at www.alliancerc.com.

For questions and inquiries, please contact:

Cindy Krebs

Telephone: (949) 212-2461

Email: ckrebs@alliancerc.com

Syldy Tom

Telephone: (562) 901-0769

Email: stom@alliancerc.com

ALLIANCE RESOURCE CONSULTING LLC

400 Oceangate, Suite 510

Long Beach, CA 90802

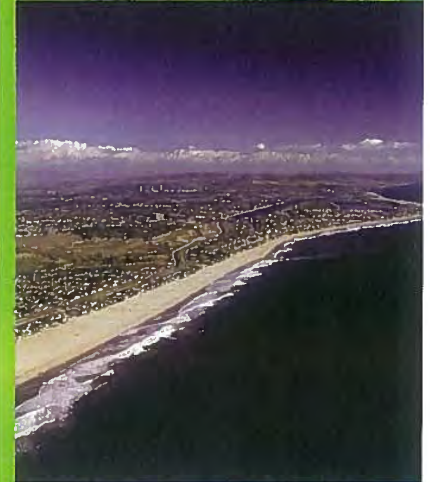


<http://twitter.com/Alliancerc>



Alliance Resource Consulting, LLC

An Equal Opportunity/ADA Employer





**SECTION VI
COST SHEET**

6.1 INTRODUCTION

Proposer shall complete this cost sheet to include all costs, including travel and per diem, in accordance with the scope of work defined in Section III. Proposer may submit detailed cost sheets on reimbursable expenses, as back up to this summary page; however, total costs must be reflected on this summary page.

6.2 COST FOR SCOPE OF SERVICES, SECTION III

	Projected Hours	Subtotal
Scope of Services, Section 3.2 (a)	N/A	\$
Scope of Services, Section 3.2 (b, c)	↓	\$20,500 lump sum
Scope of Services, Section 3.2 (d, e)		
Scope of Services, Section 3.2 (f, g, i)		
Scope of Services, Section 3.2 (h, j)		
Reimbursable Expenses		
Other cost not included in the above (describe)		\$ /
TOTAL		\$ 24,900

This proposal submitted by: Bob Murray & Associates
Company Name

Representative Regan Williams

Address 1677 Eureka Rd. Ste. 202
Roseville, CA 95661

Phone & Email (916) 784-9080 / apply@bobmurray
assoc.com

Authorized Signature [Signature]





**A PROPOSAL TO CONDUCT AN EXECUTIVE
RECRUITMENT FOR A
General Manager
ON BEHALF OF THE
Joshua Basin Water District**

phone 916•784•9080
fax 916•784•1985
1677 Eureka Road, Suite 202, Roseville, CA 95661

September 19, 2013

Ms. Mickey Luckman, Board President and
Members of the Board of Directors
Joshua Basin Water District
61750 Chollita Road
Joshua Tree, CA 92252



Dear President Luckman and Board Members:

Thank you for inviting Bob Murray & Associates to submit a proposal to conduct the General Manager recruitment for the Joshua Basin Water District. The following proposal details our qualifications and describes our process of identifying, recruiting and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, guarantee, and sample recruitment brochure.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments. We have created a recruitment process that combines our ability to help you to determine the direction of the search and the types of candidates you seek with our experience recruiting outstanding candidates who are not necessarily looking for a job. Our proven expertise ensures that the candidates we present for your consideration will match the criteria you have established and will be outstanding in their field.

I have reviewed and understand the District's RFP; any proposed deviations to the scope of services and exceptions to the contract language are detailed herein.

To learn firsthand of the quality of our service and our recruitment successes, we invite you to contact the references listed on page 5 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 should you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Bob Murray'.

Bob Murray
President
Bob Murray & Associates

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EXCEPTIONS

We have reviewed the District's RFP and find that our proposed scope of services does not align with the District's in areas "b" through "e." Our proposed scope of services has been honed over our 13 years of experience specializing in executive search and is the same process our firm followed when we successfully recruited and placed the Joshua Basin Water District's last General Manager. We have every confidence that our process will offer the District the same success for this recruitment.

EXPERIENCE

FIRM INFORMATION

Bob Murray & Associates is a national firm and a registered California corporation with primary offices located at 1677 Eureka Road, Suite 202, Roseville, CA 95661. Our phone number is (916) 784-9080, and our website is www.bobmurrayassoc.com.

Mr. Bob Murray, President, and Mr. Regan Williams, Vice President, are authorized to offer services and enter into contracts on behalf of the firm.

BACKGROUND AND PUBLIC SECTOR EXPERIENCE

Formed in May 2000, Bob Murray & Associates brings a unique and personal approach to executive recruitment – one that emphasizes teamwork and responsiveness. We are firmly committed to a process driven by your needs. You determine how the search will proceed and what types of candidates you are looking for. You define your needs and goals and we act accordingly.

In his 25 years as an executive recruiter, Bob Murray, the firm's principal, has proven again and again that he knows how to find outstanding candidates. With a national reputation for excellence, Bob Murray & Associates has extensive experience working with counties, municipalities, special districts, and other organizations in the western half of the United States. Our experience includes conducting recruitments for: administration, building, development, engineering, finance, fire, human resources, legal, library, parks and recreation, planning, police, public information/communications, public works, redevelopment, technology, transportation and utility professionals to name a few.

Our firm is currently conducting the General Manager recruitment on behalf of the Sewer Authority Mid-Coastside, CA and has completed General Manager and District Managers with the following California water/wastewater agencies in the last five years: Big Bear City Community Services District, Calaveras County Water District, East Bay Dischargers Authority, Fallbrook Public Utility District, Mid-Peninsula Water District, Jurupa Community Services District, Ross Valley Sanitary District, and the Sweetwater Springs Water District. We also conducted the District Manager recruitment on behalf of the Kennewick Irrigation District, WA during this time period.

REFERENCES

All clients listed below engaged our firm for a full scope of services as outlined in this proposal; there were no deviations from this scope during the provision of services.

CLIENT: Big Bear City Community Services District, CA
YEAR: 2011
POSITION: General Manager
REFERENCE: Mr. John Green, former Board President and current Board Member, (909) 585-2565; or Ms. Mary Reeves, Human Resources Manager/Board Secretary, (909) 584-4021

CLIENT: Calaveras County Water District, CA
YEAR: 2012
POSITION: General Manager
REFERENCE: Mr. Don Stump, Member of the Board, (209) 404-1639

CLIENT: Mid-Peninsula Water District, CA
YEAR: 2012
POSITION: General Manager
REFERENCE: Mr. Albert Stuebing, Vice President of the Board, (650) 591-8941

PERSONNEL

Should Bob Murray & Associates be retained to conduct the General Manager search on behalf of the Joshua Basin Water District, Mr. Bob Murray will be the assigned recruiter. He will be assisted by Ms. Sarah Kenney for support services and Ms. Rosa Gomez for administrative matters.

BOB MURRAY, PRESIDENT

Mr. Murray brings over 25 years experience as a recruiter. Mr. Murray is recognized as one of the nation's leading recruiters. He has conducted hundreds of searches for cities, counties, and special districts. He has been called on to conduct searches for some of the largest most complex organizations in the country and some of the smallest. Mr. Murray has conducted searches for chief executives, department heads, professional and technical positions. Mr. Murray has taken the lead on the firm's most difficult assignments with great success. His clients have retained him again and again given the quality of his work and success in finding candidates for difficult to fill positions.

Prior to creating Bob Murray & Associates, Mr. Murray directed the search practice for the largest search company serving local government in the country. Mr. Murray has worked in local government and benefits from the knowledge of having led an organization. Prior to his career in executive search he served as the City Manager for the City of Olympia, Washington. He has also served as an Assistant City Manager and held positions in law enforcement.

Mr. Murray received his Bachelor of Science Degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

Mr. Murray previously conducted the General Manager search on behalf of the Joshua Basin Water District in 2004. He has also completed General Manager recruitments on behalf of the Big Bear City Community Services District, Central Contra Costa Sanitation District, Central Marin Sanitation District, East Bay Dischargers Authority, Mid-Peninsula Water District, Nipomo Community Services District, Oro Loma Sanitary District, Salinas Valley Solid Waste Authority, Sewer Authority Mid-Coastside, Union Sanitary District, and the Valley of the Moon Water District.

SARAH KENNEY, PRINCIPAL CONSULTANT

As Senior Consultant with Bob Murray & Associates, Ms. Kenney is responsible for the development and distribution of recruitment materials, candidate research and interview coordination, compilation and development of interview materials, reference checks, and background verifications.

Ms. Kenney brings over a decade of client service and management experience to Bob Murray & Associates. Her focus is customer service, and she works closely with our clients and candidates to ensure all parties involved are satisfied with every step of recruitment at our firm.

Ms. Kenney received her Bachelor of Arts degree in Psychology from the University of California at Davis.

ROSA GOMEZ, ADMINISTRATIVE MANAGER

Ms. Rosa Gomez is the Administrative Manager at Bob Murray & Associates. Ms. Gomez is the first point of contact at Bob Murray & Associates and has extensive administrative experience.

Ms. Gomez is known for her personal approach as she works closely with clients and candidates alike to ensure a successful search. As the first point of contact for Bob Murray & Associates Ms. Gomez's professional approach is of the highest caliber.

THE RECRUITMENT PROCESS

Bob Murray & Associates' unique and client-oriented approach to executive search will ensure that the Joshua Basin Water District has quality candidates from which to select the new General Manager. Outlined below are the key steps in our recruitment process. This process deviates from that of the District's as outlined in the RFP in Steps 2-7, which correspond to the District's scope areas "b" through "e."

STEP 1 DEVELOPING THE CANDIDATE PROFILE

Our understanding of the Joshua Basin Water District's needs will be key to a successful search. We will work with the Board of Directors to learn as much as possible about the organization's expectations for a new General Manager. We want to learn the values and culture of the organization, as well as understand the current issues, challenges and opportunities that face the Joshua Basin Water District. We also want to know the Board of Directors' expectations regarding the knowledge, skills and abilities sought in the ideal candidate and will work with the District to identify expectations regarding education and experience. Additionally, we want to discuss expectations regarding compensation and other items necessary to complete the successful appointment of the ideal candidate. The profile we develop together at this stage will drive subsequent recruitment efforts.

STEP 2 ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE

After gaining an understanding of the Joshua Basin Water District's needs, we will design an effective advertising campaign appropriate for the General Manager recruitment. We will focus on professional journals that are specifically suited to the General Manager search. We will also develop a professional recruitment brochure on the Board of Directors' behalf that will discuss the community, organization, position and compensation in detail. Once completed, we will email the profile to an extensive audience, making potential candidates aware of the exciting opportunity with the Joshua Basin Water District.

STEP 3 RECRUITING CANDIDATES

After cross-referencing the profile of the ideal candidate with our database and contacts in the field, we will conduct an aggressive outreach effort, including making personal calls to prospective applicants, designed to identify and recruit outstanding candidates. We recognize that the best candidate is often not looking for a new job, and this is the person we actively seek to convince to become a candidate. Aggressively marketing the General Manager position to prospective candidates will be essential to the success of the search. Interested candidates will be invited to apply online through our website, which maintains a database of over 21,000 candidates throughout the public sector.

STEP 4 SCREENING CANDIDATES

Following the closing date for the recruitment, we will screen the resumes we have received. We will use the criteria established in our initial meetings as a basis upon which to narrow the field of candidates.

STEP 5 PERSONAL INTERVIEWS

We will conduct personal interviews with the top 10 to 12 candidates with the goal of determining which candidates have the greatest potential to succeed in your organization. During the interviews we will explore each candidate's background and experience as it relates to the General Manager position. In addition, we will discuss the candidate's motivation for applying for the position and make an assessment of his/her knowledge, skills and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

STEP 6 PUBLIC RECORD SEARCH

Following the interviews, we will conduct a review of published articles for each candidate. Various sources will be consulted including Lexis-Nexis™, a newspaper/magazine search engine, Google, and local papers for the communities in which the candidates have worked. This alerts us to any further detailed inquiries we may need to make at this time.

STEP 7 RECOMMENDATION

Based on the information gathered through meetings with your organization, and personal interviews with candidates, we will recommend a limited number of candidates for your further consideration. We will prepare a written report on each candidate that focuses on the results of our interviews and public record searches. We will make specific recommendations, but the final determination of those to be considered will be up to you.

STEP 8 FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will adopt an approach that fits your needs. We will provide you with suggested interview questions and rating forms and will be present at the interview/assessment center to facilitate the process. Our expertise lies in facilitating the discussion that can bring about a consensus regarding the final candidates.

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the manner in which the entire process is conducted will have an effect on the candidates' perception of your organization.

STEP 9 BACKGROUND CHECKS /DETAILED REFERENCE CHECKS

Based on final interviews we will conduct credit, criminal, civil litigation and motor vehicle record checks for the top one to three candidates. In addition, those candidates will be the subjects of detailed, confidential reference checks. In order to gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. We will ask candidates to forward the names of their supervisors, subordinates and peers for the past several years. We make a point of speaking confidentially to individuals who we know have insight into a candidate's abilities, but who may not be on their preferred list of contacts. At this stage in the recruitment we will also verify candidates' degrees.

STEP 10 NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. We know what other organizations have done to put deals together with great candidates and will be available to advise you regarding current approaches to difficult issues such as housing and relocation. We will represent your interests and advise you regarding salary, benefits and employment agreements with the goal of putting together a deal that results in the appointment of your chosen candidate. Most often we can turn a very difficult aspect of the recruitment into one that is viewed positively by both you and the candidate.

STEP 11 COMPLETE ADMINISTRATIVE ASSISTANCE

Throughout the recruitment we will provide the Board of Directors with updates on the status of the search. We will also take care of all administrative details on your behalf. Candidates will receive personal letters advising them of their status at each critical point in the recruitment. In addition, we will respond to inquiries about the status of their candidacy within twenty-four hours. Every administrative detail will receive our attention. Often, candidates judge our clients based on how well these details are handled.

FEE

PROFESSIONAL FEE AND EXPENSES

The consulting fee for conducting the General Manager recruitment on behalf of the Joshua Basin Water District is \$20,500 plus expenses. Services provided for in the fee consist of all steps outlined in this proposal including three (3) days of meetings on site. The Joshua Basin Water District will be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project to be \$4,400. Reimbursable expenses include such items as the cost of recruiter travel; clerical support; placement of ads; development and posting of a web-ready recruitment profile; credit, criminal and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate. This expense estimate is based upon our understanding that the District does not intend to have a printed recruitment brochure for this position.

We understand you are seeking the estimated number of hours that we would require to provide our service, the billing rates of persons that will provide said services, and any other estimated additional costs; however, Bob Murray & Associates does not bill based on the number of hours. Our recruiters do not spend a minimum or maximum number of hours on each section of the recruitment process. Instead, they spend the amount of time necessary to exceed the expectations of our clients.

We propose the following deviation from the District's standard contract regarding Section 4, Compensation: The District shall be billed monthly on the 16th by Bob Murray & Associates for the work completed as of that date. Expenses shall be billed and due at the same time. We will typically charge 25% of the fee for each of the first 3 months, with the fourth month being 15% of the fee and 10% billed out when the top candidate has been selected and accepted your offer of employment; however, we are open to discussing an alternate breakdown of consulting fees by month.

GUARANTEE

We guarantee that should the selected candidate be terminated within the first year of employment we will conduct the search again at no cost (with the exception of expenses) to the Joshua Basin Water District. We are confident in our ability to recruit outstanding candidates and do not expect the Joshua Basin Water District to find it necessary to exercise this provision of our proposal.

TIMING

We have outlined below a tentative recruitment schedule below, taking into consideration the District's customary meeting dates on the 1st and 3rd Wednesday of each month. Please note that this schedule also includes consideration of the holiday periods surrounding Christmas and New Year's Eve, which typically have a significant impact upon the availability of both our clients and potential candidates.

Task:	Week:
Contract Start Date:	October 2, 2013
Initial Meeting(s):	Week of October 14, 2013
Our firm develops recruitment brochure:	Week of October 21, 2013
District approves brochure:	Week of October 28, 2013
Job advertising and candidate sourcing:	Nov. 1, 2013-Nov. 29, 2013
Our firm reviews application packets:	Week of December 2 nd , 2013
Our firm conducts screening process:	Week of December 9 th , 2013
District approves candidates:	Week of December 16 th , 2013
District's interview panel convenes:	Week of January 13 th , 2014
Reference/Background Checks:	Week of January 20 th , 2014
Offer of Employment:	February 5 th , 2014



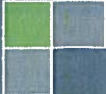
Executive Recruitment Services
General Manager
Joshua Basin Water District

Koff & Associates

Georg Krammer
Chief Executive Officer

6400 Hollis Street, Suite 5
Emeryville, CA 94608
www.koffassociates.com

E: gkrammer@koffassociates.com
P: 510.658.5633
T: 800.514.5195
F: 510.652.5633





Executive Recruitment General Manager

Joshua Basin Water District

September 19, 2013

Ms. Susan Greer
Acting General Manager
Joshua Basin Water District
61750 Chollita Rd.
Joshua Tree, CA 92252



Dear Ms. Greer:

Thank you for the opportunity to submit a proposal for executive recruitment assistance for the General Manager position at the Joshua Basin Water District. We are most interested in assisting your District with this critical effort and are committed to providing exceptional service and excellent results. All elements of the RFP have been reviewed and understood.

Koff & Associates is a small firm with a specialty in public sector human resources. We are a corporation and our legal name is Kaneko and Krammer Corp DBA Koff & Associates, Inc. We have been assisting public agencies (especially water and wastewater districts) with their recruitment and other human resource needs for almost thirty years. Our entire practice has grown as a result of satisfied clients who refer us to their colleagues in other organizations. Being responsive to your needs is our number one priority and we are willing and able to enter into a contract under the terms and conditions prescribed by the JBWD Consultant Agreement.

We take no exceptions to the RFP.

We feel that our firm is exceptionally qualified to support you in this executive recruitment effort because of our extensive experience with local government agencies, our specialty serving special districts and other small public agencies, and our long-standing relationship with the water and wastewater industries. We have successfully placed numerous executives with public agencies, JPAs, and non-profit organizations, and are confident that we can accomplish a successful placement for this effort.

Typically, we would aggressively market your position seeking the best available candidates. Our efforts would be to find the active, as well as, passive candidates through significant public outreach and sourcing of viable candidates that may not be actively looking for work. However, it is our understanding from the RFP that the District does not desire any marketing/advertising of the position to be conducted by the consultant.

We employ various methods during the applicant review and assessment process in order to present only the most qualified individuals to the District for final interviews. Our approaches include a competency and factor-based evaluation tool that clarifies each candidate's strengths and weaknesses, extensive telephone screening interviews, and in-depth personal interviews to discuss each candidate's experience, accomplishments, and management and interpersonal style, in order to screen out all but the most highly qualified candidates. These approaches to a

Koff & Associates



Executive Recruitment General Manager

Joshua Basin Water District

recruitment effort provide our clients with a substantial talent pool that is closely matched to the organization's needs and desires. Having placed countless professionals with numerous public agencies over the past thirty years, we understand the importance of technical competence and cultural match.

We maximize the effectiveness of the recruitment activity to ensure quality and integrity of the recruitment campaign (which reflects on the District and the Board), as well as, the quality of the candidate pool that we are able to generate.

As Chief Executive Officer of the firm, Georg Krammer would be Project Director for this recruitment effort. You can reach both of us at the address and phone number below; Georg's email address is gkrammer@koffassociates.com and my email address is kkaneko@koffassociates.com. Please call or email if I can provide any additional information. We look forward to the opportunity to provide professional services to the District.

Sincerely,



Katie Kaneko
President



Executive Recruitment General Manager

Joshua Basin Water District

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SECTION I – EXPERIENCE

Koff & Associates

6400 Hollis Street, Suite 5

Emeryville, CA 94608

Phone: 510-658-5633

Authorized Representatives: Katie Kaneko, President

Georg Krammer, Chief Executive Officer

Koff & Associates is a woman-owned, State-registered small business and a full-spectrum human resources consulting services firm and has been assisting public-sector agencies, non-profit and for-profit organizations for almost thirty (30) years.

The firm's areas of focus are executive search and staff recruitments; compensation and classification studies; strategic management tools for organizational performance; individual employee performance management and incentive compensation programs; policy/procedure and employee handbooks development; HR audits; and serving as off-site Human Resources Director for smaller public agencies that need the expertise of an Human Resources Director but do not need a full-time, on-site professional.

We have extensive experience working in both union and non-union environments (including serving as the management representative in meet & confer meetings), with Merit Boards, Boards of Directors, County Boards, Civil Service Commissions, and City Councils.

We have specific experience in the wastewater, water, housing, and transportation industries having worked with countless special districts and other public agencies within these industries throughout the State of California, including most water and wastewater districts in the San Francisco Bay Area, where Koff & Associates is located (Emeryville).

Without exception, all of our recruitments have successfully met all of our intended commitments; communications were successful with client agencies and job candidates; and we were able to assist each agency in successfully placing highly qualified candidates. All recruitments were brought to completion within stipulated time limits and proposed fees.

The firm's growing list of clients is indicative of its reputation throughout California as being a quality organization that can be relied upon for providing comprehensive, sound, and cost-effective services and solutions. Koff & Associates, Inc. has a reputation for being "hands-on" with an ability and expertise to implement its ideas and recommendations through completion.

Koff & Associates, Inc. relies on our stellar reputation and on the recommendations and referrals of current clients to attract new clients. Our work speaks for itself and our primary goal is to



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provide professional and technical recruiting assistance with integrity, honesty, and a commitment to excellence.

More specifically to this project, our firm has over thirty years of executive search experience at the CEO-level. In fact, our specialty is assisting small local government agencies and special districts with their Executive Director, General Manager, and District Manager recruitments. Some recent examples of recruitment efforts conducted by Koff & Associates are:

1. Central Contra Costa Sanitary District: General Manager, 2013
2. South Coast Water District: General Manager, 2013
3. Bay Area Clean Water Agencies: Executive Director, 2012/2013
4. Ojai Valley Sanitary District: General Manager, 2011

Proposer References

All recruitment efforts below were completed on time and within the proposed budget and were completed by our own professional staff without subcontractors or joint ventures.

<p>Central Contra Costa Sanitary District Full-scale General Manager search and recruitment services in 2013. Project location: Martinez, CA. In addition, we've completed the following recruitments for this client: Plant Operations Division Manager Finance Manager Capital Projects Division Manager Environmental Services Division Manager Plant Maintenance Division Manager Collection Systems Division Manager</p>	<p>Ms. Teji O'Malley Human Resources Manager (925) 228-9500 5019 Imhoff Place Martinez, CA 94553 Email: tomalley@centralsan.org</p>
<p>South Coast Water District Full-scale General Manager search and recruitment services in 2013. Project location: Laguna Beach, CA.</p>	<p>Mr. Wayne Rayfield President of Board of Directors (949) 499-4555 31592 West Street Laguna Beach, CA 92651-6907</p>
<p>Bay Area Clean Water Agencies Full-scale Executive Director search and recruitment services in 2012/2013. Project location: Oakland, CA.</p>	<p>Ms. Laura Pagano Board of Directors (415) 554-3109 525 Golden Gate Avenue, 11th Floor San Francisco CA 94102 Email: LPagano@sfwater.org</p>



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<p>Ojai Valley Sanitary District Full-scale General Manager search and recruitment services in 2013. Project location: Ojai, CA.</p>	<p>Ms. Brenda Krout Administrative Officer (805) 646-5548 1072 Tico Road Ojai, CA 93023 brenda.krout@ojaisan.org</p>
<p>Dublin San Ramon Services District Recruitment services provided since approximately 2001 (location Dublin, CA), including: General Manager Customer Services Supervisor Assistant/Associate Engineer Information Technology Analyst I/II Human Resources Analyst Administrative Technician Engineering Technician/GIS Specialist I Information Systems Technician I/II Maintenance Worker I/II Wastewater Treatment Operator I/II/Senior Financial Analyst Administrative Assistant</p>	<p>Mr. Bert Michalczyk General Manager (925) 875-2200 7051 Dublin Blvd. Dublin, CA 94568 E-mail: michalczyk@dsrsd.com</p>
<p>Alameda Transportation Commission Recruitment services provided since approximately 2009 (location Oakland, CA), including: Clerk of the Commission Contracts and Procurement Analyst Accounting Manager Senior Accountant Senior Transportation Planner Assistant Transportation Planner Senior Transportation Engineer</p>	<p>Mr. Art Dao Executive Director (510) 208-7400 1333 Broadway, Suite 220 Oakland, CA 94612 E-mail: adao@alamedactc.org</p>



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Central Marin Sanitation Agency

Recruitment services provided since approximately 2003 (location San Rafael, CA), including:

Finance Manager
Business Services Manager
Treatment Plant Manager
Engineering Manager
Laboratory Director
Environmental Services Supervisor
Environmental Services Analyst
Assistant/Associate Engineer
Project Engineer, July 2004
Asset-Contract Administrator
Environmental Services Analyst I/II
Finance Analyst
Accountant Technician
Administrative Assistant
Industrial Waste Inspector/Lab Technician
Mechanical Technician
Operator-in-Training
Utility Worker

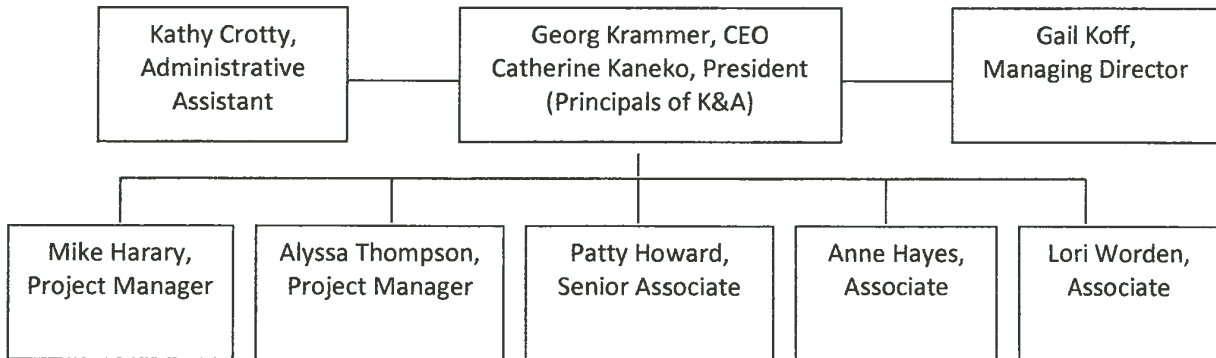
Mr. Jason Dow

General Manager
Phone: (415) 459-1455 ext. 145
1301 Andersen Drive
San Rafael, CA 94901
E-mail: jdow@centralmarinsa.org



SECTION II – KEY PERSONNEL QUALIFICATIONS

Organizational Chart



K&A’s team consists of nine (9) members, as shown above in our organizational structure. All members of our team have worked on multiple comprehensive recruitment and search efforts and are well acquainted with the wide array of public sector organizational structures, recruiting and operational needs, as well as the challenges and issues that arise when conducting executive search efforts.

