

MINUTES OF THE ADJOURNED MEETING OF THE
BOARD OF DIRECTORS OF
VISTA IRRIGATION DISTRICT

July 22, 2026

An Adjourned Meeting of the Board of Directors of Vista Irrigation District was held on Wednesday, July 22, 2026, at the offices of the District, 1391 Engineer Street, Vista, California.

1. CALL TO ORDER

President Miller called the meeting to order at 9:00 a.m.

2. ROLL CALL

Directors present: Miller, Nuñez, Kuchinsky, Sanchez, and MacKenzie.

Directors absent: None.

Staff present: Brett Hodgkiss, General Manager; Elizabeth Xaverius, Assistant Board Secretary; Lesley Dobalian, Director of Water Resources; Randy Whitmann, Director of Engineering; Frank Wolinski, Director of Operations and Field Services; and Shallako Goodrick, Director of Administration. General Counsel Elizabeth Mitchell of Burke, Williams & Sorensen was also present.

Other attendees: Jerimy Billy, San Luis Rey Indian Water Authority.

3. PLEDGE OF ALLEGIANCE

Director Sanchez led the Pledge of Allegiance.

4. APPROVAL OF AGENDA

26-07-61	<i>Upon motion by Director MacKenzie, seconded by Director Kuchinsky and unanimously carried (5 ayes: Nuñez, Kuchinsky, Sanchez, MacKenzie, and Miller), the Board of Directors approved the agenda as presented.</i>
----------	---

5. ORAL COMMUNICATIONS

No public comments were presented on items not appearing on the agenda.

6. CONSENT CALENDAR

26-07-62	<i>Upon motion by Director Nuñez, seconded by Director Kuchinsky and unanimously carried (5 ayes: Nuñez, Kuchinsky, Sanchez, MacKenzie, and Miller), the Board of Directors approved the Consent Calendar, including Resolution No. 2026-21 approving disbursements.</i>
----------	--

A. Waterline Project Approval

See staff report attached hereto. Staff recommended and the Board approved the waterline project for a 19-lot single-family residential development within approximately 5.8 gross acres owned by Cal West Living, located at 1800 Monte Vista Drive, Vista (LN 2024-025; APN 181-022-05; DIV NO 3).

B. Minutes of the Board of Directors meeting on July 8, 2026

The minutes of July 8, 2026 were approved as presented.

C. Resolution ratifying check disbursements

RESOLUTION NO. 2026-21

BE IT RESOLVED, that the Board of Directors of Vista Irrigation District does hereby approve checks numbered 80108 through 80182 drawn on US Bank totaling \$856,562.11.

FURTHER RESOLVED that the Board of Directors does hereby authorize the execution of the checks by the appropriate officers of the District.

PASSED AND ADOPTED unanimously by a roll call vote of the Board of Directors of Vista Irrigation District this 22nd day of July 2026.

* * * * *

7. 2026 WATERSMART LANDSCAPE CONTEST AWARD PRESENTATION

See staff report attached hereto.

Water Conservation Specialist Sandra Sanchez provided an overview of the WaterSmart Landscape Contest (Contest) noting it is a regional contest that is jointly coordinated and promoted by 11 local water agencies; this was the 14th year that the District had participated in the contest. Ms. Sanchez stated that the District received five entries this year that were judged by the Water Sustainability Committee (Directors Kuchinsky and Nuñez), and Heidi and Martin Leonard were the selected winners.

The Leonards shared details about transforming their yard into a water-smart landscape and expressed gratitude to the District, noting that the WaterSmart landscape guidelines were very helpful and that they learned the value of saving water. Committee member Kuchinsky praised the Leonards for their landscape design, stating that their choice of native plants stood out. President Miller presented the Leonards with a gift card and an engraved plaque.

8. FISCAL YEAR 2026 CAPITAL OUTLAY CARRYOVER

See staff report attached hereto.

Director of Administration Shallako Goodrick reviewed the Capital Outlay Carryover for Fiscal Year (FY) 2026 noting that the capital projects listed were previously approved by the Board and a total of \$5,082,452 needed to be carried over to FY 2027. She informed the Board the planned purchase of a vehicle had been removed from the list.

Directors Sanchez and Kuchinsky commented on the capital project list, noting that the number of projects had decreased from past years.

26-07-63	<i>Upon motion by Director MacKenzie, seconded by Director Sanchez and unanimously carried (5 ayes: Nuñez, Kuchinsky, Sanchez, MacKenzie, and Miller), the Board of Directors approved the Capital Outlay Carryover for Fiscal Year 2026.</i>
----------	---

9. ETHICS TRAINING AND FISCAL AND FINANCIAL TRAINING REQUIREMENTS

See staff report attached hereto.

General Manager Brett Hodgkiss provided an overview of the existing law (Assembly Bill 1234) and the two significant changes Senate Bill (SB) 827 made related to ethics training and financial training for local agency officials. He also informed the Board of new notification, recordkeeping and website requirements and provided them with a list of training opportunities available in 2026. Mr. Hodgkiss highlighted the amendments to Sections 1.5 and 5.6 of the District's Rules and Regulations, noting that the changes are being made to comply with SB 827. The Board discussed training options to comply with the new fiscal and financial training requirement; it was noted that the training will need to be completed in 2027.

26-07-64	<i>Upon motion by Director Sanchez, seconded by Director MacKenzie and unanimously carried (5 ayes: Nuñez, Kuchinsky, Sanchez, MacKenzie, and Miller), the Board of Directors approved amendments to Sections 1.5, Board of Directors, and 5.6, Ethics Training, of the Vista Irrigation District's Rules and Regulations to incorporate requirements contained in Senate Bill 827 related to ethics training and fiscal and financial training for local agency officials.</i>
----------	---

10. GENERAL MANAGER RECRUITMENT

See staff report attached hereto.

The Board reviewed and discussed the proposals received from five executive search firms and directed Mr. Hodgkiss to negotiate and enter into a contract with CPS HR Consulting (CPS HR). Director Kuchinsky noted CPS HR proposed a completion timeline of 14 to 16 weeks; he suggested that staff request they provide a week-by-week schedule with milestones.

The Board discussed forming an ad hoc committee to assist with the recruitment. The Board agreed to form an ad hoc committee and appointed Directors Sanchez and Kuchinsky as the committee members. The Board discussed the input desired from the ad hoc committee in providing direction to CPS HR and reviewing their work product and candidate resumes.

26-07-65	<i>Upon motion by Director Sanchez, seconded by Director MacKenzie and unanimously carried (5 ayes: Nuñez, Kuchinsky, Sanchez, MacKenzie, and Miller), the Board of Directors authorized the General Manager to negotiate and execute a professional services agreement with CPS HR.</i>
26-07-66	<i>Upon motion by Director Sanchez, seconded by Director Nuñez and unanimously carried (5 ayes: Nuñez, Kuchinsky, Sanchez, MacKenzie, and Miller), the Board of Directors appointed Directors Sanchez and Kuchinsky to an ad hoc committee to provide direction to CPS HR regarding the new General Manager candidate recruitment.</i>

11. MATTERS PERTAINING TO THE ACTIVITIES OF THE SAN DIEGO COUNTY WATER AUTHORITY

See staff report attached hereto.

President Miller reported the passing of the San Diego County Water Authority's (Water Authority) Board Member and former Valley Center Municipal Water District General Manager Gary Arant, noting that his memorial service will be held on August 8, 2026 in Escondido. The Water Authority's next meeting is scheduled for July 23, 2026.

12. MEETINGS AND EVENTS

See staff report attached hereto.

Director Sanchez stated that he would be attending the Association of California Water Agencies - Joint Powers Insurance Authority Employee Benefits Program Committee meeting on July 29, 2026.

Director MacKenzie reported on her attendance at the California Special Districts Association Financial Corporation meeting and her attendance at the Settlement Implementation Parties consultation meeting where harmful algal blooms (HABs) and Warner Springs development projects were discussed.

President Miller stated he would be in Idaho from August 23, 2026 through the day after Labor Day.

13. ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES

See staff report attached hereto.

No additional items were presented.

14. COMMENTS BY DIRECTORS

Director Kuchinsky noted that the San Diego County Board of Supervisors is having a hearing on August 18, 2026 regarding the proposed Golden Pacific Powerlink project.

President Miller and Directors Kuchinsky and Mackenzie commented on the status of the treatment of HABs at Lake Henshaw.

15. COMMENTS BY GENERAL COUNSEL

No comments were presented.

16. COMMENTS BY GENERAL MANAGER

Mr. Hodgkiss informed the Board that the lake level is approximately 6,100 acre feet and that the District is not releasing water at this time due to anatoxin-a sampling results being above the caution level. He stated that the lake was treated earlier this week, and staff will be sampling tomorrow.

17. CLOSED SESSION WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

At 10:24 a.m. President Miller announced that the Board would be going into closed session for significant exposure to litigation pursuant to Government Code section 54956.9(d)(2); Number of cases: 4.

At 10:37 a.m. the Board returned to regular session. Ms. Mitchell stated that there was no reportable action.

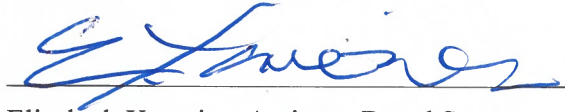
18. ADJOURNMENT

There being no further business to come before the Board, at 10:40 a.m., President Miller adjourned the meeting in honor of Gary Arant.



Marty Miller, President

ATTEST:



Elizabeth Xavier, Assistant Board Secretary
Board of Directors
VISTA IRRIGATION DISTRICT



STAFF REPORT

Agenda Item: 6.A

Board Meeting Date:	July 22, 2026
Prepared By:	Christina Olson
Reviewed By:	Randy Whitmann
Approved By:	Brett Hodgkiss

SUBJECT: WATERLINE PROJECT APPROVAL

RECOMMENDATION: Approve this waterline project for a 19-lot single-family residential development within approximately 5.8 gross acres owned by Cal West Living, located at 1800 Monte Vista Drive, Vista (LN 2024-025; APN 181-022-05; DIV NO 3).

PRIOR BOARD ACTION: In 1925, the Board accepted blanket easement (L91).

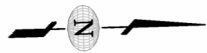
FISCAL IMPACT: None.

SUMMARY: The District has signed the improvement plans for this development; approval of this project will allow the General Manager to execute a construction agreement for the installation of the proposed waterline facilities.

DETAILED REPORT: Under District inspection, the owner's contractor will install approximately 446 feet of 8-inch waterline, one 2-inch irrigation service and 1.5-inch meter, 19 1-inch domestic services and ¾-inch meters, one fire hydrant assembly and make connections as approved on the plans. The new water facilities will be located within a new Specific Easement (C143) along Solana Ridge Drive. The owner will also submit applications and pay the necessary fees to the District for the water meters. Approval of this waterline project will allow the owner to proceed with the development of their project.

