

Staff Report

for the Special Board of Directors' Meeting of November 18, 2020

TO: Board of Directors
FROM: Jana Kolakowski, Human Resources Manager
DATE: November 10, 2020
SUBJECT: General Manager Search Firm Selection

HUMAN RESOURCES

RECOMMENDATION:

Award a consulting contract in the amount of \$23,500 to Bob Murray & Associates, as the recruitment firm for the General Manager position, and authorize the Interim General Manager to execute the appropriate documents, as recommended by the General Manager Search Ad Hoc Committee.

BACKGROUND:

On June 3, 2020, the Board authorized the formation of the General Manager Search Ad Hoc Committee. A request for proposal (RFP) was drafted, and the Committee agreed to issue it to five qualified staffing agencies that specialize in public agency executive searches. The selection criteria to advance for consideration stage was:

- 30%** - Demonstrated a track record of success by placing well-qualified candidates in public agencies
- 15%** - Knowledge of local and state water and power issues
- 15%** - Ability to tap into a local and statewide leadership network
- 15%** - Commitment to professionalism and transparency in the recruitment process
- 10%** - Methodology used in assessing candidates and potential fit for presentation
- 5%** - Longevity of previous executive placements
- 5%** - Availability to consult with the Board of Directors and attend meetings
- 5%** - Positive business references

The Committee reviewed the RFP responses of all firms, along with the results of references, and selected three of them to interview. Interviews with each firm's principals took place from September through November, and questions focused on all of the selection criteria above.

After completing the interviews and conferring on the results, the Committee recommends that the Board select Bob Murray & Associates as the recruitment firm to assist the District to fill the General Manager position.

Bob Murray & Associates has thirty years of experience in recruiting public sector executive level candidates in California. They have completed over 1,000 searches, with many placements in water and irrigation districts. They estimate a four-month process to search, select, and place a highly qualified candidate.

BUDGETARY IMPACT:

The current balance in the 2020 Budget for Account #10115-52603 (Management-Consulting Fees) is \$294,743. Upon approval of this item, the remaining balance in this account will be \$271,243.