**Georg S. Krammer, M.B.A., S.P.H.R.
Chief Executive Officer**

Georg brings over sixteen (16) years of management-level human resources experience to Koff & Associates with an emphasis in organizational development; classification and compensation design; market salary studies; executive and staff recruitment; performance management; and employee relations, in the public sector, large corporations and small, minority-owned businesses.

After obtaining a Master of Arts in English and Russian and teaching credentials at the University of Vienna, Austria, Georg came to the United States to further his education and experience and attained his Master of Business Administration from the University of San Francisco. After starting his HR career in Wells Fargo’s college recruiting department, he moved on to HR management positions in the banking and high-tech consulting industries. With his experience as a well-rounded senior HR generalist, his education in business and teaching, and his vast experience with public sector HR programs and functions, Georg’s contribution to K&A’s variety of projects greatly complements our consulting team. Georg joined K&A in 2000 and has been the firm’s Chief Executive Officer since 2005.



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Georg will be key personnel and assigned the Project Director for this project and coordinate all of K&A's efforts. He will attend all meetings with the District and be responsible for all work products and deliverables.

Georg has thirteen (13) years of recruiting experience in the public sector, including agencies such as the Central Contra Costa Sanitary District, South Coast Water District, Bay Area Clean Water Agencies, Ojai Valley Sanitary District, Central Marin Sanitation Agency, Alameda Housing Authority, Alameda County Transportation Commission, Mid-Peninsula Water District, Truckee Sanitary District, Ross Valley Sanitary District, Tiburon Sanitary District, Dublin San Ramon Services District, Shasta Regional Transportation Agency, Nipomo Community Services District, City of Delano, City of Pinole, City of Richmond, City of Tracy, Town of Atherton, etc.

Catherine "Katie" Kaneko, C.P.A., P.H.R. President

Katie brings over twenty (20) years of management level human resources experience to Koff & Associates, Inc., both as a human resources director and as a management consultant in the hi-tech industry as well as the public sector. She has extensive experience in compensation including equity plans and performance incentive programs, survey design and reporting, recruitment in both the public and private sector; staffing; classification and job analysis; compensation and job evaluation techniques, employee relations, retention strategies, infrastructure development; coaching; policy and procedure development; mergers and acquisitions; change management and employee training.

With a Bachelor in Business Administration, Katie started her career as a Certified Public Accountant (CPA) in an international accounting/consulting firm. She transitioned into Human Resources within the firm to become the Human Resources Director of the San Francisco office. She then moved into the hi-tech industry where she served in leadership positions for high-growth, startup, and organizations in transition. Her primary focus in recent years has been in classification, compensation, and recruitment services in the public sector.

Katie's experience provides a broad knowledge of human resource management within diverse organizations. Her background provides her a strong ability to understand the big picture, identify problems and solutions, and effectively implement them. Her skill set complements our current consultant base with additional levels of service areas. Katie joined K&A in 2000 and has been the firm's President since 2005.

Katie will provide consultant support throughout the recruitment, including her own executive search expertise.

Katie has over twelve (12) years of recruiting experience in the public sector, including agencies such as the Central Marin Sanitation Agency, Ross Valley Sanitary District,



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Dublin San Ramon Services District, San Ramon Valley Fire Protection District, Midpeninsula Regional Open Space District, City of Tracy, etc.

Alyssa Thompson Project Manager

Alyssa earned her bachelor's degree in Psychology with a minor in Sociology-Organization Studies from the University of California, Davis and is currently working on her PhD in Organizational Psychology from Alliant International University. She brings with her over ten (10) years of human resources experience in compensation data gathering and analysis, classification analysis and development, performance management, affirmative action program development, and recruitment. Alyssa also has experience in designing and conducting quantitative and qualitative research studies.

Since joining the firm in 2007, Alyssa has worked on over sixty (60) classification, compensation, recruitment, and other special human resources projects. She has worked on classification and/or compensation projects for numerous clients, such as the Cities of Monterey, Palo Alto, Campbell, Piedmont, El Cerrito, Emeryville, Sausalito, Novato, Napa, Santa Rosa, Tracy, Madera, Ione, Newman, Patterson, Orange, Menifee, Poway, Tigard (OR), and the Towns of Windsor, Danville and Apple Valley, as well as, the Marin Municipal Water District, Dublin San Ramon Services District, Midpeninsula Regional Open Space District, Central Contra Costa Sanitary District, Mid-Peninsula Water District, Purissima Hills Water District, South Tahoe Public Utility District, Orange County Sanitation District, Joshua Basin Water District, Moulton Niguel Water District, Ventura Regional Sanitation District, Truckee Donner Recreation and Park District, Berkeley Unified School District, California School Boards Association, Housing Authority of Texarkana Texas, Housing Authority of the County of San Bernardino, San Diego Housing Commission, San Francisco Housing Authority, and the Counties of San Mateo and Tehama.

Alyssa has also led and participated in many recruitment efforts for various positions ranging from entry-level to executive management. Alyssa has participated in various special projects like conducting exit interviews, retirement benefits studies, and human resources audits.

Alyssa will provide consultant support throughout the recruitment, including the design of the job advertising campaign and advertising materials, as well as, job candidate and prospect assessments at various stages of the recruitment.

Alyssa has over six (6) years of recruiting experience in the public sector, including agencies such as the Ojai Valley Sanitary District, Bay Area Clean Water Agencies, Central Contra Costa Sanitary District, Central Marin Sanitation Agency, Alameda Housing Authority, Alameda County Transportation Commission, Mid-Peninsula Water District, Ross Valley Sanitary District, Tiburon Sanitary District, Dublin San Ramon



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Services District, Shasta Regional Transportation Agency, San Ramon Valley Fire Protection District, City of Tracy, Town of Atherton, etc.

Anne Hayes **Firm Associate**

Anne is the newest member to our team and earned a Bachelor's degree in Mathematics and Economics from the University of California, Santa Barbara.

Before joining Koff & Associates, she worked in the private sector for more than 10 years, with 5 years in a management role. She transitioned to a non-profit organization, which specialized in providing labor relations representation to public sector employers, where she gained extensive experience in data gathering and analysis, specifically in the areas of classification, compensation and benefit analysis for public sector agencies.

Since joining K&A almost two (2) years ago, Anne has coordinated multiple recruitments, including for the Bay Area Clean Water Agencies, Central Contra Costa Sanitary District, Central Marin Sanitation Agency, Alameda Housing Authority, and Alameda County Transportation Commission.

Anne will provide consultant support throughout the recruitment, including the design of the job advertising campaign and advertising materials, as well as, job candidate and prospect assessments at various stages of the recruitment.

Kathy Crotty **Administrative Assistant**

Kathy is our resident data entry, office administrative, and technical "guru" and has been with the firm for over five years. She will be heavily involved with the technical aspects of the project and assist our professional staff at each phase of each project.



SECTION III – PLANNED PERFORMANCE OF SERVICES

The following description of our recruiting process includes all steps of our typical approach and work plan and we will indicate which project tasks the District does not require the consultant to complete based on our understanding of the RFP.

Needs Assessment: Meet with Board to Review Ideal Candidate Profile

The identification of the desired profile of the ideal job candidate for the General Manager (GM) position is crucial for a successful search process. We will meet with the Board of Directors and other stakeholders to discuss and refine the Board’s previously developed ideal candidates profile. It may also be helpful to speak to other key staff to get their perspectives on which competencies the new GM will need to bring to the table.

The goal of this phase of the recruitment is to review and/or update:

- The various organizational needs, vision, mission, goals, strengths, challenges, opportunities, dynamics, culture, and staff of the District;
- Position profile requirements, i.e., knowledge, skills, and abilities;
- Ideal candidate’s competencies, experiences, and characteristic profile;
- Personal and professional attributes required of and priorities for the new incumbent;
- Conditions and challenges in achieving the priorities identified above;
- Type of working relationship that the Board desires with the new incumbent;
- Concerns and issues regarding the recruitment and the position;
- Compensation levels; and
- Completion timetable.

Working closely with the Board and other stakeholders, Koff & Associates assists in reviewing and/or updating the specific needs of the District and the key competencies and characteristics of the “ideal candidate.” We will obtain an understanding of the Board’s and its constituencies’ goals and priorities.

Position Specification and Action Plan

Once the “ideal candidate” criteria have been reconfirmed, we will review the District’s written GM job description that outlines the required skills, competencies, position responsibilities, and criteria for job success. In addition, salary and benefit considerations are discussed to ensure market competitiveness, credential requirements are considered, and a recruitment action plan will be developed.



At the conclusion of the meeting(s) with the Board and other stakeholders, there should be a clear consensus of the key qualifications and characteristics of the position and the process, action plan, and timetable to be utilized for the recruitment activity.

As compensation experts, we can conduct a compensation market survey to ensure market competitiveness, as a separate effort.

Develop and Implement Recruitment and Advertisement Strategy

We understand that the District does not require/desire the consultant to perform this project task.

Prospect Identification

We understand that the District does not require/desire the consultant to perform this project task.

Contact Potential Candidates and Encourage to Apply

We understand that the District does not require/desire the consultant to perform this project task.

Review Resumes/Application Packets and Assess Candidates

Based on the RFP, the District has received resumes as a result of direct advertising. We recommend having each interested job candidate complete an application form as this is considered part of the examination process. We feel that this is an important step for various Equal Employment Opportunity and Fair Employment and Housing regulations related reasons. We hope to have an opportunity to discuss this approach with the District in an interview.

Typically, we require applicants to submit a fully completed application form, a resume and cover letter, a supplemental questionnaire if the District desires, and any other information that applicants would like to add. We can provide our generic application form unless the District prefers using its own application form.

After application materials are received, we prepare a thorough assessment of the merits of each candidate and their appropriateness for hire, including their professional and educational credentials. Initially, candidates and application materials are carefully evaluated based upon an objective and clearly defined factor ranking analysis that incorporates the concerns and issues previously discussed, as well as, the specific requirements of the job description. All elements from the initially developed position profile will be incorporated in the evaluation, including required experience, education, licenses/certifications, knowledge, skills, and abilities; ideal candidate competencies, experiences, and characteristic profiles; and personal and professional



attributes required of and priorities for the new incumbent. Candidates are also ranked against each other and a numerical score that clearly distinguishes the most qualified candidates recommended for further consideration.

Presentation of Prospects

We will present the preliminary slate of top prospects to the Board of Directors. The Board will agree on the number of prospects the Board would like the consultant to pursue as possible applicants.

Prospect Evaluation: Conduct Initial Screening/Preliminary Interviews

Top candidates will initially be screened by means of a telephone screening interview to further assess their experience and qualifications, to clarify any issues raised by the submitted documents; reasons for position interest will be identified; the level of commitment to the position and the organization will be determined; and other issues, including salary requirements will be discussed.

In addition, top candidates will be personally interviewed to further narrow the pool to only the most highly qualified candidates and to further establish best organizational fit of each potential finalist. This screening process is specifically designed to assess the personal and professional attributes the District is seeking and will focus on each candidate's management ability, technical competency, fit with the District's values, culture, needs, the candidate's behavioral styles and situational experience, and other relevant characteristics. This group often includes as many as ten (10) candidates for the position.

Conduct Reference and Background Checks

Koff & Associates will conduct extensive reference and background checks for the final candidates before the Board interview process. This review includes employment and professional references, a public records search, Internet, media and newspaper searches, confirmation of educational degrees, driving record check, criminal record search and military service check (if applicable), and a financial history check. We, as well as our background contract firm meet, or exceed, all of California's extensive reporting requirements.

Recommend Slate of Candidates

Koff & Associates will submit for the District's review, clear written recommendations and analysis of the most qualified applicants as finalists. Our recommendations will include all relevant data submitted by the applicants, such as application forms, cover letters, resumes, and any additional information the applicants have submitted. In addition, we provide our detailed assessment from each of the various steps of the assessment process, as outlined above.



Applicant Interviews: Coordinate and Participate in Board Interview Process

Working with the Board, we will develop a set of key questions that will help analyze the candidates' qualifications and management/work style. We will complete all of the necessary communications with the members of the interview panel and candidates so that all parties are well-prepared for the interviews.

Our firm will provide oversight before and during the interview process and facilitate a focused panel discussion at the conclusion of the interviews to identify the most qualified candidates for final consideration. Our facilitation skills usually prove useful in the assessment of candidates at the end of the interview process.

Negotiate Terms and Conditions of Employment

Our firm is available to assist in the negotiations of the final terms and conditions of employment, such as compensation package, benefits, and other prerequisites.

Maintain All Required Legal Documentation

We are responsible for ensuring compliance with and establishing and maintaining all legally mandated documentation throughout the process.

Complete all Correspondence

We believe that each candidate, regardless of their qualifications and success in the selection process, deserves the courtesy and respect of being informed throughout the process. Applicants receive ongoing communications via our office, which not only keeps all the candidates abreast of the process and their continued candidacy, but also enhances the District's reputation and image of being considerate, thoughtful, and professional.

Maintain Regular and Ongoing Communications

Our #1 priority is meeting the District's needs. Regular, on-going dialogue with the key decision makers is integral and critical to successfully managing a recruitment campaign. We will provide progress reports to the Board or the identified Board representatives at critical points in the recruitment process or as issues arise. Reports shall describe our progress in meeting the goals of the scope of services and issues. We will be responsible for scheduling, coordinating, and preparing all of the necessary materials for Board and other meetings throughout the duration of the process.



Post-Employment Support

In addition to the steps of the processing leading to an offer of employment to the top candidate, we are committed to ensuring that the new incumbent’s transition into the new position will be smooth and successful.

Estimated Timeline

Shown below is a schedule that is suggested for conducting the recruitment effort. Our experience has been that executive recruitment efforts of this scope take at least two (2) months to complete, allowing enough time for all phases of the process. Based on the Board’s meeting agenda, the timeline may extend beyond two months.

The RFP states that the District expects a start date around mid-October 2013. The following is an estimated timeline (of course, we are flexible to work with the District if you want to modify this timeline):

Key Target Points:	2013/2014
Contract Start Date:	approximately October 11
Initial Meeting with Board (if possible):	October 16
K&A Reviews Application Packets:	by October 23
K&A Conducts Screening Process:	by October 30
Reference/Background Checks:	by November 13
District Approves Candidates:	by November 15
District’s Interview Panel Convenes:	December 4
Second Interviews by District, if necessary:	December 18
Offer of Employment:	by January 3



Executive Recruitment General Manager

Joshua Basin Water District

SECTION IV – FEE

Our professional fee for the described executive recruitment services for General Manager will be \$14,250.

In addition, per RFP, we assume that expenses including consultant travel, clerical support, research, and long distance telephone charges will be approximately \$1,250 (assuming two onsite visits to the District's offices). Therefore, the total fixed fee cost for this recruitment effort will be as follows:

General Manager: \$15,500

Additional reimbursable expenses include criminal and financial background checks and are estimated at approximately \$1,000, depending on how many final candidates will need to be checked. Those expenses are passed through directly to the District without additional mark-up and of course, only actual expenses incurred will be charged to the District for reimbursement.

Any costs associated with reimbursing candidates for attendance at the interviews will be borne directly by the District (if the District desires to assist in candidate reimbursement). Of course, K&A will provide support to the top candidates with travel arrangements, hotel accommodation, and other logistics, as necessary.

TOTAL LUMP SUM COST FOR THE RECRUITMENT IS NOT TO EXCEED: \$16,500

This amount is inclusive of all services and expenses related to this search effort. No other cost is anticipated.

SECTION VI

COST SHEET

6.1 INTRODUCTION

Proposer shall complete this cost sheet to include all costs, including travel and per diem, in accordance with the scope of work defined in Section III. Proposer may submit detailed cost sheets on reimbursable expenses, as back up to this summary page; however, total costs must be reflected on this summary page.

6.2 COST FOR SCOPE OF SERVICES, SECTION III

	Projected Hours	Subtotal
Scope of Services, Section 3.2 (a)	10	\$ 1,050
Scope of Services, Section 3.2 (b, c)	50	5,200
Scope of Services, Section 3.2 (d, e)	30	3,100
Scope of Services, Section 3.2 (f, g, i)	40	4,100
Scope of Services, Section 3.2 (h, j)	20	2,050
Reimbursable Expenses		\$ 1,000
Other cost not included in the above (describe)		\$ —
TOTAL		\$ 16,500

This proposal submitted by: Koff & Associates, Inc.
Company Name

Representative Katie Kaneko

Address 6400 Hollis St., Suite 5
Emeryville, CA 94608

Phone & Email 510-658-5633, Kkaneko@koffassociates.com

Authorized Signature 



SECTION V – ADDITIONAL SERVICES METHOD OF PAYMENT

None.



Executive Recruitment General Manager

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PROPOSAL SIGNATURE PAGE

This proposal is valid for 90 days.

Respectfully Submitted,

Proposer: **KOFF & ASSOCIATES, INC.**
State of California

Signed By:

Katie Kaneko
President

September 19, 2013
Date





K&A

KOFF & ASSOCIATES

EMPLOYEE HANDBOOKS

STRATEGIC PLANNING

TRAINING

OUTSOURCING

POLICY & PROCEDURES

CLASSIFICATION STUDIES

RECRUITMENT

SALARY STUDIES

CATION

LABOR RELATIONS

ABOUT KOFF & ASSOCIATES

WHO WE ARE

Koff & Associates is a full service human resources and organizational consulting firm, skilled at helping our clients address the "people" side of their business. We specialize in delivering customized advice and services to optimize organizational performance. Examples of our services include developing a strong foundation of Classification (job descriptions), Compensation Design, Staffing (Search and Selection), Policy Development and Performance Management. We also assist firms address sensitive Employee Relations and Labor/Management issues and enhance productivity through customized training and development programs.

All of our clients can expect careful analysis, a straightforward approach, practical solutions and collaborative implementation. Not theoretical strategies that sit in binders on clients' shelves. Koff & Associates is committed not only to "fix problems" but also to aid organizational

leaders in becoming more self-sufficient and effective in managing human resources issues. This approach has resulted in a true partnership with our clients, where they seek us to repeatedly help with new and/or recurring issues.

Founded in 1984, Koff & Associates has continued to grow and offer new and individualized services. Our experienced and seasoned consultants are frequently asked to speak to professional organizations on human resources and workforce related trends.

Our ongoing commitment is to provide our clients with professional expertise and solutions that are sensible, easy to implement, cost-effective and legally defensible. We utilize a user-friendly approach that meets the needs of the organizations we serve.

WHAT WE DO

PROCESS DESIGN

Classification plans, compensation studies, policy development, employee handbooks, supervisory manuals, performance management programs, regulatory compliance, staffing levels, recruitment and selection procedures, human resource audits.

Additionally, agencies are interested in developing new and innovative ways to attract and retain qualified staff. K&A has the expertise to work with organizations and their governing bodies to customize alternative compensation plans that address pay-for-performance incentives and other innovative concepts to ensure retention and competitive pay with other public and private sector organizations.

RECRUITMENT

Executive and Staff Search. We can conduct the entire search effort or assist an organization in specific parts of the recruitment campaign.

LABOR/MANAGEMENT

Conflict resolution facilitator, employee relations, performance documentation, union relations, meet and confer, grievance dispute facilitation, fact-finding.

TRAINING & DEVELOPMENT

Management training in areas of pay-for-performance programs, leadership development, progressive discipline, performance management, sexual harassment and supervisory skills development. We also provide specific training for human resources professionals in job analysis and position evaluation, recruitment and selection, classification design, compensation and other specific topics.





WHO WE SERVE

Koff & Associates partners with clients in a broad range of industries - public, private and not-for-profit, in both union and non-union environments. Our clients include:

- City & County Governments
- Special Districts including: Water, Wastewater, Fire, Transportation, Library, Housing, Community Services, Air Quality Management, Vector Control & Solid Waste Management Authorities
- Healthcare JPA's & Hospitals
- Educational Institutions
- Electrical Utilities
- California Trial / Consolidated Courts
- Engineering Firms
- Financial Institutions
- Start-Up Companies
- ...and many other industries

WHAT WE DELIVER

You should expect a lot from your consultants and we do everything in our power to not only meet, but exceed, your expectations. Our clients know that they can depend on Koff & Associates for practical, cost-effective, down-to-earth and legally-defensible advice and solutions. But we do more. We have the expertise, experience and skill to work within your organization (both in union and non-union environments) to successfully implement our recommendations.

Clients rely on us to see projects from conceptualization through completion and use us as if we are an integral part of their staff.



"As a small business, I have an HR Department that would be the envy of any Fortune 1000 company. K&A provides staff who are efficient, knowledgeable, professional and cost-effective."

President, Financia



CLASSIFICATION STUDIES

BEFORE THINGS GO WRONG

The basis for making good decisions in many human resources areas starts with a current, equitable and legal job classification plan. How many times have you had to deal with these issues and questions?

- *"I'm working out of class."*
- *"I have a really good employee that we can't get along without – but she is at her top step and may leave if she doesn't get more money."*
- *"Are we really paying staff what they are worth for their jobs?"*
- *"I have three employees retiring in the next year; what am I going to do to keep the department going?"*
- *"I want to reorganize to deal with new programs that are coming on line."*
- *"I have to prepare my annual budget but am not sure what staff to ask for."*
- *"I am doing a lot more work than John is in the next office so I should be reclassified."*
- *"I'm filing a grievance because my performance review is based on responsibilities outside of my job description."*

Job classification is the fundamental building block for comprehensive recruitment, examination, compensation, performance management and training and development

programs. Yet it is often the most ignored element of the whole HR function until things start to go wrong. Dealing with this critical area is one of K&A's strengths.

Classification/Position Allocation List

EE #	Current Class	Recommended Class	Impact
ADMINISTRATIVE SERVICES			
2293	ACCOUNTANT	ACCOUNTANT	No Change
1742	ADMINISTRATIVE COORDINATOR	PROGRAM MANAGER	Reclassification
2223	COMPUTER SPECIALIST	COMPUTER SPECIALIST	No Change
1013	COMPUTER TECHNICIAN	COMPUTER TECHNICIAN	No Change
1999	DIRECTOR		
2578	OFFICE MANAGER		
2995	OFFICE MANAGER		
3014	OFFICE MANAGER		
1945	OFFICE MANAGER		
1987	OFFICE MANAGER		
2130	OFFICE MANAGER		
3281	OFFICE MANAGER		
2689	OFFICE MANAGER		
1754	OFFICE MANAGER		
2002	PROGRAM MANAGER		
1845	PROGRAM MANAGER		
2755	PROGRAM MANAGER		
BUILDING MAINTENANCE			
1557	DIRECTOR		
2836	INSPECTOR		
3212	INSPECTOR		
2447	INSPECTOR		
1110	OFFICE MANAGER		
1092	OFFICE MANAGER		
3345	SENIOR		
2668	SENIOR		
1855	SENIOR		
2063	SENIOR		
PROCUREMENT			
3523	OFFICE MANAGER		
2749	OFFICE MANAGER		
1962	PROGRAM MANAGER		
2663	ADMINISTRATIVE MANAGER		
3995	ADMINISTRATIVE MANAGER		
1747	DIVISION MANAGER		
3640	OFFICE MANAGER		

Worker Class Specification Multiple-Level Maintenance

Maintenance Worker I – IV
Page Three

Skill in:

- Performing semiskilled construction grounds and equipment such as
- Using and maintaining the tools
- Learning to operate and maintain collection, treatment and disposal
- Learning to perform standardized
- Making accurate arithmetic calculations
- Maintaining accurate logs and records
- Understanding and following orders
- Working independently or in a team
- Establishing and maintaining efficiency

Education and Experience:

Equivalent to graduation from high school with knowledge and skills required. Not less than one year of experience and possession of a high school diploma or equivalent experience for the II level, three years for the III level, and five years for the IV level.