CALIFORNIA ENVIRONMENTAL QUALITY ACT: The City of Vista is the lead agency for this development under the California Environmental Quality Act.

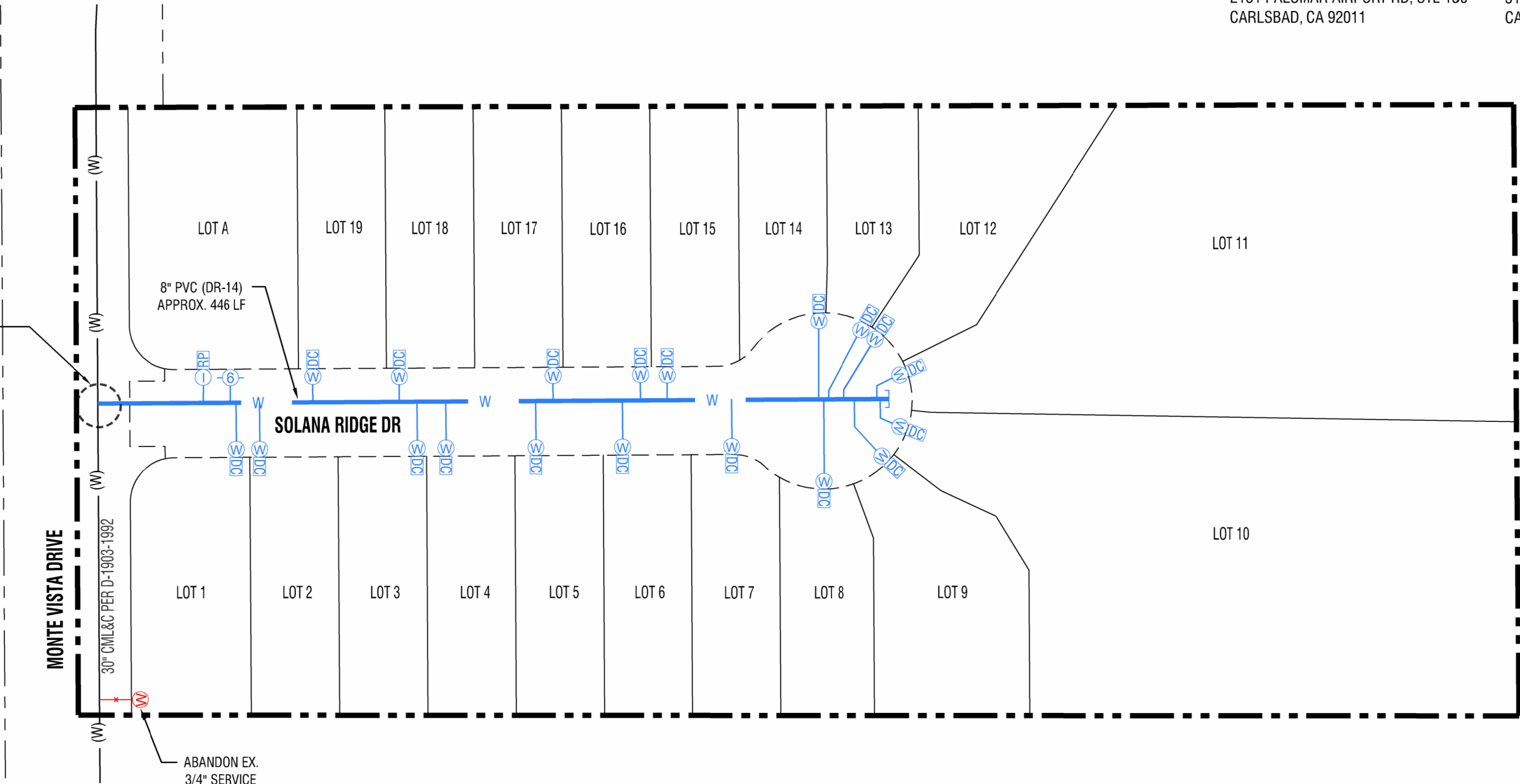
ATTACHMENT: Map



OWNER:
CAL WEST LIVING
2131 PALOMAR AIRPORT RD, STE 150
CARLSBAD, CA 92011

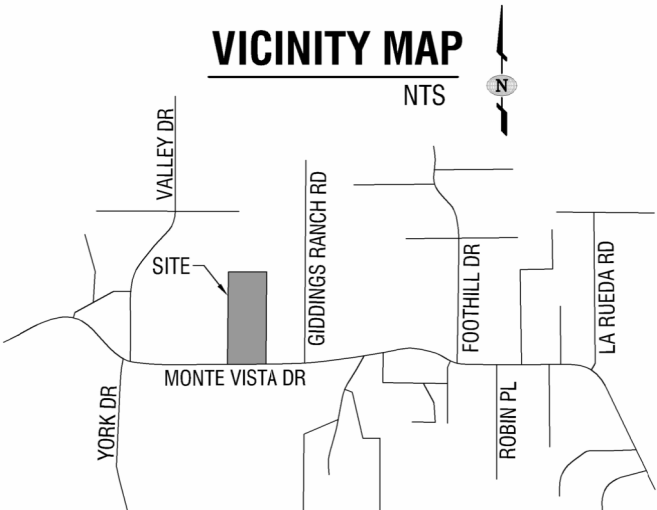
ENGINEER:
BHA, INC.
5115 AVENIDA ENCINAS, SUITE "L"
CARLSBAD, CA 92008

CONNECTION NO. 1
CONNECT PROPOSED 8" PVC (DR-14) TO EXISTING 30" CML&C WATER MAIN



LEGEND

EXISTING		PROPOSED PUBLIC FACILITIES	
	WATER MAIN		PVC WATER MAIN (DR-14)
PROPOSED PRIVATE FACILITIES			DOMESTIC SERVICE
			IRRIGATION SERVICE
			FIRE HYDRANT
			GRANT OF RIGHT OF WAY (C143)
	DC BACKFLOW		ABANDON SERVICE LATERAL
	RP BACKFLOW		



VISTA IRRIGATION DISTRICT		
WATERLINE PROJECT APPROVAL		
1800 MONTE VISTA DRIVE		
APN 181-022-05		T.B.
SCALE: NO SCALE		L.N. 2024-025
APPD. BY CO	DATE 7/14/26	W.O.
DRAWN BY JR	DATE 7/8/26	
SHEET 1 of 1	MAP I15	
REVISED 7/15/26 JOSE E. RODRIGUEZ		
I:\Eng Staff Reports(rs)\Future\Jose R\1800 Monte Vista Drive.dwg		

Payment Number	Payment Date	Vendor	Description	Amount
80108	07/01/2026	Refund Check 80108	Customer Refund	110.63
80109	07/01/2026	Refund Check 80109	Customer Refund - Construction Meter Deposit	3,897.82
80110	07/01/2026	Airgas USA LLC	Cylinder Refills	417.96
	07/01/2026		Cylinder Refill Oxygen	53.59
80111	07/01/2026	AK Security Alarm, LLC	Alarm Monitoring	120.00
80112	07/01/2026	Amazon Capital Services	Warehouse Non-Inventory	499.38
	07/01/2026		Cell phone Case Return	(19.43)
	07/01/2026		Office Supplies	23.36
	07/01/2026		Replacement Switch For Controls Roll-up door	75.72
	07/01/2026		Warehouse Non-Stock	112.52
	07/01/2026		Sticky Note Dispensers	21.21
	07/01/2026		Office Supplies	84.07
	07/01/2026		Quick Fittings for Backflow Kit	497.90
	07/01/2026		Cell Phone Case Cover	19.43
	07/01/2026		Office Supplies	10.16
	07/01/2026		Cell Phone Cover	19.43
	07/01/2026		Post - It Notes (12 pads)	30.98
	07/01/2026		Paper For CCR	29.34
	07/01/2026		Traffic Control - Cassou Rd	6,365.00
	07/01/2026		Traffic Control - Sunset Dr	760.00
80113	07/01/2026	Cecilia's Safety Service Inc	Traffic Control - Beaumont Dr.	1,235.00
	07/01/2026		Traffic Control - E Vista Way	902.50
	07/01/2026		Traffic Control - Vale View Dr	1,615.00
	07/01/2026		EVWTP Costs - March & April 2026	590,564.50
	07/01/2026		Direct TV Service	129.99
80114	07/01/2026	City Of Escondido	Direct TV Service	129.99
80115	07/01/2026	DIRECTV	Conduit For Oxygenation Electric Service	314.74
	07/01/2026		Cable For Wiring MCP Disconnects	7,323.11
	07/01/2026		Strut for Mounting Electrical Panels	135.60
80116	07/01/2026	Electrical Sales Inc	Shunt Boxes & Split Bolts for Cathodic Protection	2,705.05
80117	07/01/2026	Farwest Corrosion Control Company	Service Saddle 4x2 PVC (2)	391.65
	07/01/2026		Corp Stop 1" MIP X Flare (12)	1,131.43
	07/01/2026		DFW Meter Box Small DFW1324CH4-12 (29)	4,426.34
	07/01/2026		CAP 1" BRASS (3)	23.25
	07/01/2026		PROSELECT LUBRICANT (PIPE JOINT IUBE) (10)	43.95
	07/01/2026		CRD Springs For Regulators	751.26
	07/01/2026		Asphalt Work For Mainline - Cassou Rd	14,250.00
	07/01/2026		Concrete Work For Mainline Installation - Easy St.	8,000.00
80118	07/01/2026	Frank & Son Paving. Inc	Asphalt work for Mainline Installation - Robinhood Rd.	5,640.00
	07/01/2026		Asphalt work for Mainline Installation - Easy St.	7,176.00
	07/01/2026		Sensor Mounting Brackets	50.56
	07/01/2026		Cutters For 350 Kemil Wire	309.57
80119	07/01/2026	Grainger	Water Separators For Sta. 4 Compressors	246.98
	07/01/2026		Drinking Fountain Filter	129.75
	07/01/2026		Reference Thermometer	202.03
	07/01/2026		Lab Supplies	725.18
80120	07/01/2026	Hach Company	Fall Protection Harnesses	10,835.66
	07/01/2026		Harness Return	(594.56)
80121	07/01/2026	Mallory Safety and Supply, LLC		
80122	07/01/2026			

