

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-F

Meeting Date: February 14, 2012

Submitted By: Jean Premutati

Presented By: Jean Premutati

Reviewed By: Jim Heitzman

Agenda Title: Consider Adoption of Resolution No. 2012-09 to Direct Staff to Distribute Request for Proposals to Hire an Executive Recruiter for Recruitment of a General Manager and Contract In-House Counsel

Detailed Description: At the January Budget and Personnel (B&P) Committee meeting, the General Manager discussed his intent to retire in the near future, but did not specify a date. This notice was given in order to supply the Board of Directors with ample notification so they could determine a recruitment process. In addition, the General Manager proposed the option of hiring contract In-House Counsel rather than pursue external legal services.

If the In-House Counsel option is approved it can be advantageous for both recruitments to be conducted by one recruiting firm. Both the General Manager and the In-House Counsel report to the Board of Directors.

An external recruiting firm has the knowledge and experience to oversee the process and provide the Board with as much direct involvement as is requested. In addition, these firms can be hired on a retainer or contingency basis. While these recruitments could be conducted in-house by Human Resources, an executive recruiter has access to networks and resources nation-wide including potential hires not actively seeking to change employers. The Management Services Administrator will be the liaison between the selected firm and the Board.

Staff is requesting the Board approve the distribution of a Request for Proposals (RFP) to hire an executive recruiter for recruitment of a General Manager and contract In-House Counsel. Staff will submit the responses to the RFP's to the Budget and Personnel Committee for review.

Environmental Review Compliance: None.

Prior Committee or Board Action: The Budget and Personnel Committee discussed these items at the January 27, 2012 meeting.

Board Goals/Objectives: *Strategic Plan, Mission Statement – Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact:      Yes      No

Funding Source/Recap: Expenditures are allocated across the five cost centers; 01-Marina Water, 02-Marina Sewer, 03-Fort Ord Water, 04-Fort Ord Sewer, 05-Recycled Water

Material Included for Information/Consideration: Resolution No. 2012-09.

Staff Recommendation: The Board of Directors approve a Request for Proposals to hire an executive recruiter for recruitment of a General Manager and contract In-House Counsel.

Action Required:  Resolution  Motion  Review  
(Roll call vote is required.)

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Board Action

Resolution No. \_\_\_\_\_ Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

Ayes \_\_\_\_\_ Abstained \_\_\_\_\_

Noes \_\_\_\_\_ Absent \_\_\_\_\_

Reagendized \_\_\_\_\_ Date \_\_\_\_\_ No Action Taken \_\_\_\_\_

February 14, 2012

Resolution No. 2012-09  
Resolution of the Board of Directors  
Marina Coast Water District

Directing Staff to Distribute a Request for Proposals to Hire an Executive Recruiter for  
Recruitment of a General Manager and Contract In-House Counsel

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 14, 2012 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, at the January 27, 2012, Budget and Personnel (B&P) Committee meeting, the General Manager discussed his intent to leave sometime in the future, but did not specify a date. Advanced notice was given so the Board could determine a recruitment process. In addition, the option of hiring contract In-House Counsel was presented to the Committee; and,

WHEREAS, staff recommends developing a Request for Proposals (RFP) to hire an external recruiter on a retainer basis that specializes in executive level job searches for public sector. An external firm has access to networks and resources nation-wide including potential hires not actively seeking to change employers; and,

WHEREAS, an external firm will oversee these recruitments and provide the Board with as much direct involvement as requested and the Management Services Administrator will be the liaison between the Board and the recruiter; and,

WHEREAS, staff will submit responses to the RFP to the Budget and Personnel Committee for review.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve a Request for Proposals to Hire an Executive Recruiter for recruitment of a General Manager and contract In-House Counsel

PASSED AND ADOPTED on February 14, 2012, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors \_\_\_\_\_

Noes: Directors \_\_\_\_\_

Absent: Directors \_\_\_\_\_

Abstained: Directors \_\_\_\_\_

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Dan Burns, President

ATTEST:

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Jim Heitzman, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2012-09 adopted February 14, 2012.

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Jim Heitzman, Secretary