Licenses and Certifications:

Level I: Must possess a valid California Driver's License.

Level II: In addition to the above, must possess a valid California Driver's License.

Level III: In addition to those requirements, must possess one of the following: Wastewater Treatment Operator, Pesticide Applicator, or Prevention Tester.


Level IV: In addition to those requirements, must possess one of the following: Wastewater Treatment Operator, Pesticide Applicator, or Prevention Tester.

Working Conditions:

Must be available for regular stand-by duty for a time period as specified by the Position Description with exposure to traffic and potential noise.

Physical Demands:

Must possess strength, stamina and ability to lift and move heavy weights with appropriate equipment; vision to read printed materials and communicate over the telephone or radio.



KNOW YOUR MARKETPLACE

The art of compensating employees in a competitive, yet equitable manner is one of the most challenging roles of management. Koff & Associates can provide you with customized tools to assist you in developing and implementing a Compensation Policy that will convey your organization's philosophy while allowing you to recruit and retain a qualified work force. We can assist your organization in developing an appropriate list of comparator organizations based upon such factors as geographic location, with whom the organization competes for employees, similarity of population and budget, staff organization, number of employees and areas of service delivery. Each compensation study may include any of the following elements: Market Base Salary Findings; Total Compensation Findings; Benefit Cost Detail; Private Industry Data; Regression Analysis; and multi-year Implementation Strategies. Additional components may include Internal Equity Analysis; Design of Compensation Pay Policy/Procedure; and Summary of Market Trends.

Total Compensation Finance Director

Rank	Comparator	Class Title	Total Compensation
1	COMPANY A	Director of Finance and Information Systems	\$12,593
2	COMPANY B	Finance Director	\$10,716
3	COMPANY C	Finance Director	\$10,555
4	COMPANY D	Finance Director	\$10,418
5	COMPANY E		
6	COMPANY F		
7	COMPANY G		
8	COMPANY H		
9	COMPANY I		
10	COMPANY J		
11	COMPANY K		

NOTE: All calculations

Base Salary Maintenance Supervisor

Rank	Agency/Organization	Class Title	Hrs./Wk.	Top Annual Salary*	Effective Dates
1	City of Milpitas	Maintenance Supervisor	37.5	\$78,715	7/1/01
2	City of Pleasant Hill	Maintenance Supervisor	37.5	\$73,068	3/1/01
3	Business and Legal Reports	Maintenance Supervisor	-	\$71,776	2001
4	City of Cupertino	Public Works Supervisor	40	\$71,404	6/18/01
5	City of Walnut Creek	Building/Parks/Streets Main. Supervisor ¹	40	\$70,650	4/27/01
6	City of Union City	Streets/Grounds/Equipment Supervisor ¹	40	\$70,257	7/24/01
7	City	Maintenance Supervisor	37.5	\$70,176	1/3/00
8	City of Livermore	Public Services Supervisor	40	\$69,818	11/3/00
9	City of Pleasanton	Streets Superintendent	40	\$69,481	1/1/00
10	Salary.com San Jose Area	Supervisor Maintenance	-	\$68,759	6/28/01
11	City of San Leandro	Supervisor ²	40	\$67,839	7/16/01
12	City of Danville	Maintenance Supervisor	37.5	\$65,484	7/1/01
13	City of Antioch	Parks Main./Streets Supervisor ³	40	\$57,537	7/1/01
14	City of Pittsburgh	Public Services Supervisor	40	\$52,262	7/1/01

Average of Comparators

\$68,235

% City Above/Below

2.8%

\$69,818

0.5%

\$71,404

-1.7%



COMPENSATION STUDIES

K&A's compensation studies are accurate and valid due to the thoroughness of our data collection process. Our firm does not collect market salary data by merely sending out a written questionnaire. We find that such questionnaires are often relegated to the individual in the department with the least experience in the organization and given a low priority.

CREDIBLE & CURRENT

We collect this information in person or we request salary schedules, organization charts, contracts and other information for review. With this prior knowledge and our experience in the field, we can make preliminary "matches" and then speak with the most knowledgeable individual to answer our specific questions.

We find that the information collected using these methods has a very high validity rate and is generally substantiated before employee and bargaining units as well as governing bodies. This attention to detail is critical to providing you, our client, with the best possible information to guide your decision-making process.

We also have the capability of providing internal alignment recommendations through a process of position

City	City A	City B	City C	City D	City E	City F
Class Title	City Manager	City Manager	City Manager	City Manager	City Administrator	City Manager
Top Monthly Salary	\$11,022	\$11,311	\$12,775	\$11,348	\$11,421	\$10,104
Employee Retirement PERS-EE Paid Soc. Sec.						
Insurance ¹						
Cafeteria						
Health	\$4					
Dental	\$4					
Vision	\$4					
Life	\$4					
LTD	\$4					
Other	\$4					
Leave						
Vacation ²	\$6					
Holidays	\$6					
Adm./Pers.	\$4					
Automobile	\$3					
Def. Comp.						
Ed. Incent. ³						
Unif. Allow.						
Longevity ⁴						
Other ⁵						
Benefit Cost	\$2					
Total Monthly Comp.	\$13					

Proposed Class Title	Proposed Salary Range #	Step 5	Rationale	% Prop. Adjust. 1
15.0% Goal Jan. 02				
Recreation Coordinator	11	\$2,778.30	Market	25.8%
Engineering Assistant	27	\$4,104.81	10% Above Eng. Technician	27.2%
Asst. Market Ops. Supv.	17	\$3,216.23	10% Below Mark. Ops. Supv.	27.8%
City Manager	61	\$9,403.31	Market	28.0%
17.5% Goal Jan. 02				
City Clerk	37	\$5,238.90	Market	30.9%
Wastewater Pl. Supv.	32	\$4,638.70	Market	31.5%
Water System Supv.	32	\$4,638.70	Market	31.5%
Senior Const. Inspector	34	\$4,870.63		

evaluation. This ensures compensation equity among classes within the same job family as well as equity between various occupational groups throughout the organization. Factors considered during this analysis include standard market practices as well as characteristics that distinguish the scope and level of one class from another. For every study we transmit



all data, processes and methodology to the client so that in-house staff can update the compensation plan and remain competitive.

RECRUITMENT & SELECTION

EXECUTIVE & STAFF SEARCH

Having a key position vacant for too long or not finding the right candidate can be costly to any organization. Koff & Associates excels at helping organizations with a variety of searches, from technical and administrative to professional or executive. We assume the burden and time-consuming efforts



required to execute a comprehensive and successful recruitment search. Both levels of search use the same methodology of extensive marketing and vigilant assessment of a candidate's

LOS ANGELES COUNTY • CALIFORNIA



Los Angeles County Invites Applications for
DIVISION MANAGER, HUMAN RESOURCES ADMINISTRATION
INTERNAL SERVICES DEPARTMENT




LOS ANGELES COUNTY
Los Angeles is the most populous County in the United States with over 9.8 million residents. It is rich in cultural diversity and home to major museums, theaters, the motion picture industry, several major universities, and numerous five-star restaurants. Besides the mountains, deserts, and the beautiful Pacific Ocean, some of the world's finest urban recreational attractions are freeway close. This is Southern California at its finest.

A five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms governs the County of Los Angeles. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex County government in the United States.

The County of Los Angeles has an annual budget in excess of \$15 billion. Thirty-six (36) major administrative units or departments serve the needs of the County's population. The County employs over 89,000 full-time personnel.

THE DEPARTMENT
One of the largest departments within the County, the Internal Services Department (ISD) provides a full range of internal services to other County departments. Their mission is to support the County by providing excellent in-house, contracted, and advisory services in the areas of purchasing, contracting, facilities operations, information technology, and other essential support and administrative services. The Department currently has 2,423 budgeted positions with a \$320-million operating budget.

The ISD strives to be valued and recognized for leadership, expertise, innovative solutions, and excellent customer service.



Petaluma, California

Announces an exciting employment opportunity for

GENERAL MANAGER

THE CITY OF PETALUMA IS AN EQUAL OPPORTUNITY EMPLOYER

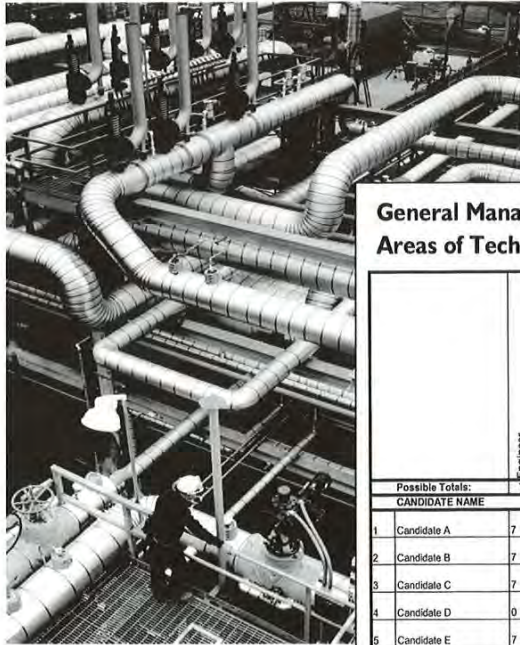
experience.

We strategically and aggressively market the respective industry seeking out the best candidates to lead, manage and/or contribute to your organization's bottom line. We employ a K&A competency and factor-based

evaluation tool that clarifies each candidate's strengths and weaknesses. This assessment tool provides an objective and accurate mechanism to match an applicant's experience to the needs and demands of your organization.

"K&A is one of the few outside consulting firms that has kept our firm on schedule and directed toward achieving the goal(s) we retained them to accomplish. K&A conducted our executive searches at a national level and effectively sifted through the candidates,

We have conducted countless searches over the past 22 years and understand the importance of leadership, vision and cultural match. We recommend potential candidates who are not only highly skilled and technically qualified for the position, but also match the organization's corporate attitude, philosophy and vision.



EEOC Statistics

Recruitment & Benefits Manager

Race/Ethnic Categories	Applicants	Percentage	Interview Applicants	Percentage
Asian (Male)	1	1%	0	0
Asian (Female)	8	9%	1	9%
Black (Male)	3	3%	1	9%

General Manager/Chief Engineer Recruitment Areas of Technical Expertise

	Engineer	Professional Manager	Masters Degree	PE Certification	Wastewater Certifications	Private Industry Experience	Strategic Planning	Wastewater Experience	Water Experience	Collection System	Years of Management Experience	Engineering Experience	Employee Relations/Union	Financial/Budgeting	Public Presentations	Regulatory Experience	Collaborative Leadership	Position Compatibility	Professional Activity	Computer Literate	Total Score	Current Salary
Possible Totals:	7	5	3	3	3	8	3	10	10	5	5	5	3	5	5	5	5	5	5	5	116	
CANDIDATE NAME																						
1	Candidate A	7	5	3	3	8	3	10	10	5	5	5	3	5	5	5	5	5	5	5	105	\$185,000
2	Candidate B	7	5	3	3	0	8	4	8	8	3	4	4	2	7	4	4	5	5	5	94	195,000
3	Candidate C	7	3	3	3	2	5	3	8	8	0	5	2	3	3	3	3	5	5	5	79	\$158,000
4	Candidate D	0	5	3	0	3	7	5	6	6	5	3	0	5	6	5	2	5	3	3	76	\$120,000
5	Candidate E	7	3	3	2	2	5	5	8	6	5	2	0	5	7	3	2	5	3	5	83	\$135,000
6	Candidate F	5	4	3	3	0	7	1	8	9	5	0	5	4	7	5	2	5	3	5	86	\$129,000
7	Candidate G	5	4	3	2	0	5	5	10	9	5	4	3	2	3	4	5	3	2	4	83	\$178,000
8	Candidate H	0	4	0	0	0	10	5	2	10	5	5	0	4	4	4	1	4	5	5	73	\$95,500
9	Candidate I	7	0	0	3	0	0	2	8	8	0	1	5	0	0	2	5	2	3	5	86	\$82,750

18%
0
0
0
0
0
64%
0
0
0
100%

TRAINING & DEVELOPMENT

TODAY'S CHALLENGE

The only constant in today's work environment is that everything is constantly changing. Demands on staff to meet this challenge and improve their core competencies are increasing although no one has the time any more to provide this critical training. In the past, these skills were developed through formal and informal training and mentoring arrangements. Experienced senior staff members led new professionals through their development. Regrettably, in recent years, with retirements, staff cutbacks and shifting priorities, senior staff no longer has the luxury of time or

resources to provide this important guidance.

We offer a wide range of training programs and can provide leadership training to enable clients to more effectively manage their organizations. We can improve productivity by preparing your workforce to more competently and confidently meet the challenges of changing position responsibilities. And finally, our customized programs ensure that your staff gets exactly what they need... when they need it... to be successful in their jobs.

- Performance Incentive Programs
 - Leadership Development
 - Job Analysis
 - Employee Recruitment & Selection
 - Job Classification
 - Compensation Management
 - Performance Management
 - Progressive Discipline
 - Effective Listening
 - Coaching and Counseling
 - Leadership & Employee Relations
- and many other customized programs.



WHY CHOOSE K&A?

K&A PRINCIPALS

Organizations have many choices when it comes to consultant assistance. We strive to stand out from the crowd by incorporating the following principals into our practice.

- K&A always meets or exceeds our client expectations regarding communications. We believe in more, rather than less. Our project methodologies include discussions/interviews with all stakeholders in an organization, not just management and the governing body.

- We do all of the classification and compensation analysis in-house. K&A

does not outsource questionnaires for client organizations to complete. We do all the work ourselves to ensure quality control.

- All K&A work is customized to your organization. We are not tied to any particular "system" so that each organization receives a unique and individual approach. We offer many alternative methods, and then, working with the client, decide on which combination of solutions best meets the needs of your organization.

- In 22 years in business, K&A has enjoyed nearly a 100% implementation



success rate! That's due to our project management skills in ensuring that stakeholders are in the loop, communications are continuous and time schedules are met.

- Our proposals are inclusive. We do not leave out key elements to surprise our clients later. Although our proposal cost is sometimes higher than other firms, we do not come back with change orders unless the scope of the project has truly expanded.

- We only accept consulting assignments that are within our scope of expertise. We will suggest alternative firms when we are not your best resource.

- And finally, K&A's growth has been totally attributable to our satisfied clients referring us to their colleagues. At Koff & Associates we want your organization to be our best marketer in the future, and we will do everything we can to ensure that outcome!



WHAT WE DO

Koff & Associates, Inc. is a full-service human resources consulting firm that specializes in organizational and workforce issues. Our growing list of clients is indicative of our reputation throughout California as a quality organization that you can rely on for comprehensive, sound and cost-effective recommendations and solutions. We also have a reputation for being hands on, with the ability and expertise to implement our ideas and recommendations through completion in both union and non-union environments.

Process & Infrastructure Design

Classification Studies	Serving as Off-Site HR Director
Compensation Survey & Plan Design	Regulatory Compliance
Human Resources Audits	Performance Management Programs
Employee Handbooks / Policy Development	Best Practice Studies
Internal Recruitment / Selection Processes	Creating Internal HR Department

Strategic Planning / Executive Search

Executive Search	Organization Strategic Planning & Restructuring
Strategic Staff Recruitment	Service Award Programs
Communication Studies	Board / CEO Facilitation Services
Performance Audits	Downsizing Implementation

Labor & Employee Relations

Performance Documentation	Fact-Finding
Grievance Resolution	Contract Negotiations
Management / Union Relations	Mediation
Termination Documentation	Conflict Resolution
Organizational Opinion Surveys	

Training Needs Analysis & Delivery

Training Needs Analysis	Analytical Problem Solving
Job Analysis	Progressive Discipline
Position Evaluation	Effective Listening
Employee Recruitment & Selection	Coaching & Counseling
Classification Systems	Effective Leadership
Compensation Management	Employee Relations
Performance Management	Basic Statistics and Math
Employee Recruitment & Selection	Customized HR-Related Programs
Sexual Harassment	Customized Supervisory Programs



WHO WE SERVE

PUBLIC SECTOR CLIENTS

Cities

City of Alameda
City of Bellflower
City of Belmont
City of Campbell
City of Capitola
City of Citrus Heights
City of Coachella
City of Delano
City of El Cerrito
City of Emeryville
City of Eureka
City of Fortuna
City of Foster City
City of Fremont
City of Galt
City of Greenfield
City of Hayward
City of Huntington Beach
City of Indian Wells
City of Lone
City of La Canada Flintridge
City of Lynwood
City of Madera
City of Malibu
City of Mill Valley
City of Mission Viejo
City of Monterey
City of Napa
City of National City
City of Newman
City of Orange
City of Orinda
City of Pacific Grove
City of Palo Alto
City of Paso Robles
City of Patterson
City of Perris
City of Piedmont
City of Pinole
City of Pismo Beach
City of Pleasanton
City of Poway
City of Red Bluff
City of Richmond
City of Rio Vista
City of Rocklin
City of Sacramento
City of San Juan Bautista
City of San Luis Obispo
City of San Ramon
City of Santa Rosa
City of Scotts Valley
City of Soledad
City of South San Francisco

City of Stockton
City of Sunnyvale
City of Tigard
City of Tracy
City of Tulare
City of Twentynine Palms
City of Walnut Creek
Town of Apple Valley
Town of Danville
Town of Windsor

Special Districts

Alameda County Congestion Management Agency
Alameda County Transportation Improvement Authority
Alameda County Waste Management Authority
Alameda County Water District
Amador Water Agency
Bay Area Water Supply & Conservation Agency
Butte Air Quality Management District
Carmel Area Wastewater District
Castro Valley Sanitary District
Central Contra Costa Sanitary District
Central Contra Costa Solid Waste Authority
Central Marin Sanitation Agency
Contra Costa Transportation Authority
Delta Diablo Sanitation District
Dublin San Ramon Services District
East Bay Municipal Utility District
East Palo Alto Sanitary District
Fairfield-Suisun Sanitary District
Groveland Community Services District
Heritage Ranch Community Services District
Ironhouse Sanitary District
Kensington Police Protection & Community Services District
Lake Arrowhead Community Services District
Las Gallinas Valley Sanitary District
Madera Irrigation District
Mammoth Community Water District
Marin Municipal Water District
Marina Coast Water District
Midpeninsula Regional Open Space District
Mid-Peninsula Water District
Monterey Regional Waste Management District
Napa Sanitation District
Nipomo Community Services District
Novato Sanitary District
Ojai Valley Sanitary District
Orange County Association of Law Enforcement Managers
Orange County Sanitation District
Palos Verdes Library District
Peninsula Traffic Congestion Relief Alliance
Port of Oakland
Ross Valley Sanitary District
Salinas Valley Solid Waste Authority
San Diego County Water Authority

Please See Other Side



PUBLIC SECTOR CLIENTS (Continued)

Special Districts (continued)

San Francisco County Transportation Authority
San Ramon Valley Fire Protection District
Santa Clara Valley Water District
Sausalito–Marin City Sanitary District
Sewerage Agency of Southern Marin
Solano County Water Agency
Solano Transportation Authority
South Coast Air Quality Management District
South Coast Water District
South Tahoe Public Utility District
Stanislaus Council of Governments
State Water Contractors
Stege Sanitary District
Tamalpais Community Services District
Tiburon Sanitary District No. 5
Trinity Public Utilities District
Truckee Donner Public Utility District
Truckee Donner Recreation and Park District
Truckee Sanitary District
Ventura Regional Sanitation District
West Bay Sanitary District

Courts

Superior Court, Amador County
Superior Court, Calaveras County
Superior Court, San Mateo County
Superior Court, San Benito
Superior Court, Tuolumne County

NON-PROFIT SECTOR CLIENTS

Boys Club of El Sobrante
California Public Health Foundation
California Water Environment Association

PRIVATE SECTOR CLIENTS

Acme Home Elevator, Inc.
Babcock & Brown, Inc.
Bank of the West
Carollo Engineers, Inc.
Corbett & Kane Law Offices
The Covello Group
Development Associates, Inc.
Electro-Coatings, Inc.
Federated Bank
First Commercial Finance
First Collateral Services, Inc.
Golden Rain Foundation/Rossmoor
Information Access Company

Counties

County of Butte
County of Contra Costa
County of Los Angeles
County of Marin
County of Merced
County of Placer
County of San Mateo
County of Tehama

Housing/Redevelopment/Economic Development

Community Redevelopment Agency of the City of LA
Housing Authority of the County of Alameda
Housing Authority of the County of San Bernardino
Jamboree Housing Corporation
LINC Housing
Marin Housing Authority
San Diego Housing Commission
San Francisco Housing Authority

School Districts / Schools

Berkeley Unified School District
California State University
Compton Community College District
Dominican School of Philosophy & Theology
Fremont Unified School District
Good Shepherd Lutheran School
Huntington Beach City School District
University of California, Los Angeles

Catholic Charities Archdiocese of S.F.
Health Plan of San Mateo

Kal Kristnan Engineering Services, Inc.
Kvaerner Metals
Metro 1 Credit Union
Occupational Health Services
PCS Networks
Sedgwick of California, Inc.
Structural Concepts, Inc.
Tahoe Donner Association
Vali Cooper
Veolia Water North America
Weiss Associates, Inc.
Zumwalt Engineering Group

NORTHERN CALIFORNIA

Catherine Kaneko, C.P.A., P.H.R. President

Catherine brings twenty years of management-level human resources experience to Koff & Associates, both as an HR director and as a management consultant in the hi-tech industry, as well as, the public sector. She has extensive experience in organizational development; strategy management; performance management and measurement plans; compensation including pay for performance services, equity plans, survey design and reporting, recruitment and staffing; classification and job analysis; employee and labor relations, retention strategies, infrastructure development; coaching; policy and procedure development; mergers and acquisitions; change management and employee training. With a Bachelor in Business Administration, Catherine started her career as a Certified Public Accountant in

an international accounting/consulting firm. She transitioned into HR and became the HR Director of the firm's San Francisco office. She then moved into the hi-tech industry where she served in leadership positions for high-growth, startup, and organizations in transition. Her primary focus in recent years has been in classification, compensation, strategy management, and pay for performance services in the public sector. Catherine's experience provides a broad knowledge of HR management within diverse organizations. Her background provides her a strong ability to understand the big picture, identify problems and solutions, and effectively implement them. Catherine joined K&A in 2000 and has been the firm's President since 2005.

Georg S. Krammer, M.B.A., S.P.H.R. Chief Executive Officer

Georg brings over twelve years of management-level human resources experience to Koff & Associates with an emphasis in organizational development; classification and compensation design; market salary studies; executive and staff recruitment; performance management; and employee relations, in the public sector, large corporations and small, minority-owned businesses. After obtaining a Master of Arts in English and Russian and teaching credentials at the University of Vienna, Austria, Georg came to the United States to further his education and experience and attained his Master of Business

Administration from the University of San Francisco. After starting his HR career in Wells Fargo's college recruiting department, he moved on to HR management positions in the banking and high-tech consulting industries. With his experience as a well-rounded senior HR generalist, his education in business and teaching, and his vast experience with public sector HR programs and functions, Georg's contribution to K&A's variety of projects greatly complements our consulting team. Georg joined K&A in 2000 and has been the firm's Chief Executive Officer since 2005.

Gail Koff Managing Director

Principal of Koff & Associates for 21 years and now Managing Director, Gail has over 35 years of human resource management experience, 32 years of which have been serving the needs of public agencies. After receiving her degree from Boston University, Gail's experience includes serving as the Personnel Director for one of California's largest sanitary districts, Central Contra Costa Sanitary District as well as the Personnel Director for the California College of Arts and Crafts. She has spent the 21 years in her own firm providing consulting assistance to cities, counties and special districts (school, higher education, housing, transportation, water,

wastewater, hospital, community services, air quality management, fire, etc.). She specializes in strategic development; labor/management issues; classification and job analysis; compensation design and pay-for-performance strategies; executive search; employee handbooks and policy direction; performance management; and organizational efficiency issues. Gail is familiar with the unique problems of public agencies and has worked extensively with publicly elected Councils, Boards, Commissions, numerous unions, and management and employee groups.

Milana Targan Project Manager

Milana earned her Bachelor in Psychology with a minor in Business Administration from the University of San Francisco and her Master of Science in Industrial/Organization Psychology from San Francisco State University, where she gained valuable experience in conducting employee surveys

and gathering and analyzing qualitative and quantitative data. She brings with her over eight years of HR experience in job analysis, classification development, entrance and promotional exam development, compensation data gathering and analysis, recruitment, and performance management.