80123	07/01/2026	McMaster-Carr Supply Company	Hardware For Mounting Elect. Panels	251.37
	07/01/2026		Hardware	114.44
	07/01/2026		Strut & Supplies - Station #9	168.14
	07/01/2026		Strut Clamps - Station #9	26.33
80124	07/01/2026	Moodys	Dump Fees (2)	600.00
80125	07/01/2026	NAPA Auto Parts	Liscense Plate Light - #G-24	38.46
	07/01/2026		AC Compressor Belt - #E-1 Excavator	39.18
	07/01/2026		Cabin Air Filters - Truck #60 & #76	36.13
	07/01/2026		Cabin Air Filters - Truck #40	18.07
80126	07/01/2026	North County Auto Parts	Oil Filter Wrench/Socket	54.84
	07/01/2026		Shop Supplies & Chemicals	178.74
80127	07/01/2026	North County Powder Coating Inc	Powder Coating For Back Rack's - Truck #61 & #62	1,132.09
80128	07/01/2026	O'Reilly Auto Parts	Hook & Pick Set - Truck #85	41.65
	07/01/2026		O'Ring Pick Tools - Truck #85	33.15
	07/01/2026		Credit - Hook Pick Set - Truck #85	(28.26)
	07/01/2026		Ground Straps For Body To Frame & Supplies	60.88
	07/01/2026		Brake Pads & Rotors - Truck#73	200.25
80129	07/01/2026	Pacific Pipeline Supply	Nut Bolt Gasket Kit 6"-8"(6"gasket)3/4 x3 1/4 (66)	721.60
80130	07/01/2026	Gelu California	Employee Event Refreshments	680.00
80131	07/01/2026	Ramona Disposal Service	Trash Service	359.73
80132	07/01/2026	Rincon del Diablo MWD	MD Reservoir Water Service	58.98
80133	07/01/2026	S & R Towing	Tow Bill - Truck #1	900.00
80134	07/01/2026	Volvo Construction Equipment & Services	Gas Shocks & Glass	506.51
	07/01/2026		Freight	11.00
80135	07/01/2026	San Diego Friction Products	Strobe Lights - F 650's Truck#65, #75, #85	344.26
	07/01/2026		E Track For Outfitting Truck Beds	188.96
80136	07/01/2026	San Diego Gas & Electric	Electric 06/2026 - VID Headquarters	446.49
	07/01/2026		Electric 06/26 - VID Headquarters	4,095.53
	07/01/2026		Electric 06/2026 WCHR	249.45
80137	07/01/2026	Shred-it	Shredding Service	236.94
80138	07/01/2026	Stillwater Sciences	As-Needed HAB's Consulting 03/30/2026 - 05/03/2026	2,888.08
80139	07/01/2026	Bend Genetics, LLC	Lab Analysis - HABs Samples	855.00
80140	07/01/2026	UniFirst Corporation	Uniform Service	255.19
80141	07/01/2026	Verizon Wireless	Cell Phone 05/16/2026 - 06/15/2026	1,819.52
	07/01/2026		Cellular Service - Operations	2,013.45
80142	07/01/2026	Vista Printing	Business Cards	95.93
80143	07/01/2026	Xerox Corporation	Xerox Supplies & Maintenance	203.98
80144	07/08/2026	Refund Check 80144	Customer Refund	65.00
80145	07/08/2026	Refund Check 80145	Customer Refund	68.30
80146	07/08/2026	Refund Check 80146	Customer Refund	547.44
80147	07/08/2026	Refund Check 80147	Customer Refund	664.74
80148	07/08/2026	Escondido Metal Supply	Metal Roof Panels (6)	182.70
80149	07/08/2026	Amazon Capital Services	Rust Preventine Paint For - #G-24 & #G-25	96.65
	07/08/2026		HABs Sample Bottles	49.05
	07/08/2026		Office Supplies	10.46
	07/08/2026		Steel Brushes For - #G24 & #G25	8.52
	07/08/2026		Door Latch Cable Kit For Rear Doors - Truck #15	23.54
	07/08/2026		Sit-Stand Computer Desk	329.07
80150	07/08/2026	Azteca Systems, LLC	Cityworks - Annual Maintenance	18,235.37
80151	07/08/2026	Brock Beeson	CWEA Certification Electrical & Instrumental	476.00
80152	07/08/2026	Cecilia's Safety Service Inc	Traffic Control - Cassou Rd	2,921.25
	07/08/2026		Traffic Control - Osborne St	1,520.00

	07/08/2026		Traffic Control - Tierra Del Cielo	760.00
	07/08/2026		Traffic Control - Wandering Rd.	1,140.00
	07/08/2026		Traffic Control - Vantage Ct.	855.00
80153	07/08/2026	Coast Equipment Rentals	Dump Truck Rental	640.00
80154	07/08/2026	Core & Main	4" PO END CAP	162.38
	07/08/2026		Zinc Anode bag 30lb (15)	3,150.08
	07/08/2026		Corp Stop 1" MIP X Flare (12)	1,117.14
	07/08/2026		Angle Ball Mtr Valve 1" Flare Swl Mtr Nut (8)	1,350.96
	07/08/2026		Service Saddle 8x1 PVC (6)	1,396.43
	07/08/2026		Angle Ball Valve 2" FNPT X MNPT (CurbStop)(4)	1,632.41
	07/08/2026		Pipe 4" PVC DR-14 C900 (660)	4,415.30
	07/08/2026		Pipe 8" PVC DR-14 C900 (1,160)	25,741.85
	07/08/2026		Ell 2" Brass Street 90 Degree (2)	106.09
	07/08/2026		Wire 10 Copper (2,000)	1,047.83
	07/08/2026		Adapter 2" Copper x MIP (6)	201.35
	07/08/2026		Service Saddle 4x2 PVC (3)	578.06
	07/08/2026		Service Saddle 4x1 PVC (6)	954.77
	07/08/2026		Service Saddle 8x2 PVC (2)	506.61
	07/08/2026		Angle Ball Mtr Valve 1" Flare Swl Mtr Nut (30)	5,066.10
	07/08/2026		Ball Meter Valve 1"Lockwing FIPxSwivel Mtr (50)	7,415.13
80155	07/08/2026	Diamond Environmental Services	Portable Restroom Service	133.71
	07/08/2026		Portable Restroom Service	83.42
80156	07/08/2026	Direct Energy	Electric - 06/2026 - Henshaw Buildings / Wellfield	23,169.48
80157	07/08/2026	EDCO Waste & Recycling Services Inc	Trash Service	498.24
80158	07/08/2026	Electrical Sales Inc	Hubs & Connectors For Barge	5,188.53
80159	07/08/2026	Fidelity Security Life Insurance Co (EyeMed)	Vision Cobra Insurance 07/2026	14.24
	07/08/2026		Vision Cobra Insurance 07/2026	8.78
	07/08/2026		Vision Cobra Insurance 07/2026	22.54
	07/08/2026		Vision Cobra Insurance 07/2026	8.78
	07/08/2026		Vision Cobra Insurance 07/2026	14.24
	07/08/2026		Vision Cobra Insurance 07/2026	14.24
	07/08/2026		Vision Cobra Insurance 07/2026	14.24
	07/08/2026		Vision Cobra Insurance 07/2026	8.78
	07/08/2026		Vision Cobra Insurance 07/2026	8.78
	07/08/2026		Vision Insurance 07/2026 - Employees	1,536.60
	07/08/2026		Vision Insurance 07/2026 - P Kuchinsky	14.24
	07/08/2026		Vision Insurance 07/2026 - M Miller	14.24
	07/08/2026		Vision Insurance 07/2026 - P Sanchez	14.24
	07/08/2026		Vision Insurance 07/2026 - J MacKenzie	14.24
80160	07/08/2026	Foster & Foster, Inc	OPEB Actuarial Services	6,600.00
80161	07/08/2026	GoTo Technologies USA, LLC	Phone System	1,829.81
80162	07/08/2026	Grainger	Proximity Sensor For E-1 Check	100.37
80163	07/08/2026	Hawthorne Machinery Co	Cutting Edge & Hardware - Skid Steer #B-9	316.07
80164	07/08/2026	Hoch Consulting	Grant Research 03/01/2026 - 05/31/2026	1,387.50
80165	07/08/2026	InfoSend Inc	Backflow Notice	841.31
80166	07/08/2026	LinguaLinx Language Solutions, Inc	CCR Translation	315.76
80167	07/08/2026	McMaster-Carr Supply Company	Scrub Brush & Screws	87.28
80168	07/08/2026	Moodys	Dump Fees (2)	600.00
80169	07/08/2026	Toyota of Escondido	Seat Cushions & Covers	1,342.89
80170	07/08/2026	NAPA Auto Parts	Oil, Fuel & Air Filters	268.01
80171	07/08/2026	Pacific Pipeline Supply	ARI Rolling Seal 1"	1,104.94

80172	07/08/2026	Volvo Construction Equipment & Services	Parts For Service on - E-1 Excavator	833.30
80173	07/08/2026	San Diego Gas & Electric	Electric 06/2026-Henshaw Power Buildings & Grounds / Henshaw	18,959.23
80174	07/08/2026	Sectran Security Inc	Armored Transport	265.05
80175	07/08/2026	Southern Counties Lubricants, LLC	Fuel 06/16/2026 - 06/30/2026	7,333.86
80176	07/08/2026	Stillwater Sciences	As-Needed HAB's Consulting 05/04/2026 - 05/31/2026	1,266.20
80177	07/08/2026	The UPS Store 0971	Shipping 06/2026 - HAB's	277.13
80178	07/08/2026	Tifco Industries	Thread Locker Red & Blue Garage Supplies	167.41
80179	07/08/2026	Bend Genetics, LLC	Lab Analysis - HABs Samples	440.00
80180	07/08/2026	Verizon Wireless	SCADA Remote Service	467.51
80181	07/08/2026	Vulcan Materials Company and Affiliates	Cold Mix	3,240.05
80182	07/08/2026	TS Industrial Supply	AER-222 ORANGE FLUORESCENT MARKING PAINT (12)	91.60
	07/08/2026		TYT-VT2100413P-413P 2INX100ft Black Pipe Wrap (36)	331.25
	07/08/2026		AER-730 RED STRPING PAINT (12)	110.24
	07/08/2026		AER-750 BLUE STRPING PAINT (12)	110.24
	07/08/2026		AER-710 WHITE STRIPING PAINT (24)	220.47
	07/08/2026		AER-770 Black Striping Paint (24)	220.47
	07/08/2026		INT-602 3/4 X 60ft 7 MIL Electrical Tape (50)	101.16
	07/08/2026		AER-254 BLUE CONSTRUCTION MARKING PAINT (36)	222.23
Grand Total:				856,562.11



**WATER SUSTAINABILITY
COMMITTEE REPORT**

Board Meeting Date: July 22, 2026
Prepared By: Directors Nuñez & Kuchinsky

SUBJECT: 2026 WATERSMART LANDSCAPE CONTEST AWARD PRESENTATION

RECOMMENDATION: Present a \$250 gift card and plaque to Heidi and Martin Leonard as the winner(s) of the 2026 Vista Irrigation District WaterSmart Landscape Contest.