Milana's experience includes working for an HR consulting firm with a specialty in affirmative action as well as working for the California Public Utility Commission conducting job analyses, classification and examination development, and human resources management program design. Since joining K&A in 2005, Milana has been actively engaged in classification and/or compensation studies for

Alyssa Uchimura
Senior Associate

Alyssa earned her Bachelor in Psychology with a minor in Sociology-Organization Studies from the University of California, Davis and is currently working on her PhD in Organizational Psychology from Alliant International University. She brings with her over six years of HR experience in compensation data gathering and analysis, classification analysis and development, performance management, affirmative action program development, and recruitment. Alyssa also has experience in designing and

Sarah Haskell
Firm Associate

Sarah obtained her Bachelor in Psychology from the University of California, Santa Barbara, and her Master of Science in Industrial/ Organizational Psychology from San Francisco State University. After three years of providing corporate sales and customer service training in the retail and restaurant industries, Sarah shifted gears to work in HR for several public sector organizations, including the California Highway Patrol and Alameda County

Kathy Crotty
Administrative Assistant

Kathy is our resident data entry, office administrative, and technical "guru." She is heavily involved with the technical aspects of all of K&A's studies and projects and assists our professional staff at each phase. She

SOUTHERN CALIFORNIA

Jeremy Hannah
Project Manager

Jeremy earned his Bachelor in Psychology with a minor in General Management from California State Polytechnic University, Pomona, and his Master of Science in Industrial/Organizational Psychology from San Francisco State University. After several years of working in a management capacity in private organizations, Jeremy moved into the public sector to work for the California Public Utilities Commission performing job analysis, designing and developing HR selection examinations, conducting employee

countless cities and special districts. She also directs many of our executive search and recruitment activities for both our public and private sector clients, as well as managing some of our special studies and projects such as recruitment and retention strategies, voluntary terminations analyses, and succession planning.

conducting quantitative and qualitative research studies. Since joining the firm, Alyssa has worked on over forty classification, compensation, recruitment, and other special HR projects for various county, city, and special district clients. She has managed several recruitment efforts for various positions ranging from entry-level to executive management. Alyssa has participated in various special projects like conducting exit interviews, retirement benefits studies, and HR audits.

Superior Court. Her experience in job analysis, classification, compensation, and recruitment made her a natural choice for K&A's growing team. Since Sarah joined K&A, she has worked on over fifteen classification and/or compensation studies with a special emphasis in public safety (police and fire). Sarah has also been responsible for recruitments for some of our smaller special district clients, ranging from staff to management-level search efforts.

is actively engaged throughout each effort's progress to ensure quality control, timeliness, and meeting client expectations.

opinion surveys, and developing HR management processes. With Koff & Associates, he has built upon his extensive data gathering and analysis experience working on classification and/or compensation studies for over forty county, city, and special district clients. He has also assisted in researching and designing performance management systems and pay-for-performance programs for various public agencies, an emerging trend in the public sector.



SOLVING THE HUMAN RESOURCES PUZZLE SINCE 1984



KOFF & ASSOCIATES

Georg S. Krammer MBA, SPHR
Chief Executive Officer

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REGULATORY COMPLIANCE

MEET & CONFER



6400 Hollis Street

Suite 5

Emeryville, CA 94608

Toll Free 800.514.5195

www.KoffAssociates.com

PERFORMANCE MANAGEMENT

SELECTION

INTERNAL AUDIT REVIEWS

ORGANIZATIONAL STUDIES

EXECUTIVE SEARCH

JOB ANALYSIS

COMMUNICATIONS



Mathis Group

GM Recruitment Services

coaching and consulting services for public organizations

MATHIS CONSULTING GROUP PROVIDES THE BUILDING BLOCKS CLIENTS NEED IN ORDER TO ENHANCE LEADERSHIP, GOAL SETTING, STRATEGIC PLANNING AND COMMUNICATION SKILLS, WITH A GOAL TO IMPROVE CURRENT JOB SUCCESS AND EMPLOYEE RETENTION.

We do this by delivering the following services to the client:

- ❖ Implement best practices and effectively deliver outstanding service
- ❖ Set goals and priorities that can be successfully achieved
- ❖ Establish strategic thinking at all levels in the client organization
- ❖ Develop leadership via mentoring, training, and other assistance
- ❖ Create a work environment in which employees will excel and where they will want to remain and where employees will be recognized for their achievements
- ❖ Create and provide outstanding customer service training
- ❖ Solve problems for citizens and constituents on behalf of the client organization

Dr. Mathis is a well-known writer and speaker, whose published articles include: "When Council is Unhappy with the City Manager", "What Council's want from their Managers... but do not Tell Them", "The Business Journal", and "The 7 Symptoms of a Manager in Trouble...", Public Management. His "whole team" concept of intermingling business consultants with psychologists brings a "value added" concept to his clients.

Services

- Recruitment/ Career Opportunities
- Coaching and Mentoring
- Measuring/Changing Culture
 - CM/GM Evaluations
 - Outpatient Service
- Personnel Conflicts Mediating
 - Team Building/Goal Setting
- Speaker for Municipal Events
- Measuring, Changing Culture
- Consultant to Law Enforcement

3435 Valle Verde
Napa, CA 94558

Napa Office:
707.252.2151 ♦ Fax: 707.252.1349

Rancho Cucamonga Office:
909.477.3187 ♦ Fax: 909.477.3129

www.mathisgroup.net



JBWD

SEP 16 2013

RECEIVED BY: 



Mathis Consulting Group

Mathis Consulting Group has the intent to perform the services and confirm that all elements of the RFP for JBWD for General Manager Recruitment have been reviewed and understood.

Dr. Mathis is a licensed psychologist who is working successfully with 18 different water districts in California. He stipulates to practicing the highest standards of conduct and accountability. We guarantee with his signature that all request will be adhered to.



Dr. Bill Mathis



Mathis Consulting Group

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Mathis Consulting Group

A Mathis Company

September 12, 2013

**TO: Susan Greer, Acting General Manager
Joshua Basin Water District**

**FROM: William Mathis, PhD.
Management Psychologist/Recruiter**

RE: Proposal for Recruitment of General Manager 2013

Thank you for the opportunity to submit my qualifications and interest in your pending recruitment of your next General Manager. I am familiar with many of Joshua Basin Water District's colleagues and neighbors in the water and utility industry as well as numerous cities in your immediate area.

Mathis Group has worked extensively in recruiting outstanding talent for many cities and water agencies and other special districts. Our current client list of water districts and agencies includes: East Valley Water District, Western Municipal Water District, Cucamonga Valley Water District, Rowland Water District, Moulton Niguel Water District, SAWPA, San Bernardino Valley Water Conservation District, Zone 7 Water Authority (Livermore), Sonoma Valley Water District, ACWA Management Team, Central Basin Municipal Water District, Chino Basin Watermaster and Byron Bethany Irrigation District.

Mathis Group is interested in seeing Joshua Basin Water District flourish, expand and become a District that attracts and maintains a **High Performance Team**. We have an interest to continue working with the Best Selection of talent we can enlist in order to ensure leadership for JBWD.

Section 1: Experience/Selecting Mathis Group

There are several reasons to have Mathis Group recruit your next General Manager:

www.MathisGroup.net

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- a)** Mathis Group has successfully hired general managers as well as department managers in surrounding special districts and cities and has provided a large number of strong candidates from Water and Special Districts, cities, school districts and county governments;
- b)** JBWD is well positioned as a stable District with compelling size, business-like Board, and influential reputation in the State and Federal government. We can attract excellent candidates and include internal staff in the process;
- c)** The fiscal thoughtfulness and nature of this Board will appreciate our cost conscious proposal as we are aware of the economic stresses facing all Districts;
- d)** Dr. Mathis personally can recruit from the best candidates both nationally and within California – depending on the Board’s decision. We have recruited in both water and cities in the desert including Barstow, Coachella, Indio, Desert Hot Springs, Indian Wells and Coachella Valley Water District.
- e)** Dr. Mathis is nationally known to Water Executives through his leadership in General Manager’s Water Conferences, Elected Official’s Water Conferences and ACWA, AWWA, and CUEMA (California Utilities Executive Management Association). We have completed strategic plans and hiring at all levels;
- f)** Dr. Mathis knows the character of the District in its current leadership configuration;
- g)** Mathis Group completed a National Search for the Coachella Water District and screened and attracted top talents over the past 7 years;
- h)** JBWD will attract many excellent candidates and Dr. Mathis will personally direct these recruitment efforts; also he can complete a targeted recruitment for the best talent available;

Section II: Personnel

See attached biographies.



BIO

**R. WILLIAM MATHIS, PH.D.
MANAGEMENT PSYCHOLOGIST
MATHIS GROUP**

Dr. Mathis holds a Ph.D. in Clinical / Industrial Psychology from the University of North Dakota at Grand Forks, a Master's Degree in Clinical Psychology from the University of Portland in Oregon and a Bachelor's degree in Chemistry / Biology and Psychology from the University of Puget Sound in Tacoma, Washington.

Dr. Mathis is the founder of Mathis Group, and has sole proprietorship. The firm is currently located in Napa, California. The firm provides both general management and clinical consulting services to public and private sectors. High risk, safety, law enforcement and crisis related situations are special niches addressed through the clinical psychologists on staff.

Dr. Mathis is a well-known writer and speaker, whose published well read articles include "When Council is Unhappy with the City Manager," "What Councils want from their Managers... but do not Tell Them," The Business Journal, "Don't Drop the Ball on Your City Council", "The 7 Symptoms of a Manager in Trouble...", "Public Management. He is well known throughout the United States and is frequently seen in both western and east coast cities. His "whole team" concept of intermingling business consultants with psychologists brings a "value added" concept to his clients.

Dr. Mathis and his firm, Mathis Group, offer a wide variety of services such as:

- City Manager/City Attorney Evaluation
- Team Building
- Goal Setting Workshops/Town Hall
- Annual Goal Setting
- Style Analysis - Individual and Group
- Effective Communications
- Problem Solving and Project Management
- Organization/Department Audits
- Strategic Planning
- Executive Recruitments
- Coaching and Mentoring
- Change Management Strategies
- Personnel Conflicts / Outpatient Services
- Organizational Assessment

Mathis Group is and has been a member of numerous public organizations including ICMA (International City Managers' Association), California, City Management Foundation, California Utility Executive Management Foundation, National League of Cities and League of California Cities.



BIO

JANICE MATHIS, M.A.

PERSONNEL MANAGEMENT CONSULTANT

MATHIS GROUP

Janice Mathis brings extensive government and public agency experience to The Mathis Group having served as Deputy City Manager for one of the largest cities in Los Angeles County. She held a variety of positions at CSU Long Beach, working in both University Relations and Development, and the Dean's Office of the Graduate Center for Public Policy and Administration. Janice holds an M.A. Degree in Human Behavior and a B.A. Degree in Behavioral Sciences, with a focus on the Employee Assistance Program.

An accomplished writer, Janice co-authored the article, "Don't Drop the Ball on Your City Council," with Dr. Bill Mathis and former City Manager, Bill Garrett.

Janice joined Mathis Group ten years ago and specializes in recruitments; policies and procedures (revisions and updating); customer service training; completion of assessments of executive staff and best fit for top leaders' executive assistants. She has broad knowledge and training in supervisory skills and has worked with Dr. Bill in City Council and Special District Board Goal Setting with City/General Managers and Department Heads. Janice coaches staff and has also performed staff personnel assessments in her work for a large District Attorney's Office.

Janice is involved in the California Utility Executive Management Association and California City Management Foundation; she also has prior experience in the real estate, insurance and banking industries.

Section III: Recruitment Philosophy

Mathis Group provides numerous services to Water Districts throughout the State and believes the organization deserves “best fit” candidates – not merely numbers of applicants who won’t meet expectations.

Proposal Activities

1. Meet with all Directors individually to determine desired traits and qualities of the new General Manager for JBWD. Compare and contrast their experiences, economic conditions and values desired.
2. Summarize above qualities and traits in concert with Directors’ recruitment committee in preparation for a brochure of the position. Discuss the extent of a national campaign for advertising and ideas focused recruitment on known qualities of a preferred candidate.
3. Meet with Chair, interim General Manager or Committee to review strategies and finalize salary range and benefits package. Strategies to discuss may include:
 - Invitation to (qualified) internal candidates;
 - Offer to invite select citizens or staff to meet with consultant to discuss traits and needs for the new GM from their viewpoints;
 - Timelines and activities will be outlined and agreed upon. We can complete the recruitment in a timeline agreed upon.
4. Formalize announcements and coordinate recruitment with HR Department. Cost of ads will be managed and paid for by JBWD.
5. Initiate a formal recruitment invitation to known qualified applicants and go to both State and nation-wide GMs. Utilize contacts from Directors that include their ideas.
6. Review and rate all applicants against traits and qualifications outlined by the Board.
7. Recommend 10 Finalists to the Chair and Board or recruitment committee, who will then narrow them down to the best 5-6 for final interviews. Dr. Mathis will review and grade all final candidates with the Committee.

- 8.** The Finalists will be recommended and given times to meet with the entire Board; other options may include:
 - Panel of General Managers
 - Panel of Department Managers
 - Panel from Community
- 9.** Work with Recruitment Committee and HR Manager in providing sample interview questions for the Panel(s).
- 10.** The selection process should yield 2-3 candidates to move forward to the final round. Dr. Mathis will provide management profiles and personal styles for each of these Finalists, and any additional supplemental questionnaire they may have.
- 11.** Dr. Mathis, Chair and Recruitment Committee will negotiate the final package for Board review and final meetings with top candidates. Board may elect to have final meetings with chosen candidates/spouses to discuss the JBWD and transition to the community and organization.
- 12.** Supervise and finalize the backgrounds to the comfort of the Board. Dr. Mathis will work with the Committee on coordination of press releases and updates to the Board or Community.

Section IV: Fee

\$17,950 (plus expenses not to exceed \$3000)

Retainer: \$7,500 upon signing of Contract

Payment Schedule: Second incremental payment due after 10 finalists are selected; final payment due when candidate is hired.

- * Mathis Group guarantees candidates for one year or will recruit again for expenses only.
- * Mathis Group can begin immediately and complete search in a timely manner.
- * Timeline can be within time period set by the Board.

Dr. Bill Mathis

Board President, JBWD

William Mathis, PhD.

Attachment: Bios, References

SECTION VI
COST SHEET

6.1 INTRODUCTION

Proposer shall complete this cost sheet to include all costs, including travel and per diem, in accordance with the scope of work defined in Section III. Proposer may submit detailed cost sheets on reimbursable expenses, as back up to this summary page; however, total costs must be reflected on this summary page.

6.2 COST FOR SCOPE OF SERVICES, SECTION III

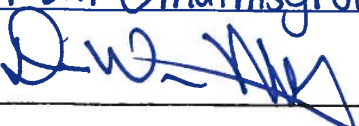
	Projected Hours	Subtotal
Scope of Services, Section 3.2 (a)	8	\$ 3,000 ⁰⁰
Scope of Services, Section 3.2 (b, c)	16	\$ 2,000 ⁰⁰
Scope of Services, Section 3.2 (d, e)	8	\$ 4,000 ⁰⁰
Scope of Services, Section 3.2 (f, g, i)	10	\$ 4,000 ⁰⁰
Scope of Services, Section 3.2 (h, j)	8	\$ 1,950 ⁰⁰
Reimbursable Expenses	—	\$ 3,000 ⁰⁰
Other cost not included in the above (describe)	—	\$ —
TOTAL	50	\$ 17,950⁰⁰

This proposal submitted by: Mathis Consulting Group
Company Name

Representative Dr. Bill Mathis

Address 3435 Valle Verde Dr.
Napa, CA 94558

Phone & Email dr.bill@mathisgroup.net | 707-252-2151

Authorized Signature 



References 2013

Name	Location	Email	Phone Number
Marty Zvirbulis	Cucamonga Valley Water District	MartinZ@cvwdwater.com	(909) 483-7432
John Mura	East Valley Water District	jmura@evwd.org	(909) 238-1739
Ken Deck	Rowland Water District	kdeck@rowlandwater.com	(562) 690-7142
Joone Lopez	Moulton Niguel Water District	lgray@mnwd.com	(949) 448-4071



Cucamonga Valley
Water District

Martin E. Zvirbulis
Secretary/General Manager/CEO

10440 Ashford Street • Rancho Cucamonga, CA 91730-2799
P.O. BOX 638 • Rancho Cucamonga, CA 91729-0638
(909) 987-2591 • Fax (909) 476-8032

March 13, 2013

RE: THE MATHIS GROUP

The Cucamonga Valley Water District and Dr. Bill Mathis and the Mathis Group have developed a successful partnership and working relationship that has spanned over a decade. During this time our work together has included collaboration on a number of organizational initiatives related to Cultural Assessment, Leadership Development as well as other successful projects including support for the District's elected officials. Dr. Mathis's contributions, facilitation and working relationship with me, our Board of Directors and Staff has been essential to our Team's success.

The District like so many others often uses consultants that from time to time can leave one disappointed with the results. Fortunately, that has not been the case with Dr. Mathis and the Mathis Group. I appreciate Dr. Mathis's willingness to listen and understand our or my specific needs while helping to create a collaborative working environment bringing individuals together to achieve desired results.

Should you have any other question or need additional information, please to contact me at 909-483-7434.

CUCAMONGA VALLEY WATER DISTRICT

Martin E. Zvirbulis
General Manager/CEO

March 13, 2013

To Whom It May Concern:

East Valley Water District has had the privilege of working with the Mathis Consulting Group and Dr. William Mathis for the past four years. During this time, the District has made several significant changes to its organizational structure with the assistance of Dr. Mathis. He has been instrumental in the recruitment of a new General Manager/CEO, Human Resources Manager and an Assistant General Manager. He has been involved with the development and implementation of the District's Strategic Plan, Board Norms, and has facilitated the Boards request to modify the District's corporate culture and values.

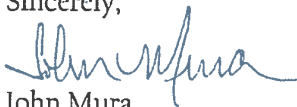
The Mathis Consulting Group has assisted the District with the development of employee programs, board coaching, leadership goals, team building, administrative professionals training, and facilitated the General Manager evaluation process. Dr. Mathis has assisted the District in establishing an environment of continuous learning and created a work environment that encourages all employees to excel.

Dr. Mathis has been instrumental in enhancing the District's mission to be more conducive to efficient and effective public service while meeting the community's expectations. Throughout this labor intensive process Dr. Mathis and his staff have been easy to work with, and always willing to take the time to discuss my concerns and respond to questions.

I feel confident in recommending Dr. Mathis and the Mathis Consulting Group services.

Please feel free to contact me directly at 909-806-4290 if you have any further questions.

Sincerely,



John Mura
General Manager/CEO

Matt Le Vesque
Chairman of the Board

James Morales, Jr
Vice Chairman

Kip E. Sturgeon
Board Member

George E. "Skip" Wilson
Board Member

Ben C. Coleman
Board Member

John J. Mura
General Manager/CEO
Secretary



ROWLAND WATER DISTRICT

BOARD OF DIRECTORS

Szu Pei Lu-Yang
President

Robert W. Lewis
Director

Anthony J. Lima
Director

John Bellah
Vice President

Teresa P. Rios
Director

Ken Deck
General Manager

Ted Carrera
Assistant General Manager

Janet Morningstar
Legal Counsel

March 13, 2013

To Whom It May Concern

In an effort to achieve the District's goal to become "Best in Class" the Rowland Water District engaged the services of Dr. Bill Mathis, The Mathis Group, to assist us in providing an organizational assessment in order to move forward with Board and Staff development.

Dr. Mathis has provided valuable management and staff training which has been very effective in accomplishing the District's long-term strategic plan of providing guided growth of the staff and Board of Directors, resulting in increased opportunities and an elevated level of service for customers.

Dr. Mathis' involvement and assistance with the District has been a major factor in achieving its goals and we look forward to his continued contribution in this area of development.

A handwritten signature in black ink, appearing to read "Ken Deck", is written over a horizontal line.

**Ken Deck
General Manager**



**A Proposal to Provide Executive Search Services
for the General Manager
Joshua Basin Water District**

September 19, 2013

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Appendix B. Neher & Associates Client List – 19+ (attached separately)

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Appendix D. Neher & Associates Brochure/Announcement and Sample Client Recruitment Brochures– (attached separately)

September 19, 2013

Joshua Basin Water District Board of Directors & Selection Committee
c/o Susan Greer
Acting General Manager
Joshua Basin Water District
61750 Chollita Road
Joshua Tree, CA 92252



Dear Ms. Greer and Board of Directors Members:

We are pleased to submit this proposal in response to the RFP sent to us by mail.

We fully appreciate the complexity of conducting key executive/managerial recruitments for a wide variety of positions including city/county managers, and directors and managers in: finance, human resources, healthcare, public works, safety (police and fire, etc.), human services, information systems, utilities, and much more. We believe we are uniquely suited to design and deliver a recruitment strategy that will work well with your organization's specific needs and goals.

As a retained recruiting firm, we ascribe to ethical standards which focus on: professionalism, integrity, competence, objectivity, accuracy, avoidance of conflicts of interest, confidentiality, loyalty to the client and candidate, equal opportunity, and the public interest.

We have conducted over 250 executive searches (including over 100 in California) and specialize in assisting public sector organizations as they seek management talent to help lead such complex public service organizations as the Joshua Basin Water District (JBWD). Our client list (see the Appendices) shares some of our experience in recruiting leadership for the nation's cities, counties, utilities, regional authorities, and other organizations.

As noted in the RFP we are hereby expressing our intent to perform the services as outlined in the RFP; we have reviewed and understand all elements of the RFP, and are willing to enter a contract under the terms and conditions prescribed by the JBWD Consultant Agreement.

We appreciate the opportunity to submit this proposal, and look forward to discussing our qualifications and approach with you with regard to your present and future needs.

In the meantime, if you have any questions or require additional information, please feel free to call me. I am an authorized representative of our firm, and by submission of this proposal am committing to provide the services in accordance with all project requirements.

Joshua Basin Water District, CA

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I will also serve as the primary contact person. My direct telephone number and e-mail are listed below, and the mailing address is printed on this cover letter.

Cordially,



Robert L. Neher, Jr.

Robert L. Neher, Jr.
President
Neher & Associates LLC
3790 Millerton Place
Suite 100
West Sacramento, CA 95691
Phone: (916) 443-2421 x2
Fax: (916) 443-5949
Cellular: (310) 809-0618
robertneher@executivesearchneher.com

EXECUTIVE SUMMARY & EXPERIENCE (Section I – Experience)

The principals of Neher & Associates are focused on Executive Search and Human Resources Consulting. We have conducted over 250 assignments. Our success can also be measured in the sizeable number of multiple search assignments that we have completed for many Clients.

We have worked in partnership with literally hundreds of clients to help them find their key Managers and Executive Officers. We have placed numerous Executives in governmental, not-for-profit and public sector organizations including States, Counties, Cities, Utilities, Transportation, Association, Foundation, Healthcare, Education and many other industries. We have also worked for a number of private sector companies.

We have read the RFP in detail and understand its objectives. We will comply with all items as listed. We have also gone to the Joshua Basin Water District website and other sources for additional information.

The principal/project manager assigned to the search has over 20 years experience in executive search. Other parts of this proposal cover details regarding process, additional experiences, etc.

BACKGROUND INFORMATION

Profile of Neher & Associates (Section II - Personnel)

- Neher & Associates is a national firm. We operate as a California Limited Liability Company (LLC) Corporation. Our FEIN is 06-1804574. We were established under the current name in January, 2007. We primarily serve government and nonprofit organizations and recruit experienced leaders and managers into positions that improve the capabilities of those institutions. Our principal consultants have over 45 years of combined executive search and consulting experience and many more years in direct service and management.
- We have offices in California and a satellite office in Florida. We also have support staff in Illinois, and Kansas/Missouri. We provide services on a national level. Services for a contract with JBWD will be provided primarily from our California Office.
- The address for our main corporate office is: 3790 Millerton Place, Suite 100, West Sacramento, CA 95691. The phone number for our California office is (916) 443-2421, and the fax is (916) 443-5949. Cellular number is (310) 809-0618. Our website is: www.executivesearchneher.com and e-mail should be addressed to: robertneher@executivesearchneher.com
- Correspondence should be directed to Robert Neher, President of Neher & Associates at the address, phone numbers, e-mail etc. as noted above.
- No other firm other than Neher & Associates is currently intended to be party to this proposal or fulfillment of the contract when approved, and there is no current or pending litigation.

Joshua Basin Water District, CA

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ORGANIZATION (Section II- Personnel)

- Current Neher & Associates staff is seven. A partial listing of staff for assignment to assist the JBWD is included under “Project Team. Eighty five (85%) of the total staff are women or minority.
- No other firm other than Neher & Associates is currently intended to be party to this proposal or fulfillment of the contract when approved.
- Organizational Chart:

President

Executive Vice President

**Vice President and CEO
Value Training Group**

**Vice President and
General Counsel**

**Business Manager
and Senior Consultant**

Senior Consultants

Consultants

Research and Administrative Staff Support

**PROJECT TEAM QUALIFICATIONS AND EXPERIENCE (RFP item 6h)
PROFESSIONAL BACKGROUND OF ASSIGNED PERSONNEL**

Project Staffing (Section II – Personnel)

- Our team brings to this project a combination of background and skills vital to the requirements of JBWD. As previously noted, the overall Project Manager will be Robert Neher, assisted by Rahn Sibley and others who will also lend support as needed and are listed with their Bios in *Appendix A - Project Team*. Robert Neher will be the primary on-site manager. His background and experience includes over 20 years of executive search experience on a national level.
- Our executive search staff are all professionals, each with extensive management background as key executives in public organizations. The recruiters to be assigned to this work have significant personal experience recruiting a range of executive and administrative leadership for a broad range of clients. We assure that the individuals listed represent our current team assigned to search for the JBWD and that any additional future staff assigned will be submitted to you for prior approval. We are available to immediately assist with your current needs.
- Eighty Five (85) percent of current Neher & Associates staff are women and minorities as defined by current US ethnic and census criteria.
- The primary Neher & Associates contacts for JBWD will be Robert Neher, MA, FACHE,

President; Lawrence Davenport, MA, EdD, Executive Vice President; Rahn Sibley Vice President and CEO Value Training Group; Raymond Massie, JD, Vice President and General Counsel; Art Chaudry, Senior Associate, BSE, MBA; and other staff and research associates as needed.

- All of the above mentioned staff may be involved in some phases and tasks of the search as previously outlined. On-sight representation will, however, primarily be the responsibility of Robert Neher and Rahn Sibley. Robert Neher and Neher & Associate Research Staff will be responsible for coordinating advertising. Research will be coordinated by Robert Neher with assistance from other company Principals and Research Staff. General Networking and Outreach will be coordinated by Robert Neher with support from Lawrence Davenport and Rahn Sibley. Specific Diversity Outreach will be coordinated by Rahn Sibley with support from Lawrence Davenport, Raymond Massie and perhaps Art Chaudry. Offer negotiations will rest mostly with Robert Neher, and contract development (if needed) for JBWD and the new hires with Robert Neher and Raymond Massie. An organizational chart was provided earlier in this proposal.
- We will spend whatever time is necessary to complete all tasks and objectives in the search plan. The main project Manager (Robert Neher) will be available by office and cell phone on a seven day per week, 24 hour per day basis. Other staff will be available during regular business hours during the day and by cell phone in the evenings if critical issues need to be discussed.

FIRM QUALIFICATIONS AND EXPERIENCE (Section I - Experience)

Neher & Associates is well known for our strategic process, partnering methodology with our clients, thorough screening and background checking, ability to tailor our consulting and executive searches to the specific and unique needs of our clients, and to get results. We will work on a search until it is complete regardless of the time and effort required. **We also provide a one year replacement guarantee.**

- Although primarily known as a leading executive search firm, Neher & Associates also provides other general and specialty management consulting services, including management audits, organizational development, public safety, strategic planning, assessment centers, leadership development training, performance management, executive coaching, diversity training, and human resources management.
- We have completed about 250 executive searches throughout the United States of which about one hundred (100) searches have been in California for forty seven (47) different agencies including those involved with water resources.
- We specialize in recruiting leadership for cities, counties, state, education, healthcare, regional authorities, utilities and nonprofit organizations. Our client list (see Appendices) attests to our experience in assisting these organizations large and small to find the talent they need.
- Working with boards, councils, search committees, executives and human resource offices in such settings, we are accustomed to the complex internal dynamics, networking, and candidate

screening and evaluation processes that routinely arise in recruitments of this nature, and to the high level of constituent, political, and media interest they sometimes engender.

- Neher & Associates consultants have built long-term relationships with our Clients. We have conducted multiple searches for many of these Clients.
- As previously noted, we have conducted about 250 successful executive search consulting engagements covering a broad range of positions including many positions in water utility and other public sector agencies. A copy of our Client List is attached as *Appendix B*.

City and County populations of our clients have varied from a few thousand to over 9.6 million.

Some of our clients involving water utility, utilities and related clients have included: Contra Costa County, CA (Director of Environmental Health); City of Los Angeles, CA (Director of Telecommunications, Department of Water and Power); East Bay Municipal Utility District (General Manager, Chief Engineer, Assistant Chief Engineer-Planning, Manager of Employment); Metropolitan Water District of Southern California (Assistant Director of Information Services, Manager of User Services); Marin Sonoma Mosquito and Vector Control District, CA (District Manager), Monterey Peninsula Water Management District, CA (General Manager); San Diego Gas & Electric Company, CA (Financial Analyst/Planner); City of San Antonio Water System, TX (Vice President, Human Resources); City of Richmond, VA (Director of Public Utilities, Deputy Director of Public Utilities/Operations). We have also completed numerous public works and engineering searches that included significant responsibility for utilities, water services etc , and have recently completed a search for the Director of Ethics and Corporate Governance for the Santa Clara Valley Water District (SCVWD), for whom we have also just initiated another search for their Assist Operating Officer – Water Supply.

- References are included as an attachment.
- We have worked on long-term contracts with a number of Clients. We have also been fortunate to conduct multiple searches for many of our Clients over the years that attests to the quality of the searches and satisfaction of those Clients with our work on their behalf.
- Please see the attached client list for a detailed listing of some of these and other searches. Our search process and methodology used with our searches is also addressed in detail in this proposal. References for some of these searches are attached and include a listing of the lead consultant on the search (es).
- The management and supervision of any and all staff providing services to the JBWD will be provided by Robert Neher (President), and Rahn Sibley (Vice President) of Neher & Associates.

WORK PLAN/TECHNICAL APPROACH/PROJECT MANAGEMENT (Section III – Performance of Services)

Work Plan –Executive search project understanding and approach

As the successful contractor, we will provide you with the quality services and expertise our clients have come to expect. Nearly half of the candidates hired as a result of our searches have been women or people of color. And we warranty our work: if the person you hire does not work out within a year, we will reopen the search and replace the person for no additional professional fee.

Our Search Services Feature:

- Designing a customized recruitment strategy to match your history and leadership patterns, current issues and future challenges;
- A calendar that starts immediately upon authorization to proceed, includes regular progress reports, and usually concludes within 90 to 120 days;
- An extensive, narrative-written job profile including your organization’s history and leadership patterns, current issues, and future challenges of the job (*we understand that you may not want us to design and prepare printed brochure – if so, we will need to work very closely with you with regard to your current position description and it’s use or modification for some of the networking in the search*);
- A recruitment process and approach that includes advertising, but also relies more upon aggressive networking than passive advertising, (*we also understand that you may place your own advertising – if so we would again need to coordinate closely with you to assure that notification is reaching out to the best mix possible*);
- A large pool of applicants who meet the minimum qualifications and a targeted, diverse pool of qualified, proven candidates for interview;
- Comprehensive reference and background checking;
- Ongoing quality review of project deliverables, time and service benchmarks, weekly status reports, candidate reports, and coordination/communication between Neher & Associates and the JBWD Board and Selection Committee;
- Personal guidance and assistance to the JBWD Board, Selection Committee, Human Resources, Departmental representatives, and other staff that facilitates interviews, candidate travel, evaluation of candidates, decision-making, relocation, negotiations, and employment agreement assistance with the candidate selected.

Task Summary – General Approach:

We have a straightforward, structured search process. We adapt it to your requirements, and then ask you to join us as partners in its implementation. We will work closely with the JBWD Selection Committee, Board, management and staff to establish agreed upon strategy, tools, critical path items and decision points of note in the search process.

Please see “Project Team and Resumes” for our firm’s work team assignments. At each stage, we provide written materials, training, and explanations as needed. Although we follow a clear strategic work plan and closely monitor agreed upon tasks and goals, we also believe that, in the long term, results are most important.

The following Tasks and Outcomes address the general approach and services provided:

- **Scope of Services.**

The scope of services will consist of recruitment/market strategy, recruitment including advertisements, mailings, networking, cold calling and use of your current or development of a new position profile/brochure; candidate contacts/evaluation, screening, including review and the development of a written Progress and Final Report of leading candidates and finalists; performing reference and background checks; regular verbal and written status reports; assisting in the interview process, candidate negotiation, and holding periodic meetings with the Board, the Selection Committee and appropriate designated JBWD staff.

- **Key Meetings.**

We will also meet for at least one or two days with the JBWD Board, Selection Committee, designated staff, community/public representatives, and other key stakeholders at the beginning of the contract to identify major issues the future hires will face; determine the critical qualifications for the position(s) as identified by you; establish specific timelines; and collect information to develop the search criteria and develop a search profile. We would also anticipate at least two later meetings to discuss/review the written Progress Report (Leading Candidates), and participate in final interviews (Final Report).

- **Initial Candidate Screening.**

We sort candidates based on the criteria established, profile, comments from peers and colleagues, training & education, resume/bio review, communication ability and experience, accomplishments, references, background checks, telephone and personal meetings, review of appropriate writing and work samples, the degree of their expressed interest/commitment to consider the specific position, and many other methodologies. The written Progress Report and Progress Meeting that is provided to you is also key to assuring that we are on track and to narrow the field from leading candidates to finalists for interview, and reduce (with your input) to a list of screened finalists.

- **Interview Process.**

In addition to our telephone interview/screening/assessment of candidates, and face-to-face or video conferences with potential finalists, we will assist with the interview process as well as provide negotiation support.

- **Recruitment Brochure.**

Qualifications and criteria for the position are usually developed from review of existing job descriptions, review of budget, strategic planning, other relevant JBWD documents, chamber of commerce, news media and many other sources, as well as discussions with the Selection Committee, Board, Human Resources, key Department Heads, and others as designated by the JBWD. *This process may need to be modified if, as indicated, the JBWD wishes to use its own current position description/profile in lieu of a recruitment brochure designed by Neher & Associates..*

- **Advertising.**

Appropriate advertising should be used. This includes hard-copy publications and electronic media and other organizations and publications specific to the type of position including to the job type as well as our web-site, local media, etc. Please note, however, that in our experience, the best candidates often come from networking rather than advertisement. We therefore focus a great deal of time on the networking and personal contacts. *This process may also need to be modified somewhat depending on the Districts wish to handle all ad placements yourself.*

- **Candidate Screening.**
Together with the designated staff/contacts, we will reduce the pool of candidates to a list of no more than 15 semi-finalists and from there to approximately five or six (5-6) screened candidates for interview. Summary information will be provided on the leading candidates to include – background, achievements & strengths, etc. We also conduct initial reference and media checks on the top candidates invited for interviews. A complete background and reference check will be conducted on the final candidate.
- **Reference & Background Screening.**
Applicant information is verified via discussion with the applicant, peers, colleagues, subordinates, bosses, news media, review of reports & documents, writing samples, background screening and references, education & employment verification, telephone, video conference and/or face-to-face meetings/interviews, and other means including occasional psychological testing and assessment centers. DMV, Criminal, Credit and other background checks are also completed.
- **Selection Process.**
Selection is made using all of the above plus an interview(s) between the candidate(s) and you. We also involve the candidate’s family and significant others in the process as appropriate. During the interview and screening process, we will consult and assist you with screening including rating and other tools.
- **Offer Negotiations.**
We work closely with the final candidate(s) and you to help negotiate an offer, acceptance, employment agreement/contract, starting date, etc. This often includes assistance drafting offer letters, compensation/benefit research, contract/agreement review, discussion with legal counsel when appropriate, and individual negotiation. We make it a point to be available to help both the final candidate and you to reach an amiable conclusion that ends with confidence and enthusiasm on both sides.
- **JBWD, Board, Selection Committee, Human Resources & Appointing Authority.**
As noted earlier in this proposal, we have worked with hundreds of public sector and quasi private sector clients including cities, counties, states, the federal government, and numerous utility, transportation, educational institutions and other public service organizations. As such we have also worked with the Boards, Councils, Advisory Boards, Stakeholder Groups, and Committees, Selection Committees, Public & Citizen’s groups, State, Local and Federally legislated and mandated advisory boards, commissions, as well as elected local, state, and national representatives. The JBWD Board, Appointing Authority, Selection Committee and other Executives (and their delegates) are critical to the search process from assistance in providing initial information regarding goals and objectives of the JBWD, criteria relevant to the duties and responsibilities of the position being recruited including input and approval of the overall recruitment process and recruitment profile/challenge statement/ brochure, interview and selection of the final candidate, approval of the final employment agreement, etc. Our role is to assist in the process and to consult with and help you to make a well informed decision. We believe the final choice is yours to make. We will help you make a well-informed choice by framing what we have together learned about the candidates in the context of the job and specific requirements. Our role is to help make that decision easier.
- **Search Closure/Sign-offs.**
At the end of the search, all applicants will be appropriately notified of the result in a

professional manner that reflects well on the JBWD.

- **Quality Control/Assurance.**

All work done as part of any and all search or consulting work for JBWD will be subject to quality assurance, quality monitoring, quality improvement, task review/confirmation, and standards review as part of current Neher & Associates Policy and Operating standards. Overall supervision is provided by the President of the company with support from the Vice President and Vice President/General Counsel as needed. We will establish benchmarks in conjunction with JBWD as required or appropriate.

POLICY REGARDING POSSIBLE OUTCOMES GUARANTEES

Service Guarantee

We guarantee you that we will identify and recruit highly qualified candidates for JBWD regardless of the time and effort required, and that we will complete the search to your satisfaction. We ask in return that you commit to respond to our inquiries and candidates in a timely manner, to pay our bills promptly, and to provide honest guidance to us in the course of the search on both criteria and candidates. If you hire a candidate whom we have found and recommended, and if within twelve months from the date of hire you choose to terminate that person for any reason except disability or the person leaves for any reason except death, disability, military, or a national emergency, we will reopen this search and replace the person for no additional professional fee. The only charge to you would be for direct expenses as outlined above. We offer this warranty provided that you request such a process within 30 calendar days of the hire's termination or resignation.

SCHEDULE –TIMETABLE

We generally hold the first meeting with you within 5 days or less of contract signing and search assignment. Typically, we will deliver a written Profile/Recruiting Brochure within approximately two and a half to three weeks of the start of a search, and in addition to regular weekly verbal/written reports, will also produce a written Progress Report that includes information on the leading candidates at about the 6th or 7th week. A written Report on finalists will be provided prior to candidate interviews at your offices. This would include written reference and other related checks such as education and licenses/certifications and is typically delivered approximately 3 weeks following feedback from you on the Progress Report. A detailed background check including criminal, department of motor vehicles, credit, etc. will be conducted on the finalist unless you choose to conduct your own. We would be happy to provide you with a copy of a typical schedule flow chart if this would be useful.

This time table may also vary depending on your need to move the search more quickly. We will develop an approved time schedule and important milestone markers with you at the start of the search.

CLIENT REFERENCES

References are attached in Appendix C. of this proposal.

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Additional references are available upon request.

COST/PRICING INFORMATION

Neher & Associates is a retained firm and as such we charge our clients on either a negotiated fixed fee or negotiated percentage of the base salary of the placement. We do not provide contingency recruiting services.

We are proposing the professional fee for the JBWD searches as flat fixed fees. Direct expenses are also charged, and are being estimated separately from the professional fee. **These expenses are capped with a not to exceed limit of \$4,500 for a national search focus (the amount would be less for a regional search).** Direct expenses include such items as advertising in professional journals and publications, research, data, fax, telephone communication costs, photocopying, printing, brochure development, printing, administrative support services, video conferencing and travel for our project team members to meet with you and interview candidates, etc. consistent with your standards and approval process. We would be happy to provide any additional details you may require. Expenses for multiple searches will also be lower. **Please note, if we are not paying for advertising the expenses will be reduced by approximately \$1,500. An additional reduction of \$750 would be recognized if we also do not do a formal recruitment brochure. Expense total with these changes would be about \$2,250.**

We also do not, like some firms, believe that once the expenses cap is set that we have a right to bill out 100% of the figure set. We will invoice only for actual expenses and will provide documentation. Unlike most firms, **it is not uncommon for us to leave some expense savings on the table at the end of the search that can be returned to your budget. As an example we saved over 25% of original projected expenses for one recent client and over 30% for another.**

Please note that we generally check at least five (5) to eight (8) telephone references on finalists including immediate superiors, colleagues, staff reporting to the candidates, and significant others who can provide other specific information warranted or suggested. We also complete a thorough background check (education, certification/licenses, DMV, criminal, and media) on the finalist(s).

Given the current budget concerns facing most public organizations today and the size of the JBWD, the professional fee for the General Manager search is proposed at a reduced rate of \$10,000. A significant reduction is also offered for additional searches initiated within one year or less of the first search conducted.

As an accommodation to the JBWD, the professional fee(s) may be payable in three installments with one third due at the beginning of the search, the second third in 30 days, and the final third when finalist selections are made.

We will bill you monthly at cost for direct expenses (as noted above) necessary to successfully complete the search. These costs will be advanced by Neher & Associates. We would appreciate reimbursement by the District upon the presentation of receipts and an itemized statement. Direct expenses are capped as noted above.

As noted, reimbursement of candidates' interview expenses with you will be your responsibility, and we will arrange to have these expenses submitted to you for direct payment. We have, however, incorporated candidate expense in some contracts and would be willing to discuss this.

We will begin work when a signed Contract or Engagement Letter is returned to us. Unless there are special circumstances, we ask that if possible, payment would be due within 30 days or less of the statement date. Retainers paid to Neher & Associates are non-refundable.

We will at all times provide services that are ethical and responsible in support of the interests and goals of JBWD.

If, in the course of this search, we introduce you to a person whom you hire for another position within twelve months of the closing of this search, we will bill you another 50% of the retained fee or a pre-negotiated fee for the comparable recruitment or a predetermined agreed upon rate.

In the event it becomes impossible or unnecessary for Neher & Associates to complete a search, due to supervening circumstances beyond the control of either party or at your choosing, Neher & Associates would be discharged from this Agreement and the District will owe us nothing beyond the retainer installments accrued since the start of the contract and any as-yet-unreimbursed expenses incurred.

If you would like to discuss individual tasks, in general the services and tasks would divide as follows:

- 15% - Scope of Services and initial meetings
- 15% - Initial research and position profile/brochure
- 5% - Ad placement
- 25% - Candidate research, recruiting and networking
- 20% - Candidate screening and reporting
- 20% - Background checks, Final Report, Client Interviews and negotiations
- 0% - Follow-up with Client and Candidate after placement

OTHER INSTRUCTIONS/WITHDRAWAL OF PROPOSAL

As requested, this proposal and cost/pricing will remain valid for a minimum of sixty days (60).

SAMPLE PROFILES

Sample profiles of previously conducted searches are attached.

FINAL COMMENT AND ADDITIONAL INFORMATION

We will work with JBWD as partners in the search. The search process will be tailored to your specific needs. We do not treat all searches the same and we do not recycle candidates but rather search specific to your organization, community criteria and needs. We work heavily with networking and personal calls and see advertising as an adjunct.

Joshua Basin Water District, CA

We are also highly computerized and use electronic correspondence and recruiting mechanisms to a high degree. Although some mailings etc may be done, we have found that information given directly to potential candidates and networking contacts in their direct e-mail is more efficient and gets longer term positive results.

APPENDICES

Appendix A. Project/Search Team

Appendix B. Representative Client List

Appendix C. References

Appendix D. Neher & Associates Brochure/Announcement and Sample Client Brochures

APPENDIX A. PROJECT/SEARCH TEAM

Robert L. Neher is President of Neher & Associates. He has over 25 years of executive management and consulting experience and has conducted and managed numerous regional and national recruitments for public and private sector clients. Previous Executive Recruitment experience includes having served as Executive Vice President of Bennett Yarger Associates, Executive Vice President of Intech Summit Group, Inc., as a Vice President of Norman Roberts & Associates, Inc., and as a Managing and Regional Director with MAXIMUS. Additional experience includes having served as Executive Director, National Consulting for Joint Commission World-Wide Consulting; and Vice President and Chief Executive Officer of Vista Management Services. Mr. Neher has also served as a County Human Services Agency Director and as a Deputy County Administrative Officer. His public sector clients have included numerous city, county governments, state government, utilities, education, and not-for-profit agencies and organizations, where he has recruited numerous City & County Managers, Deputy Managers, Finance Officers, Human Services and other high level executives in education, healthcare, information systems, utilities, transportation, and other industries. He received his Bachelor of Science degree from San Diego State University and a Masters degree in Urban Studies and Public Administration from Occidental College. He was also an Economic Development Intern with the US Department of Commerce and a Fellow in Public Affairs with the prestigious CORO Foundation. He is a current and past Board member, officer, diplomate, and general member of numerous professional and community organizations including the ICMA and GFOA, and is the recipient of many awards and honors for his teaching, business, and public service. Mr. Neher has authored articles and spoken before statewide, regional and national organizations on the subjects of operational management, managed care, integrated systems delivery, strategic planning, marketing, quality assessment and performance improvement, human resources management, diversity training, and executive recruitment and retention. Mr. Neher will serve as the primary on-site representative and overall Project Manager.

Lawrence Davenport is Executive Vice President of Neher & Associates. He has over 25 years of top-level executive management and consulting experience in education, public and private sector business and government organizations. His experience includes serving as Senior Vice President of Bennett Yarger Associates, Executive Vice President for University Advancement/Executive Director for FAU Foundation and Chief Operating Officer for Florida Atlantic University, Chief Executive Officer for Hale House Center, Inc in New York, Deputy Administrative Officer for the U.S. House of Representatives, Washington, DC, Senior Vice President- Mid-Atlantic Region, AntinNeher Associates, CA, Vice President of Finance and Operations and Chief Financial Officer for Milton Hershey School, PA, Chief Financial Officer for Seattle Public School, WA, Associate Vice Chancellor for University Advancement and Planning at the University of California, San Francisco, Assistant Secretary for Management and Administration for the United States Department of Energy, DC, Assistant Secretary for Elementary and Secondary Education, United States Department of Education, DC, Associate Director of ACTION, DC, Provost for the San Diego Community College

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District, CA, Vice President for Development, Tuskegee Institute, AL and Assistant Dean, the University of Michigan-Flint, MI. Dr. Davenport received a Bachelor of Arts and Master of Arts Degree from Michigan State University, an additional Master of Arts from Leicester University, England, and a Doctorate of Education from Fairleigh Dickinson University, NJ. He also has completed additional training in management and finance at Stanford University, CA and Harvard University among others. He has written several articles, is co-author of the book Career and Minorities. He has served on numerous advisory councils and commissions, including Presidential appointments as Chairman of the National Advisory Council of Vocational Education and Vice Chairman of the National Council on Equality of Educational Opportunity. In addition he has served as a member of the Editorial Board for Financial Executive Institute, and a Member of the Board of Trustees for Financial Executives Research Foundation. Dr. Davenport has also received numerous honors and awards including profiles in Financial Executive Magazine, and appears in Who's Who in America, Who's Who Among Black Americans, and Who's Who in Finance and Industry. He will serve as a consultant on the search.

Rahn Sibley is a Vice President with Neher & Associates, and Chief Executive of our Value Training Group (Diversity, Management Coaching and related Training & Education). A veteran of 30 years of sworn full time law enforcement with a full range of assignments from graveyard desk officer to Interim Chief of Police, he is known for being a strong advocate of community- oriented policing and community government, he also believes that diversity gives organizations strength. His law enforcement assignments have included: Interim Police Chief, Commander, Special Services, Commander, Administrative Bureau, Internal Affairs, Training Manager, Public Information Officer, Commander, Community Policing, Field Training Manager, S.W.A.T. Team, Gang and Narcotics Investigation Officer, Detective, and Grant Writer. He has worked in both rural and major metropolitan law enforcement agencies such as the Riverbank, Piedmont and Compton Police Departments. He has conducted numerous seminars on neighborhood organizing and COPPS throughout the United States, has been a key participant in curriculum development for courses for the California Police Officers Standards and Training (P.O.S.T.) and is a certified instructor in Hate Crime Investigation and Cultural Diversity. Rahn is a past or present member of the International Association of Chiefs of Police, a Vice President of the San Francisco Bay Area Chapter of the National Organization of Black Law Enforcement Executives (NOBLE), the California Peace Officers Association, California Association of Code Enforcement Officers (CACE), Board of Directors of the East Palo Alto YMCA, and Board Member of the East Palo Alto Team Home and the 49er Academy Alternative School. He will serve as a consultant and additional on-site representative on the specific search.

Raymond Massie is a Vice President and General Counsel with Neher & Associates. He has over 20 years of experience in management, law and education. Previous positions include Assistant Professor of Business Law at Stockton State College in New Jersey, Director, Office of Minority Economic Impact for the U.S Department of Energy, Senior Labor Counsel and Senior Counsel for the Motorola Law Department, Illinois, Senior Counsel for Sears, Roebuck and Company, Illinois, Adjunct Professor for Copyrights at the John Marshall Law School in Chicago, Director
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of Tactical Analysis in the Office of the President at Florida Atlantic University, and Associate Vice President of Business Affairs and General Counsel at Saint Leo University, Florida, and General Counsel at K2 Financial, LLC in Delaware. Dr. Massie has a Jurist Doctorate from the John Marshall Law School in Chicago, and bar memberships in New Jersey, Pennsylvania, and Washington, D.C. He is also an Authorized House Counsel in Delaware and Florida. He will serve as a consultant on the search.

Art Chaudry is a Senior Consultant with Neher & Associates. He has over 25 years of broad based executive management and consulting experience with in-depth expertise, experience and positive impacts in private, public and not-for-profit sectors. His core competencies include Operations, Finance and General Management, he has led strategic, financial and tactical initiatives to grow revenues, improve productivity and achieve superior results in diverse companies and organizations from large multinationals to small not-for-profits. He has also provided leadership in growth, mergers, acquisitions, restructuring and turnaround environments, as well as project and process management. He has a passion for diversity inclusion and multiculturalism which has helped him build strong and diverse teams to tackle challenges and assignments. Art's business career began with Johnson and Johnson, where he advanced to the position of National Planning Manager for its Personal Products Division overseeing the supply chain management function. He was recruited by Marion Labs in Kansas City as the Director of Operations and Material Planning. Eventually it became one of the largest pharmaceutical companies in the world, Sanofi-Aventis. He served in various capacities and positions of increasing responsibility including Operations Controller, Vice President of Global R&D Planning and Administration and Vice President for Global R&D Finance and Controlling. He later joined the Kansas City Royals, a Major League Baseball franchise as its Senior Vice President of Business Operations and Administration. He later answered the call for public service and became the Chief Administrative Officer for Jackson County in Kansas City, and more recently served as the Executive Vice President and CFO of Union Station, also in Kansas City. Art received a B.S degree in Civil Engineering from the University of Illinois in Champaign-Urbana. He also has an MBA in Management from the Loyola University of Chicago, and has done Post Graduate work at Northwestern, Stanford and Wharton School of Business. Art is also a respected business and community leader who has worked effectively with a broad range of community, public and private sector stakeholders. He has served as the Chairman of the Urban League of Greater Kansas City and works to promote causes that build bridges across racial, religious and ethnic lines. He will serve as a consultant on the search as needed.