PRIOR BOARD ACTION: At its August 20, 2025 meeting, the Board awarded a gift card and plaque to the winner of Vista Irrigation District's 2025 Landscape Contest.

FISCAL IMPACT: \$300 for award and plaque.

SUMMARY: The District participated in the 2026 WaterSmart Landscape Contest jointly coordinated and promoted, but individually judged, by participating agencies. The District joined 11 other local agencies (Helix Water District, Olivenhain Municipal Water District, Otay Water District, Padre Dam Municipal Water District, San Dieguito Water District, Sweetwater Authority, Vallecitos Water District, California American Water, Rincon Del Diablo Municipal Water District, and the cities of Escondido and Oceanside) in this year's contest. Each participating agency's landscape contest winner receives a \$250 gift certificate from their participating agency.

DETAILED REPORT: This is the 14th straight year the District has participated in the landscape contest. Promotional materials were emailed to customers who participated in regional turf removal rebate programs and/or attended recent residential landscape training workshops. Additional landscape contest promotional efforts included: promotional articles in the City of Vista's Vista News Center email newsletter and the Vista Press, social media posts by the San Diego County Water Authority, direct marketing to homes with attractive water-wise landscaping, flyer distribution at Ganter Nursery in Vista, Alta Vista Botanical Gardens and the Vista Public Library, and announcing the contest on the District's website. The District received five applications by the May 8, 2026 deadline.

Water Sustainability Committee members Nuñez and Kuchinsky were the contest judges. The Committee reviewed the applications taking into consideration the following criteria: overall attractiveness, appropriate plant selection, design, appropriate maintenance and efficient methods of irrigation. After discussion and careful consideration of the five applications, the Committee selected Heidi and Martin Leonard to be awarded a \$250 gift card as the winner of the Vista Irrigation District 2026 WaterSmart Landscape Contest. The Leonards' winning landscape will be featured on the WaterSmart Landscape Contest's website at www.landscapecontest.com and the District's website.

ATTACHMENTS: WaterSmart Landscape Contest Applications

JUDGING CRITERIA

Overall Attractiveness:

- Curb appeal
- Pleasing color, form, texture and contour
- Plants are well maintained
- Weeds kept to a minimum

Appropriate Plant Selection:

- Climate-appropriate plant palette
- Minimal or functional turf
- Functional landscape
- Plants meet needs of owners

Design:

- Landscape is able to thrive with less water
- Adequate plant coverage and permeable soils
- Takes advantage of site features like shade, micro-climates, or low-lying flood areas
- Landscape also meets needs of owners

Appropriate Maintenance:

- Mulch
- Weeds kept to a minimum
- Plants are neat, tidy and attractive

Efficient Methods of Irrigation:

- Uses appropriate irrigation equipment for plant material such as drip irrigation or efficient rotating spray nozzles
- Water consumption is appropriate to area
- Uses smart controllers or irrigation sensors
- Irrigation is supplemented with rainwater capture or other water

2026 WaterSmart Landscape Contest						
Applicant Name	Attractiveness/ Appeal	Plant selection	Design	Maintenance	Irrigation/Water Use	Total
Barnhill						
Griswold						
Leonard						
Lizarraga						
Sheahan						
Please rate the landscape contest applicants on the basis of the following five (5) areas. Please rate from 1-5 (5 being high).						

Overall attractiveness:

Curb appeal; pleasing color, form, texture, contour; plants are well maintained; weeds kept to a minimum

Appropriate plant selection:

Climate-appropriate plant palette; minimal or functional turf; functional landscape, meets needs of owners

Design:

Landscaping is able to thrive with less water, has adequate plant coverage, permeable soils, and takes advantage of site features like shade, micro-climates, or low-lying flood areas; landscaping also meets needs of owners

Appropriate maintenance:

Mulch; weeds kept to a minimum; plants neat, tidy and attractive

Efficient methods of irrigation:

Uses appropriate irrigation equipment for plant material, such as drip irrigation or efficient rotating spray nozzles

Owner's Name

Jacqueline Bamhill

Landscape Installation Date

06/22/2023

How did you hear about the contest?

Newspaper

Tell us why you decided to install a WaterSmart landscape (300 - 500 words):

I decided to change to a water wise landscape when my HOA removed a tree from in front of my house. In doing so they broke the front sprinkler system and all of the grass died. Since everything was completely compromised I decided it was a good time to change the landscaping.

List the water-wise plants you used in the design:

Sage, rosemary, lavender, bougainvillea, oleander, olive , and pride of Madeira .

Describe how you water your landscape (50 - 100 words):

I have a drip system installed that I use during the dry spells.



BEFORE



AFTER



Owner's Name

Steve Griswold

Landscape Installation Date

06/10/2023

How did you hear about the contest?

Mail from VID

Tell us why you decided to install a WaterSmart landscape (300 - 500 words):

We installed a WaterSmart landscape to help conserve water in our area and make the yard look nicer.

List the water-wise plants you used in the design:

Mexican Sage, Tectorum, Agave attenuata, Leucadendron Jester, Prairie Sundrops, Coppertone Sedum, and Breath of Heaven.

Describe how you water your landscape (50 - 100 words):

Drip irrigation, capture of occasional rainwater.

BEFORE





Owner's Name

Heidi and Martin Leonard

Landscape Installation Date

01/01/2023

How did you hear about the contest?

SoCal WaterSmart

Tell us why you decided to install a WaterSmart landscape (300 - 500 words):

We moved into our home in Vista in May 2022. We moved here from Henderson, Nevada and were well aware of the importance of using water wisely on our landscaping there.

Unfortunately, the yard in this home was overgrown with trees, bushes, and grass that didn't look healthy and was using so much water due to inefficient irrigation and water thirsty landscaping. We needed to do something and after a neighbor mentioned the water smart landscape program, we decided to take a look at what was involved and couldn't pass this opportunity up.

We applied for a Water Smart rebate in July 2022 since we were going to remove everything and start from scratch. This was a new venture for us, coming from Nevada, and it was important to us that we follow the guidelines/suggestions WaterSmart provided to achieve a successful result. Their guidance helped us develop a design that was beautiful and efficient.

Over the next 2 months, we submitted our plans to WaterSmart and our HOA for approval and received the go ahead early in September. Over the next month and a half, we removed all existing sod, dead trees, overgrown bushes and dug up years of inefficient and old irrigation systems. We brought in new soil, replaced some trees, then slowly added the new plants sparingly so we could see growth rate. As time has gone by, we have had to remove some plants but enjoy adding new plants to our garden. We frequently go to Waterwise Botanicals for ideas.

We love coming to our home now knowing our landscape is good for the environment and we get lots of compliments. It was an amazing experience and transformation.

List the water-wise plants you used in the design:

Fruitless olive trees, Coastal Agave, Deergrass, Giant Wildrye, Lantana, California Fuchsia, Dudleya, Aloe Vera, Aeonium Succulents, Aloe Massawana, Aloe Ferox, Agave Blueglow, Elephant Bush, Ghost plant.

Describe how you water your landscape (50 - 100 words):

We removed all the existing irrigation system that was in the yard and replaced it with a Rainbird Smart Irrigation timed system. All of the plants use drip irrigation which allows us to make adjustments as needed for weather and also when we remove existing plants and replace with new varieties.

BEFORE



AFTER



Owner's Name

Jeannette Lizarraga

Landscape Installation Date

03/01/2025

How did you hear about the contest?

online

Tell us why you decided to install a WaterSmart landscape (300 - 500 words):

We moved into our home with just a dirt backyard with several fruit trees. We installed an artificial turf and had poor drainage. We did a backyard renovation that removed the artificial turf, installed a 750-gallon rainwater cistern capturing water from our roof, and planted native CA plants as well as a seasonal native lawn alternative.

List the water-wise plants you used in the design:

Nodding Needlegrass, yarrow, sage, CA aster, CA brittlebush, agrostis pallens, artemisia, coyote mint, purple three awn, desert globe mallow, manzanita, and several CA wildflowers.

Describe how you water your landscape (50 - 100 words):

For installation, we used drip lines, with a new smart controller, to establish new plantings. After a year, we are already removing the drip lines since CA native plants are already established. We water our three existing avocado trees with the newly installed rain barrel.

BEFORE





Owner's Name

Farideh Sheahan

Landscape Installation Date

10/14/2015

How did you hear about the contest?

Email from Vista Irrigation District

Tell us why you decided to install a WaterSmart landscape (300 - 500 words):

From Turf to Transformation: My Journey to a Water-Wise Yard

As a resident and senior retired teacher, after retirement this became one of my great projects as well as a source of constant joy in my life:

Transforming my thirsty grass lawn into a vibrant, sustainable landscape. Living in Southern California, I knew that saving water wasn't just a good idea—it was my responsibility to our community. I wanted to show that you don't have to sacrifice beauty or life to be water-wise.

Building a Smart Foundation

The change started from the ground up. I replaced the old grass with 'plant oases' tucked into beds of gravel. This isn't just for looks; the gravel acts like a blanket for the soil, keeping moisture in and preventing it from evaporating the moment the sun comes out. I also made sure to install a proper drainage system under the surface, so when those rare heavy rains hit, the water is guided safely away without causing a mess.

Technology That Does the Thinking

The real 'magic' happens with the irrigation system. I paired a drip system with a smart water meter, which completely changed how I garden. Instead of spraying water into the air where it can blow away or feed weeds in empty spots, the drip lines deliver water right to the roots of each plant. My smart controller even keeps an eye on the weather; if the forecast calls for rain, it knows to skip a watering cycle automatically. It's a huge relief to know I'm not wasting a single drop, even when I'm away on vacation.

A Garden Full of Life

My yard is now a colorful collection of plants that love our climate. I have deep purple succulents and 'Sticks on Fire' that thrive on almost no water at all. For a bit of excitement, I planted Lantana and Cape Honeysuckle, which have turned my yard into a favorite stop for local hummingbirds and butterflies. I've even included Fig and Pomegranate trees to prove that a drought-tolerant garden can still provide a fresh harvest for the kitchen.

This project has been more than just a home improvement; it's a commitment to our city's future. As a retired teacher, my garden is now my way of showing my neighbors that with a bit of smart technology and the right plants, we can all help protect our most precious resource.

List the water-wise plants you used in the design:

Trailing Lantana Golden Sedum Pencil Cactus
Water Usage: Very low

Bougainvillea. Cordyline (red spike plant) Sedum groundcover
Water Usage: Very low

1. Firestick Plant (*Euphorbia tirucalli* 'Sticks on Fire')

This is the tall, upright plant with orange and yellow tips.

- Water Usage: Extremely Conservative.

• 2. Echeveria (likely *Echeveria* 'Afterglow')

This is the large, purple-pink rosette in the center of the concrete planter.

- Water Usage: Conservative. Like most rosette succulents, it prefers the "soak and dry" method—watering deeply only when the soil is completely dry.