APPENDIX B. NEHER & ASSOCIATES CLIENT LIST

Attached is a Neher & Associates Client List of Executive Recruitment Clients and Searches

APPENDIX C. REFERENCES

Following are a few references for Neher & Associates. Other references are available.

Marin Sonoma Mosquito & Vector Control District, CA

Contact: Charles Bouey
President, Board of Directors/Trustees
PO Box 1777 Sonoma, CA 95476
707-996-5490

Tamara Davis
Chairperson, Board of Directors/Trustees
Chair of Search Committee
903 Hacienda Circle, Rohnert Park, CA 94928
707-585-6153

Position: District Manager (CEO)
Recruiter: Robert Neher and Rahn Sibley

Lane Council of Governments (LCOG), OR

Contact: Robert Swank
Associate Director
99 East Broadway, Suite 400
Eugene, OR 97401
541-682-4435

Jon Ruiz (see above)
City Manager, City of Eugene, OR and Search Committee member for LCOG
(541) 682-5010

Position: Executive Director (LCOG represents 29 member agencies including 12 different small and large cities, 2 utility districts, 2 emergency service districts, college and educational institutions, parks and library districts etc.).
Recruiter: Robert Neher & Lawrence Davenport and Rahn Sibley

Other references available upon request including from our current client, the Santa Clara Valley Water District as well as other city, county and state organizations.

City of Richmond, CA and City of Oakland, CA

Contact: Cedric Williams
Former Director of Human Resources Management City of Richmond, CA and for City of Oakland, CA
Cell 510-719-7472

Position: City Manager, Assistant City Manager, Community and Economic

Development Director, Planning Manager/Director, Assistant City Manager –
Human Resources Director, Housing Authority Executive Director, City Attorney,
and Deputy Director/Budget and Financial Services for the City of Richmond.

Director, Office of Corporate Information Services, Library Director, and Finance
Director for the City of Oakland.

Recruiter: Robert Neher and Lawrence Davenport

**APPENDIX D. NEHER & ASSOCIATES BROCHURE/ANNOUNCEMENT
AND SAMPLE CLIENT RECRUITMENT BROCHURES**

APPENDICES

Appendix A. Project/Search Team

Appendix B. Representative Client List

(SEE ATTACHED)

Appendix C. References

Appendix D. Neher & Associates Brochure/Announcement and Sample Client Brochures

Attachment JBWD Cost Sheet

(SEE ATTACHED)

(SEE ATTACHED)

Representative Client List

Executive Recruitment Clients Served by Current Associates of Neher & Associates, LLC

ARIZONA

City of Flagstaff

- City Manager

City of Phoenix

- Prequalified Vendor

Health Partners of Southern Arizona

- Director of Senior Services

Maricopa County

- Hospital Director/CEO

Summit Health

- Regional Director of Managed Care

CALIFORNIA

AC Transit

- General Manager

Alameda County

- Assistant Agency Director-Welfare to Work

Bay Area Rapid Transit

- Personnel Analysts (2)
- Manager of Labor Relations

California Pacific Medical Center Research Institute

- Director of Business Services (partial)
- Grants Administrator

California Special Olympics

- Executive Director (2)

Contra Costa County

- Director of Environmental Health
- Assistant Director of Health Services/Mental Health Director
- Director, Substance Abuse Programs
- Assistant County Administrative Officer-Director of Human Resources

City of Los Angeles

- Director of Telecommunications, Department of Water and Power

City of Montebello

- Director of Parks and Recreation (partial)

City of Oakland

- Finance Director
- Director, Office of Corporate Information Services
- Library Director
- Master Preferred Provider Contract
- Chief Information Officer

City of Pasadena

- Director of Capital Projects
- MIS Administrator (2)

City of Richmond

- City Manager
- City Attorney
- Assistant City Manager- Director of Human Resources
- Executive Director, Housing Authority
- Assistant City Manager
- Planning Manager/Director
- Community and Economic Development Director
- Deputy Director/Budget and Financial Services

City of San Diego

- Executive Vice President/CEO, San Diego Data Processing Corporation
- Director Consulting Services, San Diego Data Processing Corporation
- Director of Marketing, San Diego Data Processing Corporation
- Director, Corporate Administration, San Diego Data Processing Corporation
- Executive Director, Housing Authority

City & County of San Francisco

- Executive Director, San Francisco Housing Authority
- Medical Director, Laguna Hospital & Rehabilitation Center
- Preferred Vendor Master Contract

City of San Jose

- Director of Negotiations

City of Torrance

- Theater Manager
- Director of Information Systems

East Bay Municipal Utility District

- General Manager
- Chief Engineer

- Assistant Chief Engineer, Planning
- Manager of Employment

El Dorado County Emergency Services Authority – JPA

- Executive Director

Kern County

- Director of Human Services
- Director, Department of Human Services

Los Angeles County

- Chief Medical Examiner-Coroner
- Director, Office of the Coroner
- Medical Director, County Health Services
- Associate Medical Director, Harbor UCLA
- Director/Medical Director of Family Practice, Harbor UCLA
- Chief, Alcohol & Drug Program
- Chief Clinics Administrator, LAC + USC Healthcare Network

Los Angeles Superior Court

- Executive Officer

Marin Sonoma Mosquito and Vector Control District

- District Manager

Metropolitan Water District of Southern California

- Assistant Director of Information Systems
- Manager of User Services

Microelectronic Packaging Corp

- Vice President/Director, Government Systems (partial)

Molina Medical Centers/American Family Care

- Vice President for Medical Affairs/ Corporate Medical Director
- Associate Medical Director for Quality Resource Management

Monterey County

- Chief Executive Officer/Administrator, Natividad Medical Center
- Chief Operating Officer, Natividad Medical Center
- Chief Financial Officer, Natividad Medical Center
- Director of Public Works

Monterey Peninsula Water Management District

- General Manager

Napa County

- Health & Human Services Agency (HHSA) Deputy Director-Quality Management/Compliance Officer

Paracelsus Healthcare Corporation

- Director/Manager of Development & Managed Care Contracting

Port of Oakland

- Manager, Planning and Compliance
- MIS Director
- Manager of Financial Planning & Analysis

Project Open Hand

- Chief Operations Officer/CEO
- Chief Development Officer
- Comptroller
- Director of Volunteers

Qualcomm Incorporated

- Vice President, Government Systems (partial)

Queen of the Valley & St. Helena Hospitals

- Executive Director, Hospice of the Napa Valley

Riverside County

- Hospital Administrator/CEO, Riverside County Regional Medical Center

Sacramento County

- Director, Medical Systems Agency
- County Health Officer (partial)

San Diego Gas & Electric Company

- Financial Analyst Planner & Associate (partial)

San Mateo County

- Employee Relations Manager

San Joaquin County

- Executive Director, Housing Authority of San Joaquin County

Santa Clara Valley Water District

- Director of Ethics and Corporate Governance
- Assistant Operating Officer – Water Supply Services

Sequoia Institute

- Director (President)
- Chief Financial Officer

Solano County

- Director, Health and Social Services

Stanislaus County

- Chief Information Officer
- Director of MIS
- Deputy Director of Public Works
- Managing Director, Health Services Agency

Summit Health

- Regional Director, Managed Care

University of California System

- Executive Director Tobacco Related Disease Program

University of California, Los Angeles

- System/Network Manager, School of Medicine – Laboratory of Nuclear Medicine
- Medical Center, Assistant Director of Materials Management/ Purchasing
- Executive Director, UniCamp

University of California, San Francisco

- Associate Vice Chancellor for University Advancement & Planning

University of California, San Diego

- Director of Capital Planning & Budget

Ventura County

- Director of Behavioral Health Services
- Deputy County Executive Officer for Risk Management

CONNECTICUT

City of Hartford

- City Manager

DELAWARE

City of Dover

- City Manager

FLORIDA

Broward County

- Deputy Director Aviation Planning and Construction
- Deputy Director Aviation Administration/Operations (partial)
- Chief Financial Officer/Director of Finance & Administrative Services

Columbia/HCA

- MSO Executive Director

Miami-Dade County

- Director, Housing Agency
- Assistant Director, General Services Administration

Health Management Associates

- Reimbursement Consultant

Our Kids of Miami-Dade/Monroe, Inc.

- President (partial)

Palm Beach County

- County Engineer

Paragon Foundation

- President

Saint Leo University

- Associate Vice President of Finance

ILLINOIS**City of Crystal Lake**

- City Manager

City of Naperville

- City Manager

DMG-MAXIMUS

- Consultant H.R. Midwest Practice

State of Illinois

- Deputy Director, Department of Public Health

Village of Oak Park

- Village Manager (partial)

KANSAS**City of Wichita**

- Director of Parks & Recreation

KENTUCKY**Baptist Health Care System**

- Vice President of Managed Care & System Chief Operating Officer

LOUISIANA**Elmwood Medical Center**

- Director of Managed Care

MD Healthshares

- Vice President of Marketing and Sales

MASSACHUSETTS
Commonwealth of Massachusetts

- Inspector General

MICHIGAN
County of Kalamazoo

- County Administrator and Controller

Lansing Community College

- Vice President of Academic Affairs (partial)

MINNESOTA
City of Minneapolis

- Equipment Services Director/Superintendent – Public Works

MISSOURI
City of St. Charles

- City Manager
- Public Works Director

Maryland Height Fire Protection District

- Fire Chief

NEBRASKA
Alegent Health

- Financial Analyst – Regional Hospital

NEVADA
Health Access Washoe County

- Executive Director/CEO
- Finance Director (partial)

NEW HAMPSHIRE
City of Dover

- City Manager

NEW JERSEY
PHP Healthcare Corporation – Pinnacle Health Enterprises

- Chief Financial Officer

NEW YORK

City of Watertown

- Chief of Police (partial)

Village of Ossining

- Village Manager

OHIO

City of Brunswick

- City Manager
- City Manager/Safety Director

City of Cincinnati

- Finance Director
- Budget & Evaluation Manager
- Executive Director, Citizens Complaint Commission – Police

County of Summit

- Director of Offender Services

OKLAHOMA

Oklahoma State Department of Human Services

- Director (Chief Executive Officer)

Oklahoma State Department of Career and Technology Education

- State Director

OREGON

City of Eugene

- City Manager

Lane Council of Governments

- Executive Director

State of Oregon

- CFO/Controller, Department of Human Services
- Director of Addictions & Mental Health
- Public Health Director

PENNSYLVANIA

City of Reading

- Managing Director/Chief Administrative Officer
- Deputy Director, Community Development
- Fire Chief/Department of Fire & Rescue Services

Radnor Township

- Police Superintendent (partial)
- Police Lieutenant Assessment Center

Reading Regional Airport

- Executive Director

TENNESSEE

Metropolitan Government of Nashville & Davidson County

- Public Works Director
- Director of Pavement Management
- Transportation Manager
- Public Health Officer/Director

Paracelsus Health Care Corporation

- Hospital Administrator/CEO

Plateau Mental Health Center

- Director of Medical Services
- Psychiatrist

TEXAS

City of Corpus Christi

- Director of Public Health

City of San Antonio Water System

- Vice President, Human Resources

The Woodlands Community Services Corporation

- President & General Manager

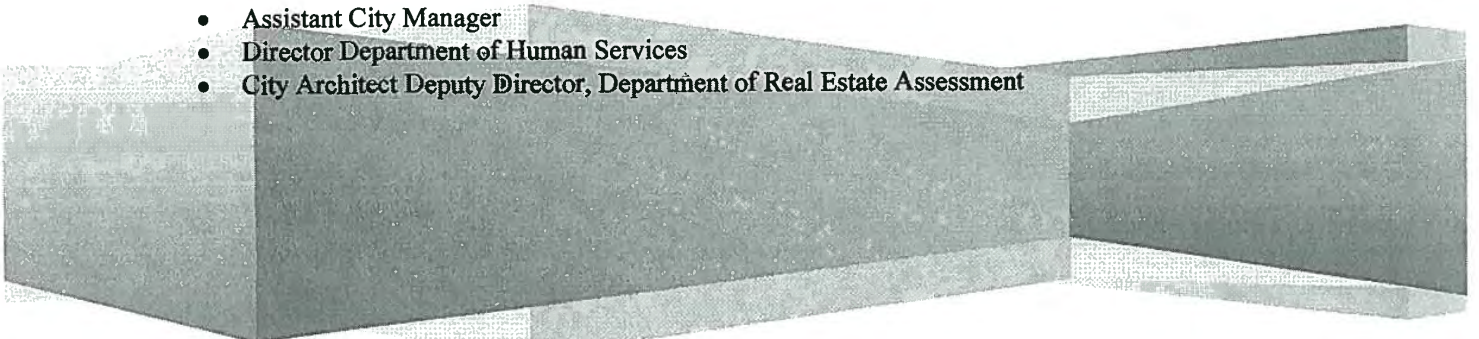
VIRGINIA

Bon Secours Health System

- CBO Executive & Vice President Patient Financial Services

City of Alexandria

- Director of Human Services
- Chief Social Worker Supervisor
- Assistant City Manager
- Director Department of Human Services
- City Architect Deputy Director, Department of Real Estate Assessment



MAXIMUS

- Director, Children & Family Services
- Senior Manager, Fleet & Operations Management
- Director, Program Finance, St. Louis Airport – UNISON

City of Richmond

- Deputy City Manager, Administration
- Deputy City Manager, Operations
- Director of Finance
- Director of Economic Development
- Director of Budget & Strategic Planning
- Director of Public Utilities
- Deputy Director of Public Utilities/Operations
- Building Commissioner

Valley Community Services Board

- Executive Director/Chief Executive Officer

WASHINGTON, DC

National Association of Housing Redevelopment Officials (NAHRO)

- Executive Director

WASHINGTON STATE

City of Seattle

- Chief Technology Officer
- Seattle Center Director

City of Tacoma

- Division Manager, Administration – Public Works
- Division Manager, Engineering – Public Works
- Division Manager, Streets & Grounds – Public Works
- Division Manager, Facilities Management – Public Works
- Division Manager, Sewer Maintenance – Public Works

King County

- Director/Public Health Officer, Seattle-King County Public Health
- Classification and Compensation Manager
- Chief of Staff, King County Council
- Director Community Health Services, Seattle-King County Public Health
- Deputy Chief Information Technology Officer
- Director of Customer Support Services
- Regional Animal Services Manager/Director
- Preferred Vendor/Executive Search Consultant Pool

WISCONSIN

County of Barron

- County Administrator

Neher & Associates[®]

Executive Recruiters
& Management Consultants

***Neher & Associates, LLC
is proud to announce
the opening of our
new office.***

*We invite your inquiry.
Please call, e-mail or
write, and we will
respond promptly with
helpful information
including a listing of
clients served by our
consulting staff.*



Neher & Associates, LLC

299 Westlake Drive
West Sacramento, CA 95605
Phone: 916-443-2421
Fax: 916-443-5949
www.executivesearchneher.com

Founded with the mission of optimizing excellence through three basic concepts: quality performance, integrity, and partnering for success, the Neher & Associates team of consulting professionals is characterized by high ethics, over 30 years of senior level management and consulting experience, professionalism, flexibility, attention to details, a collegial participative management style, and respect for confidentiality.

Working in partnership with our clients' unique needs and challenges, Neher & Associates, LLC provides customized executive search and consulting services. Our principals have conducted over 225 successful searches nationwide.

Identifying, attracting, securing and retaining outstanding executive management and other key staff is one of the most challenging responsibilities facing management today regardless of industry. For many organizations this is a daunting task. Retaining executive search support is often the most proactive and cost efficient way to ensure the best results.

At Neher & Associates all of our consultants are professionals with extensive experience in the areas in which they search. Their skill in executive search, consulting and specific industry expertise provides important insight into the search process and helps ensure a positive process and outcome for our clients. Our success is also measured in part by the requests from many of our clients for multiple searches over time.

We maintain strong individual and team involvement throughout each step of the search process including initial client discussion, organizational consultation, position profile and brochure development, research, networking and sourcing, recruitment, candidate evaluation and assessment, interview process, special assistance with offers, compensation studies, employment packages, final reference and background checks, counter offers, retention consultation and support and follow-up after placement.

We pride ourselves on our ethics, confidentiality and professionalism. We are careful to maintain a level of communication and confidentiality that is in keeping with a high quality of service that candidates and clients deserve and expect.

Neher & Associates provides executive search and consulting support in business, high technology, information services, human and social services, engineering, finance, education, healthcare, human resources, public safety, not-for-profit, government and the public sector. We also provide consulting services including diversity training and education through our Value Training Group.

continued...

A call or e-mail to any of our Consultants/Associates listed below will result in a prompt response:

Robert L. Neher, Jr

President

(916) 443-2421 Office

(916) 443-5949 Fax

(310) 809-0618 Cellular

robertneher@executivesearchneher.com

Lawrence F. Davenport, Sr, EdD

Executive Vice President

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Vice President and General Counsel

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Vice President and CEO Value Training Group

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Jesse C. Hall

Business Manager & Senior Consultant

(916) 443-2421 Office

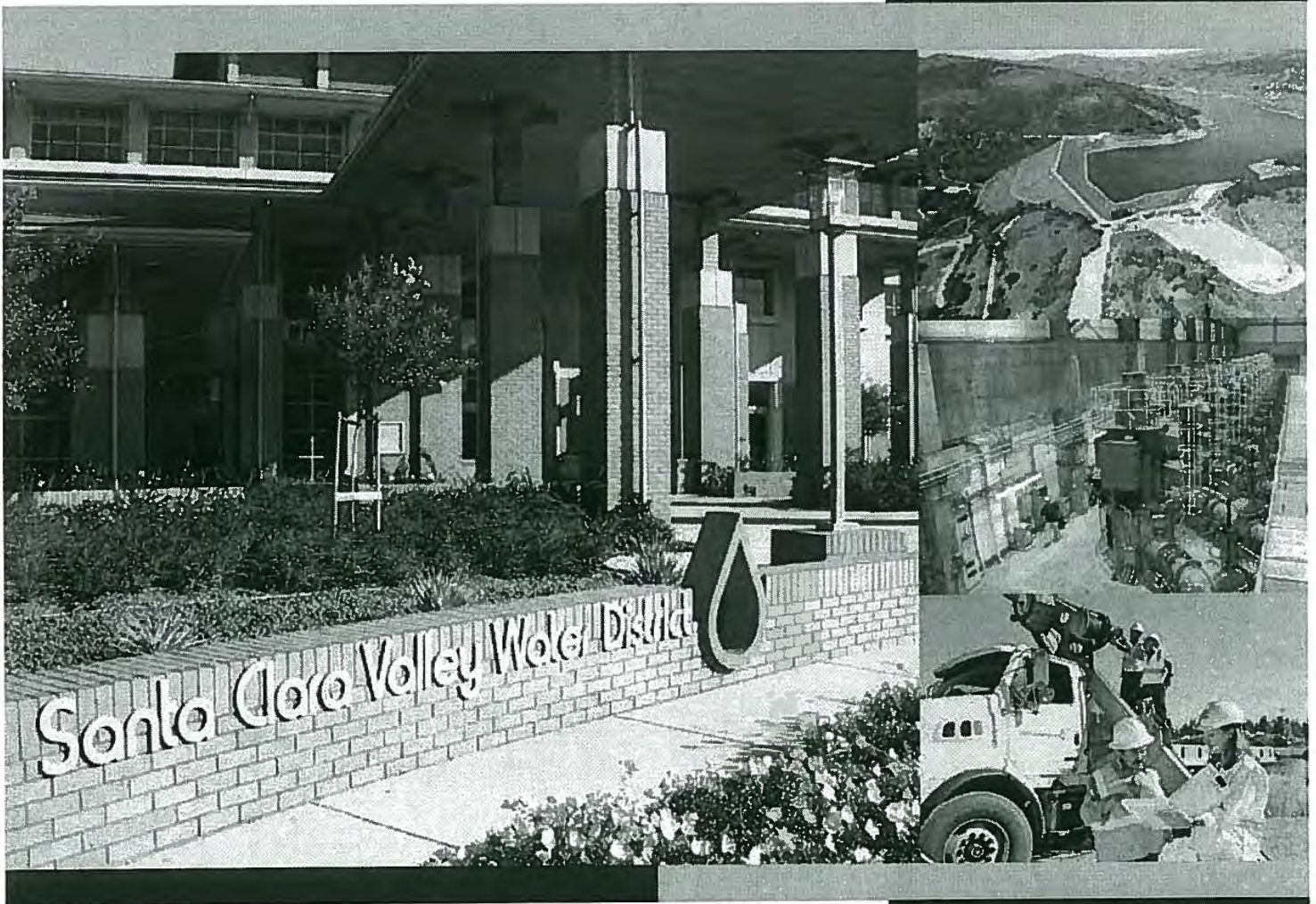
(916) 443-5949 Fax

jessehalla@executivesearchneher.com

We would be happy to provide resume/biographical information on the above colleagues and other Associates of Neher & Associates, LLC upon request.

**Santa Clara Valley Water District
San José, CA
Assistant Operating Officer —
Water Supply Division**

**Santa Clara Valley
Water District**



**Neher &
Associates®**

The Santa Clara Valley Water District

The mission of the Santa Clara Valley Water District is to provide Silicon Valley safe, clean water for a healthy life, environment, and economy.

The Santa Clara Valley Water District (District) is the largest multi-purpose water district in California. Headquartered in San Jose, California, in the heart of Silicon Valley, the District serves nearly two million people in Santa Clara County and encompasses the County's 1,300 square miles. The District provides a reliable and safe supply of water; enhances streams and watersheds through creek restoration and habitat protection; provides flood protection for homes, schools and businesses; and partners with other agencies to provide trails, parks and open space for community wellness and recreation.

The District secures and delivers a reliable, safe supply of water year-round via a complex network of storage, distribution and treatment facilities. Providing a reliable, high quality water supply requires the continual efforts of technically trained staff; local and regional coordination; maintenance of existing water supplies and infrastructure, and financial investments to secure additional supplies and equipment for the future. Most of the operations are continuous activities driven by water availability, water demand requirements, regulatory mandates, and maintenance needs.

With an overall current FY2014 budget of approximately \$470 million and a staff of 730 employees, the District manages 10 dams and surface water reservoirs, four water treatment plants, a state-of-the-art water quality laboratory, nearly 400 acres of groundwater recharge ponds and more than 275 miles of streams. The District also provides wholesale water and groundwater management services to the local municipalities and private water retailers who deliver drinking water directly to homes and businesses throughout Santa Clara County.

The District is governed by a seven member Board of Directors. The Board of Directors appoints the Chief Executive Officer (CEO) who serves as the day-to-day executive manager of the District and is responsible for all finances, operations, and selection of staff. The current CEO is Beau Goldie. Key management staff reporting to the CEO include: the Chief Operating Officer-Water Utility Enterprise, Chief Operating Officer-Watersheds, Chief Administrative Officer, and Director of Ethics and Corporate Governance.

Water Utility Enterprise

The Water Utility Enterprise has an assigned staff of 300 and an overall budget of about \$259M. It is comprised of four Divisions: Water Utility Capital, Water Utility Operations & Maintenance, Water Utility Technical Support, and Water Supply Division.

The Water Supply Division is responsible for managing the water supply and conservation programs of the District. It has an annual budget of approximately \$77 million and staff of about 65 assigned to specific units/programs, covering Recycled Water, Imported Water, Water Conservation, Water Supply Operations Planning and Analysis, Groundwater Monitoring and Analysis, and Wells and Water Measurement. Additional information about the responsibilities and areas of focus of the Water Supply Division is provided below.

Local Surface Water and Groundwater

The District's complex network of reservoirs, creeks and specialized ponds replenishes the groundwater basin using local and imported water sources. The District's "managed" recharge augments natural recharge to help maintain the basin for beneficial use, and prevent over-pumping and land surface subsidence. Water pumped from the groundwater basin through wells is used by water retailers, private well owners, and farmers. Both imported water and water captured in local reservoirs is treated at state-of-the-art drinking water treatment plants and delivered to local water retailers.

Imported Water

Much of the county's water supply comes from the Sierra Nevada range of northern and eastern California conserved in State and federal reservoirs, and then released to rivers that flow toward the Sacramento-San Joaquin River Delta. This "imported water" is pumped from the southern Delta and delivered into the county through the State Water Project, and the federal Central Valley Project. The District's drinking water treatment plants deliver imported water to customers; imported water is also used to replenish groundwater basins. San Francisco's Hetch Hetchy system is also a significant source of imported water for the county, delivered directly to six cities in the northern part of the county.