3. Ghost Plant (*Graptopetalum paraguayense*)

These are the pale, fleshy rosettes forming the dense groundcover in the first photo.

1. Succulents & Low-Water Plants

These make up the bulk of my garden and are highly water-efficient.

- Agave *Attenuata* (Fox Tail Agave): The large, smooth green rosettes in the center of the third photo.
- *Senecio mandraliscae* (Blue Chalk Sticks): The blue-grey, finger-like groundcover at the base of the Agaves.
- *Sedum adolphii* (Golden Glow/Sunset): The yellowish-orange succulents in the wooden tiered planter and scattered in the beds.

1. The Drought-Tolerant All-Stars

- *Euphorbia tirucalli* 'Sticks on Fire': The bright orange/coral branching plant in the center of the third photo.
- *Crassula ovata* (Jade Plant): The thick-leaved green plants with reddish edges in the foreground of the first photo.
- *Aeonium 'Zwartkop'* (Black Rose): The dark purple/maroon rosettes seen in several pots and tucked into the beds.
- Pygmy Date Palm (*Phoenix roebelenii*): The small palm tree in the black pot.
- *Sedum* (Stonecrop): The low-growing, light green/yellow carpet surrounding the blue birdbath.

Describe how you water your landscape (50 - 100 words):

Technology That Does the Thinking

The real 'magic' happens with the irrigation system. I paired a drip system with a smart water meter, which completely changed how I garden. Instead of spraying water into the air where it can blow away or feed weeds in empty spots, the drip lines deliver water right to the roots of each plant. My smart controller even keeps an eye on the weather; if the forecast calls for rain, it knows to skip a watering cycle automatically. It's a huge relief to know I'm not wasting a single drop, even when I'm away on vacation.

BEFORE



AFTER

LIVE



IVE

AFTER





STAFF REPORT

Agenda Item: 8

Board Meeting Date:	July 22, 2026
Prepared By:	Brian True
Reviewed By:	Shallako Goodrick
Approved By:	Brett Hodgkiss

SUBJECT: FISCAL YEAR 2026 CAPITAL OUTLAY CARRYOVER

RECOMMENDATION: Approve the Capital Outlay Carryover for Fiscal Year 2026.

PRIOR BOARD ACTION: Amounts contained in the Capital Outlay Carryover have been previously approved by the Board as part of the District's Capital Budget or as separate Board approvals funded through the Capital Improvement Reserve.

FISCAL IMPACT: The amounts in the Capital Outlay Carryover have already been collected and have no impact on the current fiscal year's budget or water rates.

SUMMARY: Staff annually identifies capital projects that have not been fully expended and need to be carried over to the following fiscal year; an estimated \$5,082,452 in capital items from Fiscal Year 2026 need to be carried over to Fiscal Year 2027. These amounts represent items that were previously approved by the Board; however, due to timing, construction delays outside the District's control, and unforeseen circumstances have not been finalized as of June 30, 2026. The attached schedule indicates the capital items to be carried over to Fiscal Year 2027.

ATTACHMENT: Capital Outlay Carryover – Fiscal Year 2026

Vista Irrigation District

CAPITAL OUTLAY CARRYOVER

Fiscal Year 2026

	Budget Item #	Approved Capital Outlay	Estimated Outlay Through 6/30/2026	Estimated Carryover*	Comments
ENGINEERING:					
Vista Flume Replacement	21-01	3,200,000	2,165,110	1,034,890	On-going.
486 Zone Pressure Relief Facility	25-01	85,000	14,977	70,023	Design completed; construction to begin fall 2026.
Pechstein II Reservoir	25-02	1,250,000	411,719	838,281	On-going.
Mainline Replacement Program	99-99	5,526,159	2,873,270	2,652,889	On-going.
		10,061,159	5,465,076	4,596,083	
WATER RESOURCES:					
Warner Wellfield Assessment and Enhancement	20-15	500,000	13,631	486,369	On hold due to conflicting priorities; expected to resume in fiscal year 2028.
		500,000	13,631	486,369	
		<u>\$ 10,561,159</u>	<u>\$ 5,478,707</u>	<u>\$ 5,082,452</u>	

*Estimated carryover amount could change due to project related expenses occurring prior to June 30 not yet being recorded.



STAFF REPORT

Board Meeting Date: July 22, 2026
Prepared By: Brett Hodgkiss

SUBJECT: ETHICS TRAINING AND FISCAL AND FINANCIAL TRAINING REQUIREMENTS

RECOMMENDATION: Approve amendments to Sections 1.5, Board of Directors, and 5.6, Ethics Training, of the Vista Irrigation District's Rules and Regulations to incorporate requirements contained in Senate Bill 827 related to ethics training and fiscal and financial training for local agency officials.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: The cost of required ethics training for new covered staff (division directors) and new fiscal and financial training will vary based on the provider and whether the training is provided in-person or on-line. The California Special Districts Association (CSDA) offers online ethics training (live and on-demand webinars) and online (on-demand webinar) and in-person fiscal and finance training; on-demand and live webinar trainings are free to CSDA members while in-person training (at set locations) costs \$75/person.

SUMMARY: Existing law (Assembly Bill 1234) requires members of a local agency legislative body or elected officials receiving compensation or expense reimbursement, along with designated employees, must complete two hours of ethics training every two years.

Senate Bill (SB) 827, signed into law in October 2025, makes two major changes to the existing law. First, it expands who must receive ethics training to include department heads or other similar administrative officers of a local agency. Second, it creates a new requirement that all members of a local agency legislative body, elected officials and certain staff, receive two hours of fiscal and financial training every two years.

Staff is recommending amendments to certain sections of the District's Rules and Regulations to incorporate the new training requirements.

DETAILED REPORT:

Expanded AB 1234 Ethics Training Requirements: Existing law requires members of a local agency legislative body or elected officials receiving compensation or expense reimbursement and designated employees to complete two hours of ethics training every two years. SB 827 expands the definition of "local agency official" to include department heads and similar administrative officers of any local agency. Existing staff in covered positions (employed by the District prior to January 1, 2026) taking ethics training for the first time should complete the training within one year (by January 1, 2027).

Starting January 1, 2026, local agency officials who commence service must complete their initial two-hour ethics training within six months of assuming office. The two-year renewal cycle does not change.

New Fiscal and Financial Training Requirements: SB 827 creates new two-hour fiscal and financial training requirement that must be renewed biannually. The goal of this training is to provide local agency officials with the knowledge necessary to properly oversee public funds. Required topics include financial administration and short- and long-term fiscal management, capital financing and debt management, general fiscal and financial planning, and prudent investing and ethics related to use of public resources, among others.

The training may be completed, in-person, online or via self-study with testing. Those providing the training must develop content in consultation with recognized experts in local government finance and must issue proof of participation.

Local agency officials in service prior to January 1, 2026 must complete the training by January 1, 2028, and local agency officials who begin service after January 1, 2026 must complete the training within the first six months of assuming office. Training must be completed every two years after the initial training.

Notification, Recordkeeping and Website Posting: Local agencies must provide information about available fiscal and financial training at least annually to local agency officials and must maintain ethics and fiscal and financial training records, which are public under the California Public Records Act, for five years. Additionally, by July 1, 2026, local agencies with websites must post clear instructions and contact information explaining how the public may request training records.

The proposed amendments to Sections 1.5, Board of Directors, and 5.6, Ethics Training, of the District's Rules and Regulations incorporate requirements contained in Senate Bill 827 related to ethics training and fiscal and financial training for local agency officials.

ATTACHMENTS:

- SB 827 text
- Redline version of Sections 1.5 and 5.6 of the District's Rules and Regulations
- 2026 Fiscal and Financial Training Opportunities

Senate Bill No. 827

CHAPTER 661

An act to amend Sections 53234, 53235.1, and 53235.2 of, and to add Article 2.4.6 (commencing with Section 53238) to Chapter 2 of Part 1 of Division 2 of Title 5 of, the Government Code, relating to local government.

[Approved by Governor October 11, 2025. Filed with Secretary
of State October 11, 2025.]

LEGISLATIVE COUNSEL'S DIGEST

SB 827, Gonzalez. Local agency officials: training.

Existing law imposes ethics training on specified local agency officials. Existing law requires each training to be 2 hours and requires the officials to receive each training every 2 years, and as described otherwise, with the first training within one year of commencing service. Existing law requires the local agency to maintain records of the trainings, as prescribed.

This bill would expand which local agency officials are required to complete the above-described ethics training to include department heads, or other similar administrative officers, as specified, and would instead require officials who commence service on or after January 1, 2026, to receive their initial training within 6 months of commencing service. The bill would require the local agency to post clear instructions and contact information for requesting the training records on its internet website, as specified.

This bill would additionally require all local agency officials, as defined, to receive at least 2 hours of fiscal and financial training, as described. The bill would require the training to be received at least once every 2 years, as provided. The bill would exempt from these requirements specified local agency officials if they are in compliance with existing education requirements specific to their positions.

This bill would authorize a local agency or an association of local agencies to contract with or otherwise collaborate with a provider of a training course to offer one or more training courses, or sets of self-study materials with tests, to its local agency officials to meet the training requirement, as described. The bill would require the training courses and materials to be developed in consultation with experts in local government finance, as specified. The bill would require providers of training courses to provide participants with proof of participation for purposes of complying with specified recordkeeping requirements. The bill would require a local agency to provide information on training available at least once annually. By imposing additional duties on local officials, the bill would create a state-mandated local program.

The bill would include findings that changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

The people of the State of California do enact as follows:

SECTION 1. Section 53234 of the Government Code is amended to read:

53234. For purposes of this article, the following definitions apply:

(a) “Legislative body” has the same meaning as specified in Section 54952.

(b) “Local agency” means a city, county, city and county, charter city, charter county, charter city and county, school district, county office of education, charter school, or special district.

(c) “Local agency official” means any of the following:

(1) A member of a local agency legislative body or an elected officer of a local agency who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.

(2) A department head or other similar administrative officer of a local agency.

(A) For a local educational agency, a “department head or other similar administrative officer” means the superintendent of a school district, the county superintendent of schools, or the chief administrator of a charter school.

(B) For purposes of subparagraph (A), a “local educational agency” means a school district, county office of education, or charter school.

(3) An employee designated by a local agency governing body to receive the training specified under this article.

(4) A member of the governing board of a school district, a county board of education, or the governing body of a charter school, whether or not that member receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.

(d) “Ethics laws” include, but are not limited to, the following:

(1) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.

(2) Laws relating to claiming perquisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public

resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.

(3) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.

(4) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

SEC. 2. Section 53235.1 of the Government Code is amended to read:

53235.1. (a) Each local agency official in local agency service as of January 1, 2006, except for officials whose term of office ends before January 9, 2007, shall receive the training required by subdivision (a) of Section 53235 before January 1, 2007. Thereafter, each local agency official shall receive the training required by subdivision (a) of Section 53235 at least once every two years.