Recycled Water

An important and growing source of water is recycled water. Used primarily for non-potable uses by industry and agriculture, recycled water is wastewater that has been purified to meet strict standards set by the California Department of Health Services. Using recycled water helps conserve drinking water supplies, provides a dependable, drought-proof, locally-controlled water supply, reduces dependency on imported water and groundwater and helps preserve south San Francisco Bay saltwater and tidal habitat by reducing freshwater discharge to the bay. The District's new Silicon Valley Advanced Water Purification Center is nearing completion. This state-of-the-art facility will take treated wastewater and purify it for use in the City of San Jose's South Bay Water Recycling System.

Details on the District are available upon request and also at the District's website at <http://www.valleywater.org>. Links on the website include: the FY 2014-2018 Water Utility Enterprise Operations Plan, Water Supply Infrastructure Master Plan, Annual Water Rate Report, Ground Water Management Plan, and FY 2014 Budget.



The Assistant Operating Officer – Water Supply

Reporting to the Deputy Operating Officer for Water Supply, the Assistant Operating Officer will play a key role in the daily management and oversight of the Water Supply Division, including working closely with the various program and unit managers in the Division as well as with other key District management and staff and external stakeholders.

Typical duties and responsibilities of the Assistant Operating Officer include:

- Directing and participating in long and short term strategic projects and/or programs that warrant executive-level authority, accountability and decision making;
- Providing leadership in the development and implementation of division strategies, business plans, budgets, programs, ordinances, policies, procedures, decisions and other actions; prepares and recommends long-range plans for division services and programs;
- Planning, directing, organizing, authorizing and coordinating the work and resources of assigned functional units; evaluating performance of unit staff, subordinate managers and their units;
- Representing the District before external organizations, including other governmental and regulatory agencies, private entities, professional and community organizations, citizen boards and commissions, and the general public;
- Organizing and leading negotiation of key operational contracts, cost-sharing and partnership agreements, permits, State and federal administrative policies, legislation and other agreements that advance the District's interests;
- Managing and directing the preparation of a wide variety of periodic and special studies, projects and reports; collecting and researching information to identify and resolve operational and administrative problems and issues;

Specific program, project, budget and staff supervision responsibilities of the Assistant Operating Officer will vary depending on the background and expertise of the individual selected and may change and/or increase over time.

Issues, Challenges and Opportunities

Key Water Utility issues, opportunities, and challenges that the Assistant Operating Officer in the Water Supply Division will be helping to resolve include:

- Implementing the District's Water Supply and Infrastructure Master Plan water supply strategy. This strategy includes securing and optimizing existing supplies and facilities and expanding water conservation and water recycling.
- Strengthening communication and relationships with key suppliers, partners and customers, including state, federal and local agencies, other water districts, retail water agencies and neighborhood and community based organizations and the public.
- Supporting effective engagement in state-wide and regional water issues, including those related to the California State Water Project, federal Central Valley Project and Bay Delta Conservation Plan, as well as environmental, recycled water and other policy and operational issues.
- Supporting succession planning and staff development for the District and specifically the Water Utility Enterprise.
- Promoting the District's model of inclusive, collaborative management and its commitment to maintaining an ethnically diverse, family friendly working environment that is committed to public service.

The Ideal Candidate

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying, such as:

- Graduation from an accredited college or university with a Bachelor's degree including major course work in business administration, public administration, civil engineering or related field or a field specifically related to the areas of responsibility. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education. A Masters degree or other advanced degree is highly desirable.
- Five years of increasingly responsible administrative, managerial or professional experience in a field related to areas of responsibility mentioned above. Experience in the public sector, water or related industry is preferred (especially within the past 10 years or less) as well as management and supervisory authority.
- The successful candidate must also have or be able to obtain a valid California Drivers License.

Knowledge, Skills and Abilities

The successful candidate must have strong management leadership, communication, and interpersonal skills. The ideal person should demonstrate significant expertise in:

- General administrative principles and practices including goal setting, objectives and procedures development and implementation, performance measurement and management; continuous quality improvement; program and budget development and implementation; and contract administration and evaluation.
- Principles and practices of effective leadership, staff selection, management, training, supervision and performance measurement and improvement.
- Innovating and developing good approaches and solutions in the functional units assigned and applicable laws, regulations, legal mandates, guidelines and standards, and funding sources affecting the administration of designated functional areas.
- Public relations, and have excellent verbal and written communication skills.
- Building and maintaining productive, cordial relationships with local and regional supply and distribution partners, cities, counties, community groups, local agencies and the public, and an understanding of social, political and environmental issues influencing assigned functional areas.
- Working with and providing timely and relevant information and clear recommendations to direct and indirect management and executives to whom they report.

Management Style and Personal Traits

The ideal candidate should be facilitative rather than confrontational in nature, able to work well with peers and supervisors, and provide effective, energetic leadership and motivation to others.

She/he should be able to analyze complex technical and administrative problems, evaluate alternative solutions, and adopt effective courses of action while paying attention to both immediate needs and the bigger picture. Although high level planning experience is good, he/she should also have strong hands-on operations experience in one or more of the program areas similar to those outlined earlier.

This person should be able to work with difficult and sensitive employee, organizational, and community issues, and have a commitment to very high ethical standards and quality public services.

He/she should be someone who is an active listener, supportive team builder; communicates effectively in a variety of situations; and is able to resolve conflict and negotiate effectively with others.

This person should also be a leader who embraces challenge, is accountable, thinks collaboratively and is comfortable working in a complex public service organization and political environment.

Finally, the selected individual must be a creative leader and strategic thinker who is good at developing consensus, willing to think entrepreneurially, take an occasional calculated risk, is politically astute, and is able to establish and maintain cooperative and effective working relationships with staff, a variety of representatives of public and private organizations, members of boards and commissions, local, state, and federal legislative representatives, and the public.

Compensation

The salary for this position is open within a range of approximately \$120,744 to \$172,037 per year and will be competitive and commensurate with experience. The District also offers an excellent benefits package including paid vacation, holidays, sick, personal and executive leave, medical, dental, disability and life insurance, a deferred compensation plan, and a PERS retirement plan. Details are available upon request.

How to Apply

This executive search will continue until a successful candidate is hired. It is, however, the intention of the Chief Operating Officer - Water Utility Enterprise to start screening leading candidates by mid October, 2013 and to hold initial interviews with the most qualified candidates as early as possible. If you are interested in this outstanding opportunity, please submit a detailed resume and salary history with a letter of interest and contact information as soon as possible to:

Robert Neher, President or
Rahn Sibley, Vice President

Neher & Associates
3790 Millerton Place, Suite 100
West Sacramento, CA 95691

Telephone: (916) 443-2421
Facsimile: (916) 443-5949

Applications are preferred electronically at:
robertneher@executivesearchneher.com

Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact us at the numbers above.

Resumes received will be reviewed in accordance with the criteria outlined in this brochure and candidates with the most relevant qualifications and experience will be contacted for additional discussion and screening.

The Santa Clara Valley Water District is an Equal Opportunity Employer.

Marin/Sonoma Mosquito and Vector Control District, CA

District Manager



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Marin and Sonoma Counties

Marin and Sonoma Counties lie nestled between the marsh-lined northern shores of San Pablo Bay, the forested mountains of Mendocino, and the cool waters of the Pacific Ocean. This is the pastoral and agricultural region where northern California's wine industry was born more than a century ago. Its gentle, Mediterranean-type climate with warm summer days and cool nights, rainfall concentrated in the winter and early spring, sloping hillsides and abundant waterways make for great wines and living conditions. The Counties are also home to about 740,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural and community heritage.

Winemaking – both the growing of the grapes and their vinting – is an important part of the economic and cultural life of the region. With over 250 wineries, the Muir Woods redwood forest, Stinson Beach, Point Reyes National Seashore, Mount St. Helena, Mount Tamalpais, Sonoma Coast State Beach, Bodega Bay and many other rivers, streams, ocean and bay, mountain, regional parks, museum and historical sites, as well as sports events such as the Dipsea Race (America's oldest cross country running event), King Ridge GranFondo long distance mass cycling event, and mountain biking on the slopes of Mount Tamalpais and other civic/community activities, it is no wonder that more than 7.4 million tourists visit each year, adding more than \$1 billion in spending/revenue to the local economies. Marin and Sonoma Counties are also part of the dynamic San Francisco Bay Metropolitan Area that offers residents and visitors easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

In addition to the wine industry, the counties of Marin and Sonoma and the many cities and towns within the counties' region, other major employers include a number of dairies & farms (many that are organic), medical/healthcare services such as Kaiser, Marin General Hospital, Santa Rosa Memorial Hospital, Sutter Memorial Hospital and Arterial Vascular Engineering to name a few, as well as advanced educational institutions such as the College of Marin, Novato Community College, Marin Community College, Santa Rosa Junior College, Dominican University of California, and Sonoma State University. Additional major employers include AutoDesk Inc, Fireman's Fund Insurance, the US Coast Guard and many more. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Marin and Sonoma Counties offer their residents the ideal mix of country living and big city amenities.

Marin/Sonoma Mosquito and Vector Control District

Initially known as the Marin Mosquito Abatement District (MAD) when formed in 1915, MAD became the first District in California. In 1995 the name of the District was changed to the Marin/Sonoma Mosquito and Vector Control District (MSMVCD) and additional services were offered to the community. Five years later the District office was moved to the City of Cotati where it remains today. In 2005 voters approved annexation of the unincorporated areas of Marin and Sonoma Counties that has allowed for services to be available to all residents of the two counties.

The Marin/Sonoma Mosquito and Vector Control District works cooperatively with regulatory agencies and the Cities and Counties within

the District boundaries to minimize the potential for mosquito production, other vectors and public health issues through the abatement of vertebrate and invertebrate vectors. Some key programs include surveillance, control, education, interagency cooperation and legislation.

The MSMVCD serves the approximately 740,000 residents in an area of nearly 2100 square miles. The District is governed by a Board of Trustees representing twenty (20) Cities and two (2) Counties in the District service area. This includes one representative for each city and four representatives (two for each county) selected by the respective County Board of Supervisors to represent the unincorporated and newly annexed portions of the District. The Board in turn appoints the District Manager who is responsible for the overall day-to-day management of the MSMVCD, a staff averaging between 35-40 and an annual budget (2010-2011) of over \$8.3 million.

California Independent Special Districts like the MSMVCD are funded by a small annual service charge assessed on all non-exempt land parcels in the service area. Like other forms of local government, the districts are audited and subject to state and local oversight. Marin and Sonoma county homeowners living within the district boundaries typically are assessed a public assessment of \$10.72 to \$19.36 annually per single family equivalent for mosquito and vector control.

Prior to 1978 and the passage of Proposition 13, the Health and Safety code allowed mosquito control districts to set a tax rate sufficient to fund their proposed budget. Since Proposition 13, the District, like other public entities, receives a share of the 1% general county property tax, equivalent to its share in 1975 (the year Proposition 13 set as the starting point). In 1996, the District's Board of Directors formed a Benefit Assessment District, in order to retain the ability to continue funding the program at a level necessary to protect the health and maintain the living standard of area residents.

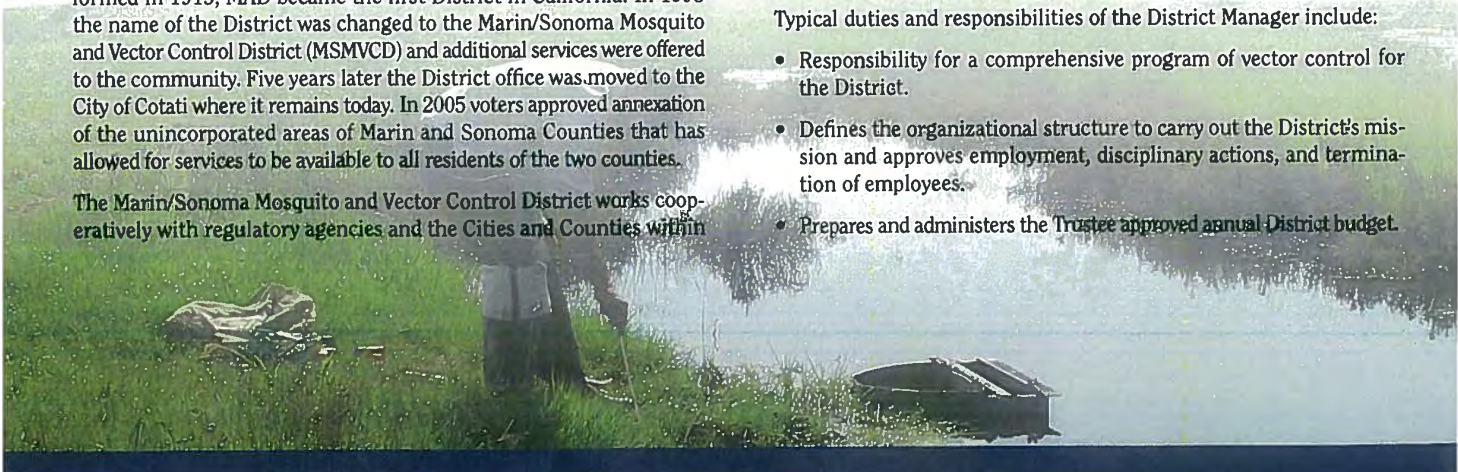
Due to the excellent management and monitoring of the MSMVCD by the Board and the current District Manager, the District has been able to operate with annual balanced budgets and to develop reasonable reserves for planned and unexpected future expenditures.

The District Manager

The District Manager is selected, appointed by and reports to the Board of Trustees. He/she is responsible for the overall planning, organization and direction of the MSMVCD with policy direction from the Board. The District Manager is also given the authority to hire all necessary staff. The authority of the District is derived from the California State Health and Safety Code and the District's general policies are determined by the Board of Trustees. The District Manager, as the administrator and executive of the Board of Trustees, provides overall direction to the various operations and activities of the District.

Typical duties and responsibilities of the District Manager include:

- Responsibility for a comprehensive program of vector control for the District.
- Defines the organizational structure to carry out the District's mission and approves employment, disciplinary actions, and termination of employees.
- Prepares and administers the Trustee approved annual District budget.





- Maintains an accurate and professional accounting system and budgetary controls over expenditures.
- Evaluates program operations, confers with supervisors regarding progress and problems and provides consultation and assistance as required, as well as direct special studies as required in problem areas.
- Develops short and long range operational programs and operations policies subject to Board approval, and ensures the development of operations procedures that conform to District policies and to all applicable laws and regulations.
- Ensures the periodic survey and study of vector occurrence and problems in the District.
- Stays informed of technical and scientific research that may improve vector control in the District and incorporates new techniques and practices into the program(s) when appropriate.
- Confers with attorneys and secures legal assistance as needed; prepares complaints, including documentation and evidence on public nuisances, for action by the Board of Trustees and the District's Legal Counsel. Ensures compliance of District services with legal requirements.
- Ensures that all necessary governmental regulatory requirements are prepared and submitted on time.
- Works with the District Public Relations Director and department heads to plan and develop public relations and community education programs, communicate effectively with media and district residents, provide appropriate information for release to the news media, and support school educational programs related to vector control.
- Keeps informed of the latest developments in vector control and related fields; cooperates with public agencies and private organizations to stimulate projects favorable to the prevention and control of vectors; reviews professional literature and actively participates in programs of relevant professional organizations.
- Attends all Board of Trustee meetings and, along with the Board President, prepares Board of Trustee meeting agendas and other documents required for Board meetings.
- Serves as liaison agent for the Board of Trustees with subordinate personnel and other parties.
- Keeps the Board informed of ongoing activities and significant circumstances or occurrences.
- Assumes other duties and responsibilities as assigned by the Board of Trustees.

As the chief executive for the MSMVCD, the District Manager is responsible for a staff that averages at 35-40. The current District staff includes thirty five (35) employees. They are: the Manager, Assistant Manager/Vector Ecologist, Financial/Benefits Manager, Receptionist, Assistant Vector Ecologist, 3 Biologists, Fish Culturist, Public Relations Director, Network Administrator, Community Education Specialist, 3 Field Supervisors, Special Projects Supervisor, Shop Facilities Coordinator, Assistant Shop Mechanic and 17 Vector Control Technicians.

In addition to their scheduled duties, District Technicians respond to approximately 1500 service requests from the public each year. Many other requests are handled by office staff at the time of initial contact, and an additional number (estimated to be an equal number of calls) are handled without ever having to make a service request.

Issues, Challenges and Opportunities

Opportunities, issues, and challenges for the District Manger include the following:

- Evaluate the MSMVCD's services and delivery structure to ensure efficient operations, regulatory compliance, quality management, and superior service delivery.
- Continue to strengthen partnerships and cooperation within the Counties, Cities, State, Federal and local agencies and organizations as they relate to quality management and service delivery.
- Ensure District compliance with all legal and safety requirements affecting vector control activities and the use of pesticides.
- Address differing public perceptions of the District's services, especially related to pesticide use.
- Seek out and evaluate additional opportunities for funding including grants, special program/service funding, and contracting/consulting opportunities.
- Maintain the spirit of transparency and accountability established as a founding principle of the Board of Trustees and MSMVCD.
- Promote the District's model of inclusive, collaborative management.
- Continue to support the mission of the MSMVCD which is to protect the health and comfort of the public through abatement of vertebrate and invertebrate vectors while maintaining quality, safety, cost-effectiveness, accountability and leadership to its public-centered programs.

The Candidate

Education and Experience

- Graduation from an accredited college or university with a Bachelor's degree including major course work in public administration, business administration, public health, entomology, biology or related field and a minimum of five years of experience in the field of vector control, city/county government or related field.
- An additional two years of responsible supervisorial/management experience is also preferred.
- An advanced degree in management or relevant science is not required but would also be a significant plus.
- Possession of, or the ability to obtain within two years, a Certification by the California Department of Health Services as a Certified Technician in Vector Control and Terrestrial Vertebrate Vector is required.

- The successful candidate must also have or be able to obtain a valid California Drivers License and be insurable under the guidelines set by the District's insurance carrier.

Knowledge, Skills and Abilities

The successful candidate should have strong management leadership, communication, and interpersonal skills. The ideal person should demonstrate significant expertise in:

- Local government, special district, or similar private sector organizations.
- Public relations, and have excellent verbal and written communication skills.
- Principles and practices used in operational management, government/public sector compliance, legal services, budget and finance, risk management, regulatory affairs, and human resources.
- Building and maintaining productive, cordial relationships with local cities, counties, community groups, local agencies and the public.
- Hiring, developing, training and retaining a superior staff of professionals who believe in quality, responsibility, and public service.
- Innovating and developing good approaches and solutions in a changing environment.
- Working with and providing timely and relevant information and clear recommendations to a Board of Directors or Board of Trustees.

Management Style and Personal Traits

The ideal candidate will be a creative leader and straight forward thinker who has a collaborative work style, and a commitment to quality public services.

He/She should be someone who is able to work well under pressure, meet deadlines, and adjust to changing priorities; be an active listener, supportive team builder; have strong interpersonal and communication skills; and demonstrate an energetic management style.

This person should also be a leader who embraces challenge, is open minded, accountable, thinks collaboratively and is comfortable working in a complex public service organization.

The selected individual must also have a high degree of integrity, be facilitative rather than confrontational in nature, understand the importance of compliance and be an advocate of public health safety and quality services.

Finally this person should be able to interact well and comfortably with individuals of various ethnic, social, cultural and economic backgrounds and be able to approach challenges with confidence.

Compensation

The salary range for this position is open and will be competitive and commensurate with experience. The MSMVCD also offers an excellent fringe benefits package including paid vacation, holidays, sick, personal and management leave, medical, dental, disability and life insurance, a deferred compensation plan, and a retirement plan. Details are available upon request.

How to Apply

This search is open until filled. It is, however, the intention of the Board of Trustees to be screening leading candidates in July and to hold interviews with the most qualified candidates in July to early August, 2011. If you are interested in this outstanding opportunity, please submit a detailed resume and salary history with a letter of interest and contact information as soon as possible to:

Robert Neher, President or
Rahn Sibley, Vice President

Neher & Associates
299 Westlake Drive
Suite 200
West Sacramento, CA 95605

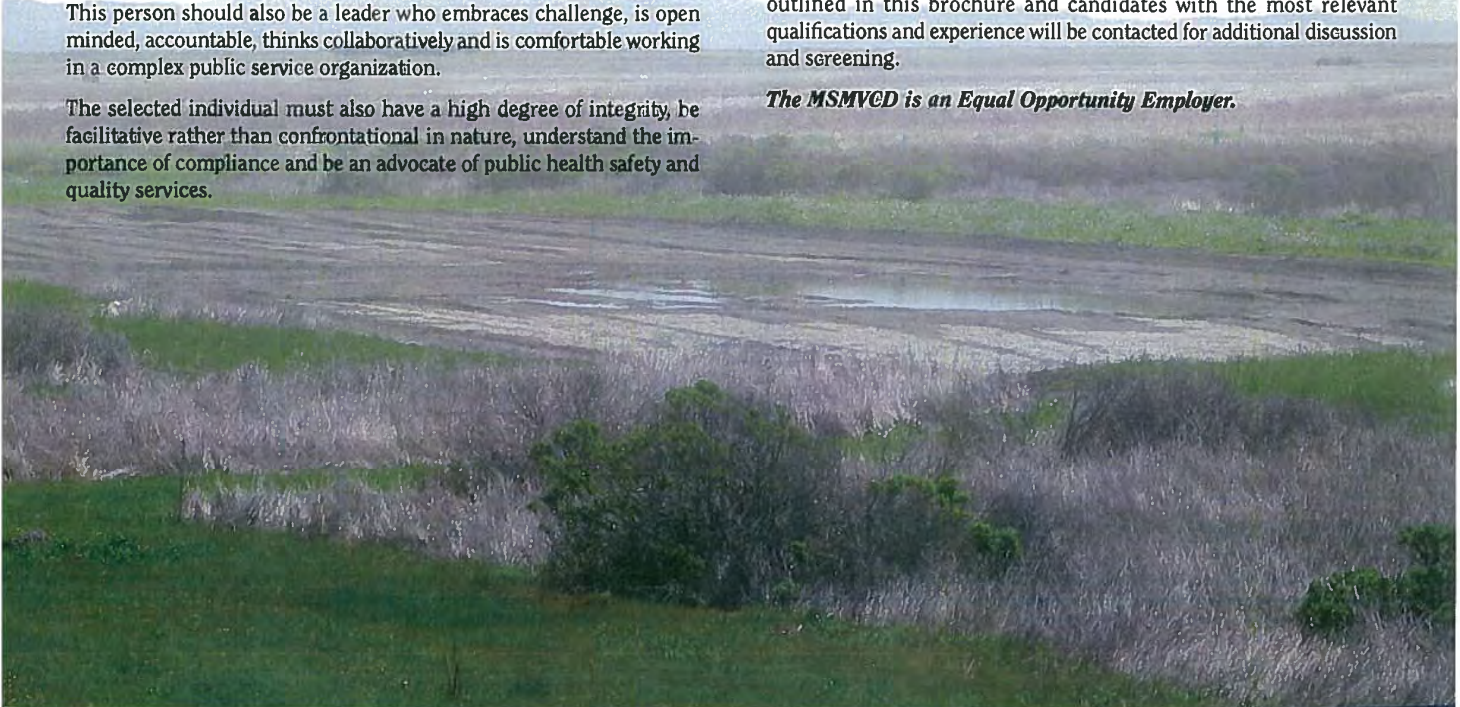
Telephone: (916) 443-2421
Facsimile: (916) 443-5949

Applications are preferred electronically at:
robertneher@executivesearchneher.com

Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact us at the numbers above.

Resumes received will be reviewed in accordance with the criteria outlined in this brochure and candidates with the most relevant qualifications and experience will be contacted for additional discussion and screening.

The MSMVCD is an Equal Opportunity Employer.



**SECTION VI
COST SHEET**


6.1 INTRODUCTION

Proposer shall complete this cost sheet to include all costs, including travel and per diem, in accordance with the scope of work defined in Section III. Proposer may submit detailed cost sheets on reimbursable expenses, as back up to this summary page; however, total costs must be reflected on this summary page.

6.2 COST FOR SCOPE OF SERVICES, SECTION III

	Projected Hours	Subtotal
Scope of Services, Section 3.2 (a)		
Scope of Services, Section 3.2 (b, c)		
Scope of Services, Section 3.2 (d, e)		
Scope of Services, Section 3.2 (f, g, i)		
Scope of Services, Section 3.2 (h, j)		
Reimbursable Expenses		\$2,250
Other cost not included in the above (describe)		\$10,000
TOTAL		\$12,250

PLEASE NOTE
 PLUS PROFESSIONAL FEE
 IS \$10,000 IF BASED
 ON HOURS TOTAL WOULD
 INCREASE TO OVER \$13,000
 PLUS EXPENSES!

This proposal submitted by: NEHERZ & ASSOCIATES LLC
 Company Name
 Representative ROBERT NEHERZ
 Address 3790 MILLERTON PLACE, STE 100
WEST SACRAMENTO, CA 95691
 Phone & Email (916) 443-2421 x2
robert.neherz@executivesearchneherz.com
 Authorized Signature 

AGREEMENT FOR SERVICES BY INDEPENDENT CONSULTANT
Joshua Basin Water District

THIS AGREEMENT is made and effective as of the ____ day of _____ 20____, by and between the JOSHUA BASIN WATER DISTRICT ("DISTRICT") whose address is 61750 Chollita Road, Post Office Box 675, Joshua Tree, California 92252 and name _____, whose address is _____, telephone _____ fax _____ e-mail _____ Fed. Tax Id. No. _____ ("CONSULTANT").