(b) (1) Except as provided in paragraph (2), each local agency official who commences service with a local agency on or after January 1, 2006, shall receive the training required by subdivision (a) of Section 53235 no later than one year from the first day of service with the local agency and each local agency official who commences service with a local agency on or after January 1, 2026, shall receive the training required by subdivision (a) of Section 53235 no later than six months from the first day of service with the local agency. Thereafter, each local agency official shall receive the training required by subdivision (a) of Section 53235 at least once every two years.

(2) Each local agency official who, as of January 1, 2025, is a member of the governing board of a school district, a county board of education, or the governing body of a charter school, except for officials whose term of office ends before January 1, 2026, shall receive the training required by paragraph (2) of subdivision (a) of Section 53235 before January 1, 2026. Thereafter, each local agency official who is a member of the governing board of a school district, a county board of education, or the governing body of a charter school shall receive the training required by paragraph (2) of subdivision (a) of Section 53235 at least once every two years.

(c) A local agency official who serves more than one local agency shall satisfy the requirements of this article once every two years without regard to the number of local agencies with which the official serves.

SEC. 3. Section 53235.2 of the Government Code is amended to read:

53235.2. (a) A local agency that provides the ethical training prescribed by this article shall maintain records indicating both of the following:

(1) The dates that local officials satisfied the requirements of this article.

(2) The entity that provided the training.

(b) Notwithstanding any other provision of law, a local agency shall maintain these records for at least five years after local officials receive the training. These records are public records subject to disclosure under the

California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1).

(c) Commencing July 1, 2026, a local agency that maintains an internet website shall post on that website clear instructions and contact information for the purpose of requesting records required by this section.

SEC. 4. Article 2.4.6 (commencing with Section 53238) is added to Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, to read:

Article 2.4.6. Fiscal and Financial Training

53238. For purposes of this article:

(a) “Fiscal and financial training” includes, but is not limited to, training in all of the following:

(1) Laws and principles relating to financial administration and short- and long-term fiscal management, including, but not limited to, the role and responsibilities of financial administration, financial policies, municipal budgets and budget processes, and financial reporting and auditing.

(2) Laws and principles relating to, but not limited to, capital financing and debt management, mechanisms for local agency revenues, pensions and other postemployment benefits, cash management and investments, the prudent investor standard, and the ethics of safeguarding public resources.

(3) General fiscal and financial planning principles and any pertinent laws relevant to the local agency official’s public service and role in overseeing the local agency’s operations and relevant to the local agency’s procurement and contracting practices and responsibilities.

(b) “Legislative body” has the same meaning as in Section 54952.

(c) “Local agency” means a city, county, city and county, charter city, charter county, charter city and county, or special district.

(d) “Local agency official” means any of the following:

(1) Any member of a local agency legislative body or any elected officer of a local agency.

(2) Any official who is appointed by the governing body who, as part of their official duties, makes decisions or recommendations regarding financial administration, budgeting, or the use of public resources.

(3) A local agency executive, as defined in subdivision (d) of Section 3511.1, or other similar administrative officer of a local agency.

(4) An employee designated by a local agency governing body to receive the training specified under this article.

53238.1. (a) All local agency officials shall receive at least two hours of fiscal and financial training pursuant to this article.

(b) A local agency or an association of local agencies may contract with or otherwise collaborate with a provider of a training course to offer one or more training courses, or sets of self-study materials with tests, to its local agency officials to meet the requirements of this article.

(c) Training courses, or the sets of self-study materials with tests, may be taken in person or online. These courses and materials shall be developed in consultation with widely recognized experts in local government finance, including local government associations.

(d) All providers of training courses under this article shall provide participants with proof of participation to meet the requirements of Section 53238.3.

(e) A local agency shall provide information on training available to meet the requirements of this article to its local agency officials at least once annually.

53238.2. (a) Every local agency official who is in a local agency's service as of January 1, 2026, and commenced that service prior to January 1, 2026, shall receive the fiscal and financial training required by this article before January 1, 2028, unless that official's term of office ends before January 9, 2028. Thereafter, the local agency official shall receive the training at least once every two years.

(b) Every local agency official who commences service with a local agency on or after January 1, 2026, shall receive the fiscal and financial training required by this article no later than six months from the first day of service with the local agency. Thereafter, the local agency official shall receive the training at least once every two years.

(c) A local agency official who serves more than one local agency is only required to comply with the training requirements of this article once every two years, regardless of the number of local agencies the local agency official serves. However, the local agency official shall provide a copy of proof of participation to all local agencies that they serve.

53238.3. (a) A local agency that provides the fiscal and financial training required by this article shall maintain records indicating both of the following:

(1) The dates that local agency officials satisfied the requirements of this article.

(2) The entity that provided the training.

(b) Notwithstanding any other provision of law, a local agency shall maintain these records for at least five years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1).

(c) Commencing July 1, 2026, a local agency that maintains an internet website shall post on that website clear instructions and contact information for the purpose of requesting records required by this section.

53238.4. A local agency official who is in compliance with Section 26945, 26945.1, 27000.7, 27000.8, or 27000.9 is exempt from the provisions of this article.

SEC. 5. The Legislature finds and declares that the fiscal management of local governments is a matter of statewide concern and is not a municipal affair as that term is used in Section 5 of Article XI of the California Constitution. Therefore, Sections 1 to 4, inclusive, of this act amending

Sections 53234, 53235.1, and 53235.2 of, and adding Article 2.4.6 (commencing with Section 53238) to Chapter 2 of Part 1 of Division 2 of Title 5 of, the Government Code apply to all cities, including charter cities.

SEC. 6. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

1.5 BOARD OF DIRECTORS

1.5.1 Director's Compensation

Each member of the Board of Directors shall receive compensation of \$210 per day (per diem compensation) for each day's attendance at meetings of the Board or for each day's service rendered as a member of the Board by request of the Board, and for each day while reasonably engaged in travel time to attend authorized meetings, up to a maximum of ten (10) days in any calendar month.

(Last revision: 4/17/2024: Ordinance No. 2024-01)

A. The following are occurrences for which per diem compensation is pre-approved for all directors:

- 1) Attendance at a meeting of the Board.
- 2) Attendance at a meeting of a standing or an ad hoc committee of the Board by members of that committee.
- 3) Attendance at new Director orientation meetings.

B. Per diem compensation and expense reimbursement is pre-approved for directors appointed to represent the District by the Board President, at meetings of water industry-related organizations including, but not limited to, joint powers boards.

(Last revision: 9/18/2024: Minute Order: 24-09-106)

C. Per diem compensation and expense reimbursement is pre-approved for directors duly elected or appointed to serve on the governing board or committee of another governmental agency or association to which the District is a member, at official meetings of said governing boards or committees, including, but not limited to, California Special Districts Association, Local Agency Formation Commission Special Districts Advisory Committee, and Association of California Water Agencies.

(Last revision: 9/18/2024: Minute Order: 24-09-106)

D. Prior authorization must be received from the Board in a public meeting in order to receive per diem compensation and expense reimbursement for attendance at functions that constitute the performance of official duties. If prior authorization is not possible due to circumstances such as late notification of an upcoming meeting or event, the Board may take action following the meeting or event to ratify a Director's attendance; and such ratification will serve as authority for that Director to receive per diem compensation and expense reimbursement for attendance at such function. Functions that constitute the performance of official duties include:

- 1) Attendance at conferences, seminars, training sessions, or educational activities, such as ethics training, harassment/sexual harassment training, fiscal and financial training, continuing legal education seminars, and other events sponsored by professional organizations such as the Association of California Water Agencies, the California Special Districts Association (CSDA), the Colorado River Water Users Association, the Water Education Foundation, and the Urban Water Institute.

- 2) Attendance at an official event sponsored by another governmental agency or association.

E. Attendance at meetings and events which are organized as meal functions, such as the San Diego Chapter California Special Districts Association quarterly meeting and San Diego Chapter committee meetings, have been deemed non-per diem meetings by the Board except when serving as an officer of the organization. Mileage and expense reimbursement is permitted for attendance at these meetings with prior authorization of the Board in a public meeting.

(Last revision: 9/18/2024: Minute Order: 24-09-106)

F. For purposes of this section, attendance includes:

- 1) Physical presence at a meeting, event or occurrence listed in subsections A through D.
- 2) Participation by teleconference or webinar in a meeting listed in subsections A through C.
- 3) Participation by teleconference or webinar in a meeting listed in subsection D provided prior Board authorization has been received in a public meeting.
- 4) Participation in an approved home study or on-line ethics course, ~~or~~ harassment/sexual harassment training or fiscal and financial training, to meet the requirements of legally required Board training, when participation of the director has been pre-authorized by the Board in a public meeting.

1.5.3 Board Training

A. Every Board member who receives any type of compensation or reimbursement of actual and necessary expenses incurred in the performance of official duties shall receive the following trainings:

1. Ethics Training as specified in Government Code sections 53234 to 53235.2.

2. Sexual Harassment Prevention Training and Education as specified in Government Code Section 53237.

- ~~2.3.~~Fiscal and Financial Training as specified in Government Code sections 53238 to 53238.4.

B. Every Board member, as part of their initial education and training, is expected to attend the Special District Leadership Academy, which covers topics such as governance, setting direction/community leadership, Board's role in human resources and Board's role in finance and finance accountability, within 18 months of being seated on the Board.

5.6 ETHICS TRAINING AND FISCAL AND FINANCIAL TRAINING ~~TRAINING~~

The following positions have been designated by the Board of Directors to receive ethics training and fiscal and financial training pursuant to Government Code sections 53234 through 53235.2 and 53238 through 53238.2, respectively.

General Manager

Director of Administration

Director of Engineering

Director of Operations and Field Services

Director of Water Resources

2026 Fiscal and Financial Training Opportunities

- **On-Demand Webinar: SB 827 Fiscal & Financial Training**

Provider: California Special Districts Association (CSDA)

Date/Time: On-Demand

Location: Online – 2-hour Course

Cost: No cost - CSDA members

- **In-Person Workshops: SB 827 Required Training – Navigating Governance and Finance in Special District**

Provider: CSDA

Date/Time: September 9, 2026; 9:00 am – 12:00 pm

Location: San Bernardino Valley Municipal Water District (San Bernardino, CA)

Date/Time: October 14, 2026; 9:00 am – 12:00 pm

Location: Hayward Area Recreation and Park District Ashland Roots Center (San Leandro, CA)

Date/Time: October 27, 2026; 9:00 am – 12:00 pm

Location: The McConnell Foundation Lema Ranch (Redding, CA)

Cost: \$75 - CSDA Members

- **Live Virtual Webinar: SB 827 Fiscal & Financial Management Training**

Provider: California State Association of Counties (CSAC) Institute

Date/Time: September 21, 2026; 9:00 a.m. – 11:00 a.m.

Location: Online – 2-hour course

Cost: \$249

NOTE: Local agency officials in service prior to January 1, 2026 must complete the training by January 1, 2028.



STAFF REPORT

Agenda Item: 10

Board Meeting Date:
Prepared By:

July 22, 2026
Brett Hodgkiss &
Elizabeth Mitchell

SUBJECT: GENERAL MANAGER RECRUITMENT

RECOMMENDATIONS:

- 1) Discuss and potentially take action regarding aspects related to hiring the next General Manager;
- 2) Consider and potentially take action regarding recruitment options, including open recruitment and the hiring of an executive search firm;
- 3) Consider and potentially appoint an ad hoc committee to address matters related to the recruitment; and
- 4) Provide any other direction regarding the recruitment process or related to the hiring of the next General Manager.

PRIOR BOARD ACTION: None.

FISCAL IMPACT: The cost will vary based on the recruitment process selected. It is estimated that the use of an executive search firm will cost between \$30,000 and \$40,000.

SUMMARY: The General Manager advised the Board of Directors that he would be retiring in December 2026. The Board President directed the General Manager to place an item on the July 22, 2026 agenda to discuss the next steps for the recruitment of a new General Manager. This agenda item will allow the Board to discuss, take action, and provide direction to the General Manager on how to proceed with the recruitment of his successor.

With respect to hiring an executive search firm, the Board's options include:

- 1) Award a professional services agreement to an executive search firm based on a review of the proposals that staff has obtained informally, which are attached to this staff report;
- 2) Direct staff to issue a formal request for proposals for an executive search firm; or
- 3) Do not hire an executive search firm and provide alternate direction on recruitment.

With respect to forming an ad hoc committee on the recruitment, the Board's options include:

- 1) Form an ad hoc committee and define their responsibilities and any delegation of authority; or
- 2) Decline to form an ad hoc committee and provide direction to the General Manager on recruitment issues.

ATTACHMENTS: Proposals from executive search firms



RECRUITMENT SERVICES



GENERAL MANAGER

JULY 9, 2026

TABLE OF CONTENTS

SUBJECT	PAGE
I. COVER LETTER	1 – 2
II. BACKGROUND/QUALIFICATIONS	3 – 9
III. GUARANTEE	10
IV. ORGANIZATIONAL CHART	10
V. WBCP KEY STAFF	11 – 13
VI. RECRUITMENT STRATEGY / PHASES	14 – 16
VII. SCOPE OF WORK	17
VIII. RECRUITMENT TIMELINE	18
IX. REFERENCES	19
X. MARKETING MATERIAL EXAMPLES	19
XI. COST SHEET	20
XII. ADDITIONAL SERVICE OPTIONS/TIMELINE	
POLICY	21
XIII. OTHER	22

I. COVER LETTER.....

JULY 9, 2026

Brett Hodgkiss
General Manager
1391 Engineer Street,
Vista CA 92081-8840



RE: Vista Irrigation District – General Manager Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the General Manager of the Vista Irrigation District. **WBCP has worked on many similar recruitments, and we look forward to the opportunity to partner with your organization on this critical position!**

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

WBCP, Inc. was selected, through a national request for proposal process, as the single-awarded vendor for executive recruitment services through a national competitive process conducted by the National Association of Counties (NACo) under the Public Promise Procurement (PPP) program. This cooperative purchasing agreement, with San Diego County serving as the Lead Public Agency (LPA), allows public sector organizations across the U.S. to satisfy competitive procurement requirements and contract directly with WBCP—without the delays or added costs of a traditional RFP process. The PPP/LPA partnership ensures that organizations can engage WBCP quickly, compliantly, and with confidence in the value and quality of service delivered. **Learn more here:** <https://wbcpinc.com/naco>.

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders. **Additionally, we guarantee this placement for 12 months, and we provide a fair and equal recruitment process that also focuses on attracting ethnic and gender-diverse applicant pools.**

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the staff whom the future General Manager will lead.

My team and I know the California candidate marketplace and have many clients in your region, such as the **City of Encinitas, Metropolitan Water District of Southern California, County of San Diego, and Trabuco Canyon Water District (just to name a few)**. We have exceptional experience successfully recruiting for similar positions, with several notable recruitments including, but not limited to:

- General Manager, Trabuco Canyon Water District, CA
- General Manager, San Benito County Water District, CA
- General Manager, Tuolumne Utilities District, CA
- General Manager, Olivehurst Public Utility District, CA
- Executive Director, San Joaquin Tributaries Authority, CA (SJTA)
- Executive Director, California Municipal Utilities Association, CA

To see a full list of our clients and successful recruitments, visit: <https://tinyurl.com/yp9a4thh>

We have over two decades of experience in public sector executive search services and have provided direct search services through WBCP since 2004. WBCP's executive recruiters are all highly personable and have unique backgrounds that make them well-equipped to take on your recruitments, as you will read their biographies in this proposal. WBCP now has offices in California, Oregon, Washington, Texas, South Dakota, and Florida.

Confidential

I. COVER LETTER.....

Recruiting top talent has become the number-one topic among administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Our 2025 year-end review showed that, over the past three years, an average of 68% of our placements have been candidates from diverse backgrounds.** In fact, we are often selected and told that we bring a larger, more qualified and diverse groups of candidates than they have ever received from past professional recruiters.

Clients also choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them. In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

Lastly, we love what we do, and we are passionate about finding exceptional candidates who are also passionate about serving others. WBCP's staff are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.

wendi@wbcpinc.com | 541-664-0376

www.wbcpinc.com

DIVERSITY

68%

*of WBCP candidates
placed in positions
come from a diverse
background*

II. BACKGROUND & QUALIFICATIONS.....

Principal: Wendi Brown, President/CEO

Company Legal Name: WBCP, Inc. (W. Brown Creative Partners)

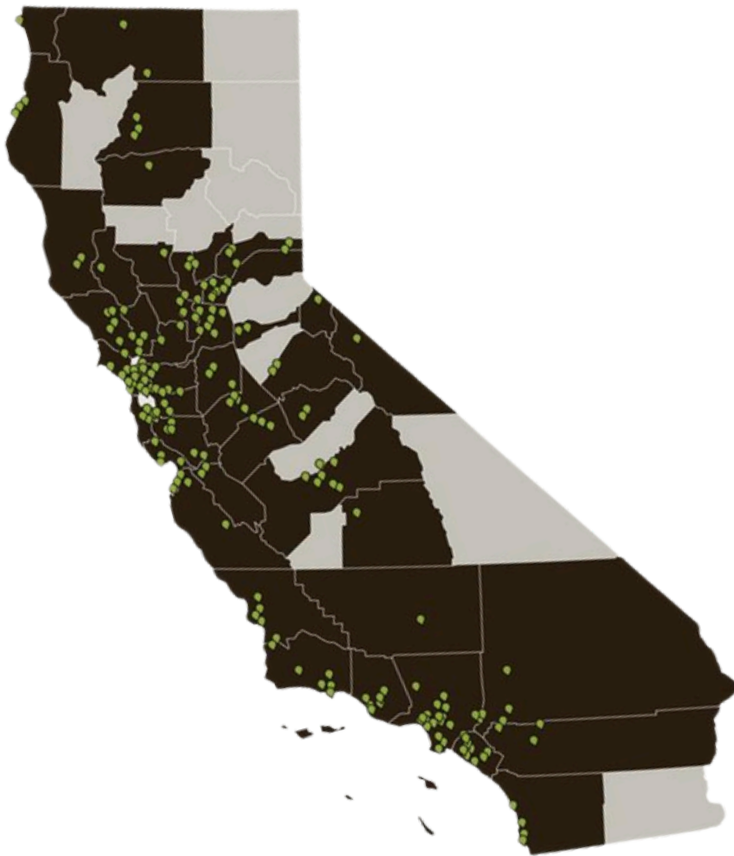
Tax ID: 81-5454037

Website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Address:

- **Oregon (3 offices including WBCP, Inc. Headquarters):** 213 E Main St., Rogue River, OR, 97537; Grants Pass, Medford, and Tigard
- **California (6 offices):** San Jose, Gilroy, Roseville, Camarillo, Marina Del Rey, and Santa Barbara
- **Washington (2 offices):** Seattle and Walla Walla
- **Texas:** Dallas
- **South Dakota:** Mitchell
- **Florida (2 offices):** Minneola and Jacksonville



WOMEN OWNED

WBCP is a 100% women-owned business, an S Corporation, not part of a parent company, and is a registered small business through the US Small Business Administration (SBA). WBCP is registered to do business in all states we serve, and files and pays California S Corporation and personal income tax to the State of California.

BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting: organizational development, training, classification and compensation studies, analysis and assessments, etc.

II. BACKGROUND QUALIFICATIONS.....

WBCP has over 20 years of experience providing search services for public sector and non-profit organizations. We have successfully secured professionals and provided other consulting services in **California, Arizona, Colorado, Idaho, Nevada, New York, Oregon, Ohio, Texas, Utah, and Washington.**

CITIES & TOWNS

California

- Anaheim
- Arcata
- Atwater
- Banning
- Berkeley
- Beverly Hills
- Calistoga
- Ceres
- Chino
- Clayton
- Colfax
- Corte Madera
- Culver City
- Davis
- Dunsmuir
- Emeryville
- Encinitas
- Fort Bragg
- Fremont
- Fresno
- Gilroy
- Goleta
- Hemet
- Irvine
- Laguna Beach
- Larkspur
- Lincoln
- Livermore
- Livingston
- Long Beach
- Los Altos
- Marina
- Milpitas
- Napa
- Novato
- Ontario
- Orinda
- Oxnard
- Palo Alto
- Parlier
- Pasadena
- Petaluma
- Piedmont
- Pismo Beach
- Port Hueneme
- Portola Valley
- Redding
- Riverside
- Rocklin
- Roseville
- Sacramento
- San Francisco
- San Jose
- San Rafael
- Santa Maria
- Santa Monica
- Santa Paula
- Santa Rosa
- Solvang
- Sonoma
- South Pasadena
- Sutter Creek
- Truckee
- Ventura
- Vernon
- Victorville
- Watsonville
- West Hollywood
- Windsor

Oregon

- Ashland
- Astoria
- Central Point
- Garibaldi
- Gold Hill
- Grants Pass
- Hubbard
- Independence
- Newport
- Pendleton
- Phoenix
- Rogue River
- Talent
- Tillamook