RECITALS

This Agreement is entered into on the basis of the following facts, understandings and intentions of the parties to this Agreement:

A. DISTRICT desires to engage the services of CONSULTANT to perform the services set forth in Section III ("Scope of Services") of the Request for Proposal and such additional services as may be assigned, from time to time, by DISTRICT in writing for the purpose of assisting DISTRICT'S BOARD OF DIRECTORS with recruiting and selecting candidates for the position of General Manager of the DISTRICT.

B. CONSULTANT agrees to provide such services pursuant to, and in accordance with, the terms and conditions of this Agreement, and has represented and warrants to DISTRICT that CONSULTANT possesses the necessary skills, qualifications, personnel and equipment to provide such services.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing Recitals and mutual covenants contained herein, DISTRICT and CONSULTANT agree as follows:

1. **Term of Agreement.** This Agreement is effective as of the date first above written and shall continue until terminated as provided for herein.

2. **Services to be Performed by CONSULTANT.** CONSULTANT agrees to provide the services set forth in Section III (Scope of Services) of the Request for Proposals which is incorporated herein and made a part of this Agreement. DISTRICT may, from time to time, by written instruction issued by the DISTRICT to the CONSULTANT, make changes or authorize additional work, including, but not limited to, the issuance of additional instructions, on terms and conditions that are mutually satisfactory (hereafter "Task Orders"). The provisions of this Agreement shall apply to all such Task Orders. The Task Orders shall be in such a form and content as set forth in Exhibit "A-2" of this Agreement attached hereto.

3. **Associates and Subcontractors.** CONSULTANT may, at CONSULTANT's sole cost and expense, employ such competent and qualified independent associates, subcontractors and consultants as CONSULTANT deems necessary to perform each such assignment; provided, however, that CONSULTANT shall not subcontract any of the work to be performed without the prior consent of DISTRICT.

4. **Compensation.**

4.01 In consideration for the services to be performed by CONSULTANT, DISTRICT agrees to pay CONSULTANT as compensation for the services set forth in Section III (Scope of Service) of the Request for Proposal, a fixed price of \$ _____ to be paid in increments set forth in Exhibit "A-1" of this Agreement attached hereto.

4.02 DISTRICT shall reimburse CONSULTANT for reasonable and necessary expenses incurred by CONSULTANT in the performance of services for DISTRICT. Reimbursement shall be according to a schedule of reimbursable expenses included in each Task Order.

4.03 Unless otherwise provided for in any Task Order issued pursuant to this Agreement, CONSULTANT agrees that payment of compensation earned shall be made in monthly installments within 30 business days after receipt of a detailed, written invoice describing in reasonable detail, to the extent applicable, the services performed, the time spent performing such services, the hourly rate charged therefor, the identity of individuals performing such services for the benefit of DISTRICT, and materials consumed or used. Such invoice shall also include a detailed itemization of authorized expenses incurred.

5. **Obligations of Consultant.**

5.01 CONSULTANT agrees to perform all assigned services in accordance with the terms and conditions of this Agreement and those specified in each Task Order.

5.02 Except as otherwise provided for in each Task Order, CONSULTANT will supply all personnel, materials and equipment required to perform the assigned services.

5.03 CONSULTANT shall keep DISTRICT informed as to the progress of the work assigned hereunder, by means of regular and frequent consultations. From time-to-time, when requested by the DISTRICT, CONSULTANT shall prepare written status reports.

5.04 CONSULTANT hereby agrees to be solely responsible for the health and safety of its employees and agents in performing the services assigned by DISTRICT. Therefore, CONSULTANT hereby covenants and agrees to:

a. Obtain a comprehensive general liability insurance policy from a highly rated insurance company (minimum Best's Insurance Guide rating of "A:VII") licensed to do business in California in an amount of not less than one million dollars (\$1,000,000) per occurrence for all coverage naming DISTRICT as an additional insured using ISO additional assured. CONSULTANT shall have its insurer provide DISTRICT with a Certificate of Insurance verifying such coverage;

b. Obtain a policy of errors and omissions insurance in a minimum amount of one million dollars (\$1,000,000) per occurrence to cover any negligent acts or omissions committed by CONSULTANT, its employees and/or agents in the performance of any services for DISTRICT. CONSULTANT shall have its insurer provide DISTRICT with a Certificate of Insurance verifying such coverage;

c. Comply with all applicable local, state and federal laws, rules and regulations regarding, by way of example and not by limitation, nondiscrimination and payment of wages;

d. Provide worker's compensation insurance for CONSULTANT's employees and agents with limits as prescribed by law and custom.

CONSULTANT waives all rights of subrogation against DISTRICT. Evidence of all insurance coverage shall be provided to DISTRICT upon execution of this Agreement. Such policies shall be issued by a highly rated insurer (minimum Best's Ins. Guide rating of "A:VII") licensed to do business in California, and shall provide that they shall not be cancelled or amended without 30 days' prior written notice to DISTRICT. Self-insurance does not comply with these insurance specifications. CONSULTANT acknowledges and agrees that all such insurance is in addition to CONSULTANT's obligation to fully indemnify and hold DISTRICT completely free and harmless from and against any and all claims arising out of any, loss, injury or damage to property or persons caused by the negligent acts or omissions of CONSULTANT in performing services assigned by DISTRICT.

5.05 CONSULTANT and DISTRICT agree that DISTRICT, its employees, agents and officials should, to the extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, defense costs, court costs or any other costs arising out of or in any way related to the negligent performance of this Agreement. Accordingly, the provisions of this indemnity are intended by the parties to be interpreted and construed to provide the fullest protection possible under the law to DISTRICT. CONSULTANT acknowledges that DISTRICT would not enter into this Agreement in the absence of the commitment of CONSULTANT to indemnify and protect DISTRICT as set forth here.

5.05.1 To the full extent permitted by law, CONSULTANT shall defend,

indemnify and hold harmless DISTRICT, its employees, agents and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind (collectively "Costs"), whether actual, alleged or threatened, actual attorneys' fees incurred by DISTRICT, court costs, interest, defense costs, including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of the negligent performance of this Agreement by CONSULTANT provided that the foregoing indemnity shall not apply to such Costs arising from or through the negligence, intentional acts or willful misconduct of DISTRICT'S employees, agents, directors and officials. All obligations under this provision are to be paid by CONSULTANT as they are incurred by DISTRICT.

5.05.2 Without affecting the rights of DISTRICT under any provision of this Agreement or this Section, CONSULTANT shall not be required to indemnify and hold harmless DISTRICT as set forth above for liability attributable to the negligence, intentional acts or willful misconduct of DISTRICT and DISTRICT'S employees, agents, board members, representatives, successors and assigns.

5.06 In the event that DISTRICT requests that specific employees or agents of CONSULTANT supervise or otherwise perform the services specified in each Task Order, CONSULTANT shall ensure that such individual (or individuals) shall be appointed and assigned the responsibility of performing the services.

5.07 CONSULTANT shall be solely responsible for obtaining all permits, licenses and approvals necessary or applicable to the performance of services under this Agreement, unless otherwise expressly provided for in any Task Order issued pursuant to this Agreement. In the event DISTRICT is required to obtain an approval or permit from another governmental entity, CONSULTANT shall provide all necessary supporting documents to be filed with such entity.

6. Obligations of DISTRICT.

6.01 DISTRICT shall do the following in a manner so as not to unreasonably hinder the performance of services by CONSULTANT:

a. Provide information, requirements and criteria regarding DISTRICT's project;

b. Furnish all existing studies, reports and other available data and items pertinent to each Task Order that are in DISTRICT's possession;

c. Designate a person to act as a liaison between CONSULTANT and the Board of Directors of DISTRICT.

7. Additional Services, Changes and Deletions.

7.01 During the term of this Agreement, the Board of Directors of DISTRICT may, from time to time, and without affecting the validity of this Agreement or any Task Order issued thereunder, order changes, deletions and additional services by the issuance of written change orders authorized and approved by the Board of Directors of DISTRICT and CONSULTANT.

7.02 In the event CONSULTANT performs additional or different services than those described in any Task Order or authorized change order without the prior written approval of the Board of Directors of DISTRICT, CONSULTANT shall not be compensated for such services.

7.03 CONSULTANT shall promptly advise DISTRICT as soon as reasonably practicable upon gaining knowledge of a condition, event or accumulation of events which may affect the scope and/or cost of services to be provided pursuant to this Agreement. All proposed changes, modifications, deletions and/or requests for additional services shall be reduced to writing for review and approval by the Board of Directors of DISTRICT.

7.04 In the event that DISTRICT orders services deleted or reduced, compensation shall likewise be deleted or reduced by a fair and reasonable amount and CONSULTANT shall only be compensated for services actually performed. In the event additional services are properly authorized, payment for the same shall be made as provided in Section 4 above.

8. Termination of Agreement.

8.01 In the event the time specified for completion of an assigned task in a Task Order exceeds the term of this Agreement, the term of this Agreement shall be automatically extended for such additional time as is necessary to complete such Task Order, and thereupon this Agreement shall automatically terminate without further notice.

8.02 Notwithstanding any other provision of this Agreement, DISTRICT, or CONSULTANT, at its sole option, may terminate this Agreement at any time by giving 10 days' written notice to the other party, whether or not a Task Order has been issued to CONSULTANT.

8.03 In the event of termination, the payment of monies due CONSULTANT for work performed prior to the effective date of such termination shall be paid within 45 business days after receipt of an invoice as provided in this Agreement. Upon payment

for such services, CONSULTANT agrees to promptly provide and deliver to DISTRICT all original documents, reports, studies, plans, specifications and the like which are in the possession or control of CONSULTANT and pertain to DISTRICT.

9. Status of Contractor.

9.01 CONSULTANT shall perform the services assigned by DISTRICT in CONSULTANT's own way as an independent contractor, and in pursuit of CONSULTANT's independent calling, and not as an employee of DISTRICT. CONSULTANT shall be under the control of DISTRICT only as to the result to be accomplished and the personnel assigned to perform services as set forth in a Task Order. However, CONSULTANT shall regularly confer with DISTRICT's Board of Directors as provided for in this Agreement.

9.02 CONSULTANT hereby specifically represents and warrants to DISTRICT that the services to be rendered pursuant to this Agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services. Further, CONSULTANT represents and warrants that the individual signing this Agreement on behalf of CONSULTANT has the full authority to bind CONSULTANT to this Agreement.

10. Ownership of Documents; Audit.

10.01 All draft and final reports, plans, drawings, studies, maps, photographs, specifications, data, notes, manuals, warranties and all other documents of any kind or nature prepared, developed or obtained by CONSULTANT in connection with the performance of services assigned to it by DISTRICT shall become the sole property of DISTRICT, and CONSULTANT shall promptly deliver all such materials to DISTRICT. At the DISTRICT's sole discretion, CONSULTANT may be permitted to retain original documents, and furnish reproductions. If DISTRICT uses such documents for any purpose other than for which they were prepared without CONSULTANT's prior written approval, DISTRICT hereby waives any claims against CONSULTANT and will hold CONSULTANT harmless from any claim or liability for injury or loss arising from DISTRICT's unauthorized use.

10.02 Subject to applicable federal and state laws, rules and regulations, DISTRICT shall hold all intellectual property rights to any materials developed pursuant to this Agreement. CONSULTANT shall not use for purposes other than the performance of this Agreement, nor shall CONSULTANT release, reproduce, distribute, publish, adapt for future use or any other purposes, or otherwise use, any data or other materials first produced in the performance of this Agreement, nor authorize others to do so, without the prior written consent of DISTRICT.

10.03 CONSULTANT shall retain and maintain, for a period not less than four years following termination of this Agreement, all time records, accounting records and

vouchers and all other records with respect to all matters concerning services performed, compensation paid and expenses reimbursed. At any time during normal business hours and as often as DISTRICT may deem necessary, CONSULTANT shall make available to DISTRICT's agents for examination all of such records and shall permit DISTRICT's agents to audit, examine and reproduce such records.

11. Miscellaneous Provisions.

11.01 This Agreement supersedes any and all previous agreements, either oral or written, between the parties hereto with respect to the rendering of services by CONSULTANT for DISTRICT and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Any modification of this Agreement will be effective only if it is in writing signed by both parties.

11.02 CONSULTANT shall not assign or otherwise transfer any rights or interest in this Agreement without the prior written consent of DISTRICT. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

11.03 CONSULTANT shall comply with all applicable local, state and federal laws, rules, regulations, entitlements and/or permits applicable to, or governing the services authorized hereunder.

11.04 If required by law, CONSULTANT shall file Conflict of Interest Statements with DISTRICT.

11.05 Any dispute which may arise by and between the DISTRICT and the CONSULTANT, including the CONSULTANT's subcontractors, laborers, and suppliers, shall be submitted to binding arbitration. Arbitration shall be conducted by the Judicial Arbitration and Mediation Services, Inc./Endispute, in accordance with its construction industry rules in effect at the time of the commencement of the arbitration proceeding, and as set forth in this Paragraph. Arbitration shall be conducted before a panel of three arbitrators, unless the PARTIES agree in writing to submit the matter before a single arbitrator. The arbitrators must decide each and every dispute in accordance with the laws of the State of California, and all other applicable laws. The arbitrators' decision and award are subject to judicial review for errors of fact or law in accordance with Section 1296 of the Code of Civil Procedure, by a Superior Court of competent venue and jurisdiction. Discovery may be conducted in the arbitration proceeding pursuant to Section 1283.05 of the Code of Civil Procedure. Unless the PARTIES stipulate to the contrary, prior to the appointment of the arbitrators, all disputes shall first be submitted to non-binding mediation, conducted by either the American Arbitration Association or Judicial Arbitration and Mediation Services, Inc./Endispute, in accordance with their respective rules and procedures for such mediation. In any arbitration or litigation arising

out of this Agreement, or the performance of any obligation under this Agreement, the arbitrators or the court in such arbitration or litigation shall award costs and expenses of arbitration or litigation, including mediation and arbitration fees and expenses, expert witness fees and attorneys' fees, to the prevailing PARTY.

IN WITNESS WHEREOF, the parties hereby have made and executed this Agreement as of the day and year first above-written.

DISTRICT:
JOSHUA BASIN WATER DISTRICT

CONSULTANT:

By _____
President, Board of Directors

By _____

Print Name _____

Print Name _____

Title _____

Title _____

EXHIBIT "A-1"

PAYMENT SCHEDULE

EXHIBIT "A-2"

TASK ORDER

**JOSHUA BASIN WATER DISTRICT
INDEPENDENT CONSULTANT'S TASK ORDER**

Project Title: _____

TASK ORDER NO.: 1

CONSULTANT: Name:
Address:

Telephone:
Fax:
E-mail:
Fed. Tax Id.:

THIS TASK ORDER is issued pursuant to that certain Agreement for Services by Independent Contractor between the JOSHUA BASIN WATER DISTRICT ("DISTRICT") and _____ ("CONSULTANT") dated _____ (the "AGREEMENT").

1. **Task to be Performed.** CONSULTANT shall provide all labor, materials and equipment to perform the following task (check one):

- See Exhibit "A", attached hereto
- Description of Task:

2. **Time of Performance.** Time is of the essence. Therefore, CONSULTANT shall begin work within 5 days of the date this Task Order is signed by the DISTRICT and shall continue until this agreement is terminated by either party.

3. **Liaison of DISTRICT.** (Check one:) The Acting General Manager shall serve as liaison between DISTRICT and CONSULTANT.

4. **Staff Assignments.** CONSULTANT will assign the following staff personnel to perform the services required by this Task Order:
(Check if Not Applicable:)

5. **Deliverables.** CONSULTANT shall deliver to DISTRICT not later than the date or dates indicated, the following: (Check if Not Applicable: _____)

6. **Compensation.** For all services rendered by CONSULTANT pursuant to this Task Order, CONSULTANT shall receive a total not-to-exceed lump sum of \$ _____ payable as follows: Not Applicable.

7. **Reimbursable Expenses.** In addition to the compensation provided for in Paragraph 6 above, CONSULTANT (check one:) shall/ shall not /be entitled to reimbursement for expenses. If authorized by this Task Order, reimbursable expenses shall be limited to: _____

_____.

8. **Miscellaneous Matters.** The following additional matters are made a part of this Task Order (check one):

- Not applicable
 See Exhibit "A", attached hereto; or
 Description:

IN WITNESS WHEREOF, the parties have executed this Task Order on the date indicated below.

DISTRICT:
JOSHUA BASIN WATER DISTRICT

Dated: _____

By: _____
President, Board of Directors

Print Name: _____

CONSULTANT:

Dated: _____

By: _____

Title: _____

Print Name: _____

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

October 16, 2013

Report to: President and Members of the Board

Prepared by: Susan Greer 

TOPIC:
LETTER OF RESIGNATION OF STEVEN WHITMAN FROM CITIZENS ADVISORY
COMMITTEE

RECOMMENDATION:
Accept letter of resignation, thank Mr. Whitman and acknowledge his contributions

ANALYSIS:
Steven Whitman joined the CAC in April 2007. He was a CAC member for many years, providing valuable input and suggestions based on his financial expertise. His voluntary contributions of time to help the District better understand our rate payers concerns are commendable and sincerely appreciated. Kathleen Radnich, our Public Information and Outreach consultant reports that he has helped her with set-up and break-down at the Farmer's Market booth on countless occasions which has been a big help to her.

While Mr. Whitman has not attended the CAC meetings for some time, he is just submitting his resignation letter, which is attached. Please join me in offering our sincere appreciation of his past efforts and service and wishing him the best. The District will prepare a letter of appreciation to be delivered to Mr. Whitman as a memento of our gratitude.

STRATEGIC PLAN ITEM:
N/A

FISCAL IMPACT:
N/A

Susan Greer

Subject: RE: CAC resignation

From: Steven Whitman <[REDACTED]>

Subject: CAC resignation

Date: October 3, 2013 4:14:04 PM PDT

To: "[REDACTED]" <[REDACTED]>

Cc: "[REDACTED]" <[REDACTED]>

Reply-To: Steven Whitman <[REDACTED]>

Micky/Jay,

I am sure you have noticed that I no longer attend JBWD nor CAC meetings. It is time to make it official. I wish all of you the Best of Luck, but I have nothing to gain nor lose from future events at JBWD.

It has been almost 6 years of fun.

Steven

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Certificate of Appreciation

This certificate is presented to

Steven Whitman

In Appreciation for Service as a Member of the Joshua Basin Water District

Citizens Advisory Committee

Signature

President, Board of Directors

Date

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

October 16, 2013

Report to: President and Members of the Board

Prepared by: Susan Greer



TOPIC:

DECLARE MINOR VALUE OBSOLETE FURNITURE AND EQUIPMENT SURPLUS AND
AUTHORIZE GENERAL MANAGER TO DISPOSE OF BY DONATION TO LOCAL NON-
PROFITS THRIFT SHOPS

RECOMMENDATION:

Declare property surplus and authorize General Manager to dispose of surplus furniture and equipment
by donation to local non-profit thrift shops.

ANALYSIS:

The attached list of items is currently stored in our Park Tank pump house which is being used as a catch-all for unused items. All of the items on the list are of no value to the District although they may have some value to a third party. The list includes items such as old, tattered board room chairs, our old PA system, computer keyboards and parts. Unfortunately, the company that we use for the vehicle auctions does not take such supplies and the value of all of them combined is minimal. We have had some luck in the past with Saturday auctions at the District, but the real value was always in the vehicles and this type of equipment really brought little return. Without vehicles to sell, it is a lot of effort for such little payback.

This is an issue now for one reason in particular. Per the Board's Strategic Plan item #5.6.2, the District is purchasing emergency supplies and needs a location to store them. We have already purchased 30-year water, cots, cooking supplies and more with even more forthcoming; it's a lot of supplies. We need a place to store the items and we are seriously out of space here at the District. The Park Tank pump house is a good out-of-the-way location not far from the office or shop to store the supplies but we need to make room by getting rid of the surplus items being stored there now.

The District's Bidding Policy, Section 4, attached, includes direction for disposing of surplus property. It provides for either sale, donation or disposal of surplus property by the General Manager, once approved by the Board of Directors. Scrap property does not require Board approval.

All items on the list that were once considered assets have been fully depreciated and no longer represent any value on the District's books.

Many other items currently stored in the pump house are also being disposed of as scrap, pursuant to Section 4.6 of the District's Bidding Policy. Items such as 7-10 year old computer towers without hard

drives, un-repairable copy machines and printers and broken office chairs meet the policy criteria as being “broken, unusable or inoperable, and cannot be repaired economically, and cannot otherwise be traded in, sold, auctioned, donated or salvaged.” The policy allows the General Manager to dispose of such items as scrap. The District is taking appropriate care with a few pieces of old computer equipment that have to be handled as hazardous material.

For reference, the last sealed bid auction at Mission Springs Water District showed that they received \$2 each for their old computers. We have removed and destroyed the hard drives in the computers, as being the fastest, cheapest way to wipe them clean. Once the hard drives are gone, they are probably worthless. We might hope to get a few hundred dollars if we sold *everything* on the list but it will take as much effort to get there. We will have to clean everything before offering for sale, advertise, organize and staff the auction and do recordkeeping for the sale; probably more effort than return.

This item has been reviewed by counsel, Gil Granito, and he concurs with the recommendation.

I request that the Board declare all of the items on the list surplus and authorize the General Manager to dispose of them by donation to local non-profit thrift shops. Items that are refused at the thrift shops will be discarded. I do not intend to hold an auction because of the effort involved vs. the payoff, unless directed to do so.

STRATEGIC PLAN ITEM:

5.6.2 Emergency Supplies. These include food, water, cots, etc. for serious emergencies for employees.

FISCAL IMPACT:

Negligible cost to donate items. If an auction is held, I anticipate that advertising costs, Saturday overtime pay and time taken away from District’s primary mission to clean and prepare items for auction will outweigh any monies collected from the sale.

Park Tank Booster Station Inventory
 Everything in the station is filthy, dusty and dirty.

Item	Qty	Condition	Notes
PA System	1	Poor	Old system, replaced 10 years ago, obsolete. Donate
Rolling Small Wood Cabinets	3	Fair	No need. Donate
Straight back Chairs –old Board room chairs	25	Poor	Dirty, some torn seats, no need. Donate
Stereo/receiver	1	Fair	Old, 1990's, obsolete. Donate
VCR	2	Fair	Old, 1990's, obsolete. Donate
Computer Key Boards	3	Fair	Old style, non USB connection. Obsolete. Donate
Boxes of Computer parts	3	Fair	No parts we need. Donate
File Server	1	Fair	Old, obsolete. Donate
Map or Plans Racks	3	Good	Old style, don't use. Donate
Plotter	1	Poor	Mechanical issues, does not work for our needs. Donate

SECTION 4: SURPLUS PROPERTY**

Section 4.1 Surplus Property Defined

“Surplus Property” shall include, but not be limited to, surplus or obsolete supplies, furniture, inventory, vehicles and equipment owned by the Joshua Basin Water District.

Section 4.2 Surplus Property Recognized Annually

All departments shall periodically submit supplies, office supplies, furniture, inventory, vehicles and equipment which are no longer used or which have become obsolete and worn out to the General Manager and be considered surplus property.

Section 4.3 Surplus Property; Trade-ins

The General Manager shall have the authority to exchange for or trade-in supplies, furniture, vehicles (with a value of \$500 or less or if timing would result in a negative opportunity) which cannot be used by any department or which have become unsuitable for district use.

Section 4.4 Surplus Property; Sale

The General Manager shall have authority, subject to approval of the Board, to dispose of surplus supplies, furniture, inventory, vehicles and equipment by auction or by sale or otherwise after receiving bids or proposals which, in his judgment, provide the maximum return for the District. If the surplus property is \$500 or less or if the property exceeds \$500 but would result in a missed opportunity the District Manager could proceed and inform the Board at the next regularly scheduled meeting.

Section 4.5 Surplus Property; Donation

The General Manager shall have authority, subject to the approval of the Board of Directors, to donate surplus property subject to the following:

- A. Surplus property may be donated to non-profit organizations located in the District or who benefit the District.
- B. Donations made to eligible entities on a first come, first serve basis.
- C. Prior to transfer of the donated surplus property, the recipient shall provide a statement executed by a person duly authorized to legally bind that the donated property will:
 1. Be accepted “as is” with no express or implied warranties; and
 2. That the property not ever be sold or otherwise transferred for profit; and
 3. That the recipient entity shall assume all costs and liability associated with the removal and transportation from the District.

Section 4.6 Surplus Property; Scrap

If surplus property is broken, unusable or inoperable, and cannot be repaired economically, and cannot otherwise be traded in, sold, auctioned, donated, or salvaged, the General Manager shall have the authority to dispose of scrap surplus property.

Section 4.7 Proceeds

Any proceeds received from the disposal of surplus property will be credited as miscellaneous revenue to the General Fund.

Section 4.8 Surplus Property; Parties Prohibited From Benefiting

Officials or employees of the District are barred from personally benefiting from the disposal of the surplus property.

* Note: Sections 1 and 3 approved by Board Action November 3, 2004

**Note: Section 4 added March 15, 2006 per Resolution #06-789