Arizona

- Chandler
- Phoenix
- Goodyear

Nevada

- Boulder City

New York

- Rochester

Texas

- Fort Worth

Utah

- Park City

Washington

- Duvall

Ohio

- West Chester



COUNTIES

California

- Alameda
- Alpine
- Colusa
- Contra Costa
- Del Norte
- Fresno
- Humboldt
- Lake
- Los Angeles
- Marin
- Mariposa
- Mendocino
- Merced
- Mono
- Monterey
- Napa
- Nevada
- Orange
- Placer
- Riverside
- Sacramento
- San Benito
- San Bernardino
- San Diego
- San Francisco
- San Mateo
- San Joaquin
- Sutter
- San Luis Obispo
- Santa Barbara
- Santa Clara
- Santa Cruz
- Shasta
- Solano
- Sonoma
- Stanislaus
- Tehama
- Tulare
- Tuolumne
- Yuba
- Yolo

Colorado

- Boulder
- El Paso
- Larimer

Oregon

- Jackson
- Lane

Washington

- King

North Dakota

- Cass

Texas

- Comal



II. BACKGROUND QUALIFICATIONS.....

LOCAL AND NATIONAL COUNCILS, BOARDS, DISTRICTS, AND JOINT POWERS AUTHORITIES (JPAS)

National

- Hass Avocado Board (HAB)
- North American Blueberry Council / U.S. Highbush Blueberry Council (NABC/USHBC)

California

- Amador Water Agency
- Association of California Water Agencies (ACWA)
- Alameda-Contra Costa Transit District (AC Transit)
- Alum Rock Union Elementary School District
- Bay Area Rapid Transit District (BART)
- Bear Valley Community Services District
- Boulder Creek Fire Protection District
- California Municipal Utilities Association (CMUA)
- California Prison Industry Authority (CALPIA)
- Cosumnes Community Services District
- Dublin San Ramon Services District
- Irvine Ranch Water District
- John Wayne Airport
- Los Angeles County Employees Retirement Association (LACERA)
- Los Angeles Unified School District (LAUSD)
- Los Angeles World Airports (LAWA)
- Mendocino County Air Quality Management District
- Metropolitan Transportation Commission (MTC)
- Metropolitan Water District of Southern California
- Modesto Irrigation District
- Monterey One Water
- Nevada Irrigation District
- Newark Chamber of Commerce
- Oakland Housing Authority
- Olivehurst Public Utility District
- Orange County Employees Retirement System (OCERS)
- Port of Long Beach
- Port of San Diego
- Placer County Transportation Planning Agency (PCTPA)
- Sacramento Area Flood Control Agency (SAFCA)
- Sacramento Employment & Training Agency (SETA)
- Sacramento Public Library Authority
- Sacramento Sewer District
- Sacramento Suburban Water District
- San Benito Council of Governments
- San Benito County Water District
- San Diego Port Authority
- San Joaquin County Employees' Retirement Association (SJCERA)
- San Rafael Sanitation District (SRSD)
- Santa Margarita Water District
- Santa Clarita Valley Water Agency
- Sonoma County Library
- Tri-City Mental Health Authority (TCMHA)
- Truckee-Donner Public Utility District (TDPUD)
- Tuolumne Utilities District
- Turlock Irrigation District
- Trabuco Canyon Water District
- Valley Consortium for Medical Education (VCME)
- Valley Water
- Water Forum
- West Basin Municipal Water District
- Trindel

Oregon

- Jackson County Fire District 5
- Rogue Valley Sewer Services

Idaho

- Teton County Joint Housing Authority (TCJHA)



II. BACKGROUND QUALIFICATIONS.....

NONPROFITS

National

- Futures Without Violence (Family Violence Prevention Fund)
- Radio Bilingüe

California

- Center Point
- Central California Legal Services (CCLS)
- Community Food Bank
- Downtown Streets Team
- First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo)
- Gold Coast Health

- Greater Richmond Interfaith Program (GRIP)
- Northern Valley Catholic Social Service (NVCSS)
- Options Recovery
- San Francisco Estuary Institute
- West Angeles Church of God in Christ

Oregon

- Community Works
- Dogs for Better Lives / Dogs for the Deaf
- Southern Oregon Regional Economic Development, Inc. (SORED)



**CENTRAL CALIFORNIA
LEGAL SERVICES**
JUSTICE. EQUITY. POWER.



radio bilingüe
Red Nacional de Radio Pública Latina



Southern Oregon Regional
Economic Development, Inc.



**Northern Valley
Catholic Social Service**
INSPIRING HOPE & TRANSFORMING LIVES



CONSULTING SERVICES

Cities

- Fremont (CA)
- Medford (OR)
- Santa Maria (CA)
- Santa Paula (CA)

Counties

- Humboldt (CA)
- Mariposa (CA)
- Santa Barbara (CA)
- San Luis Obispo (CA)

Special Districts

- Santa Margarita Water District

School Districts

- North Monterey County Unified School District

PRIVATE ORGANIZATIONS

- CDS Publications
- Central California Truck and Trailer
- Morton & Pitalo
- NAVA
- Prentice | Long, PC Law Firm
- SWEED
- Tekmanagement
- Touchstone Accounting



MEDFORD
OREGON



SWEED®



City of
Santa Maria



II. BACKGROUND & QUALIFICATIONS.....

INDUSTRIES

- Organizational Leadership
- Economic Development
- Facilities & Operations
- Financial, Administrative Services, Accounting, Auditing
- Health & Human Services, Housing, Unhoused
- HR, Risk, Labor/Employee Relations
- Information Technology
- Legal, Counsel, Clerk
- Library
- Marketing, Communications, PR
- Parks & Rec, Community Services, Arts
- Planning, Environmental, Community Development, Building, Transit
- Public Safety
- Public Works, Transportation, Engineering

BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS MANAGED:

ORGANIZATIONAL LEADERSHIP

- City Manager, City of Atwater, CA
- City Manager, City of Boulder City, NV
- City Manager, City of Ceres, CA
- City Manager, City of Colfax, CA
- City Manager, City of Dunsmuir, CA 2022
- City Manager, City of Colfax, CA 2026
- City Manager, City of Garibaldi, OR
- City Manager, City of Gold Hill, OR
- City Manager, City of Goodyear, AZ 2026
- City Manager, City of Independence, OR
- City Manager, City of Milpitas, CA 2026
- City Manager, City of Oxnard, CA
- City Manager, City of Pasadena, CA 2021
- City Manager, City of Parlier, CA
- City Manager, City of Petaluma, CA
- City Manager, City of Phoenix, OR
- City Manager, City of Port Hueneme, CA
- City Manager, City of Santa Maria, CA
- City Manager, City of Santa Monica, CA
- City Manager, City of Santa Rosa, CA
- City Manager, City of Sonoma, CA
- City Manager, City of Talent, OR
- City Manager, City of Tillamook, OR
- City Manager, City of Ventura, CA
- City Administrator, City of Duvall, WA
- City Administrator, City of Hubbard, OR
- City Administrator, City of Rogue River, OR
- Town Manager, Town of Truckee, CA
- Town Manager, Town of Windsor, CA
- Town Manager, Town of Portola Valley, CA
- Interim City Manager, City of Milpitas, CA
- Assistant City Manager, City of Beverly Hills, CA
- Assistant City Manager (Municipal Services), City of Sacramento, CA
- Assistant City Manager (Public Safety), City of Sacramento, CA
- Deputy City Manager, City of Long Beach, CA
- Chief Executive Officer, California Correctional Training and Rehabilitation Authority (CALCTRA), CA
- Chief Executive Officer, Downtown Streets Team, CA
- Chief Executive Officer, Newark Chamber of Commerce, CA
- Chief Executive Officer, San Joaquin County Employees' Retirement Association (SJCERA), CA
- Chief Executive Officer, San Joaquin Tributaries Authority, CA
- County Executive Officer, County of Orange, CA
- County Executive Officer, County of Santa Cruz, CA
- County Executive Officer, County of Shasta, CA
- Deputy County Administrative Officer – Budget, County of San Benito, CA
- Deputy County Administrative Officer, Health and Human Services Agency, County of San Diego, CA
- County Administrative Officer, San Benito County, CA

II. BACKGROUND & QUALIFICATIONS.....

ORGANIZATIONAL LEADERSHIP (CON'T)

- County Administrative Officer, County of Tuolumne, CA
- ACAO – Assistant County Administrator, County of San Joaquin, CA
- ACAO/HR Director, County of Mariposa, CA
- ACEO – Assistant County Administrative Officer, County of Santa Barbara, CA
- ACEO – Assistant County Executive Officer, County of Napa, CA
- General Manager, Bear Valley Community Services District, CA
- General Manager, Los Angeles Public Media, CA
- General Manager, Olivehurst Public Utility District, CA
- General Manager, Radio Bilingüe, CA
- General Manager, San Benito County Water District, CA
- General Manager, Santa Cruz County Animal Services Authority, CA
- General Manager, Tuolumne Utilities District, CA
- General Manager, Trabuco Canyon Water District, CA
- Deputy General Manager, City of Ontario, CA
- Chief Operating Officer, Futures Without Violence, CA
- Chief Operating Officer – IT and Administrative Services, Valley Water, CA
- Chief Operating Officer – Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer/Executive Director, Valley Consortium of Medical Education, CA
- Assistant General Manager Water Operations, Modesto Irrigation District, CA
- Executive Director, Association of California Water Agencies, CA
- Executive Director, California Municipal Utilities Association (CMUA), CA
- Executive Director, First 5 Association of California, CA
- Executive Director, Water Forum, CA
- Executive Director, San Benito Council of Governments, CA
- Executive Director, Placer County Transportation Planning Agency, CA
- Executive Director, Teton County Joint Housing Authority, ID
- Executive Director, Trindel, Risk Management, CA
- Executive Director, Arts Commission, County of Santa Barbara, CA
- Executive Director, Latino Public Broadcasting, CA
- Executive Director, Northern Valley Catholic Social Service, Redding, CA
- Executive Director, Greater Richmond Interfaith Program, CA
- Executive Director, Options Recovery Services, CA
- Executive Director, Sacramento Employment and Training Agency (SETA), CA
- Executive Director, Southern Oregon Regional Economic Development, Inc. (SORED), OR
- Executive Director, Pacific Gateway Workforce Innovation Network (PGWIN), City of Long Beach, CA
- Executive Director, Tri-City Mental Health Authority, CA
- Executive Director, First 5 Fresno, CA
- Executive Director, First 5 Santa Barbara County, CA
- Executive Director – Police Accountability Board, City of Rochester, NY
- Executive Director, San Joaquin Tributaries Authority, CA
- Executive Director – Office of Independent Review, County of Orange, CA
- Assistant Executive Director, First 5 San Mateo, CA
- Assistant Executive Officer (UC), Los Angeles County Employees Retirement Association (LACERA), CA
- Chief Deputy Director, ISD, County of Los Angeles, CA
- Vice President, Center Point, Inc., CA
- Executive Vice President, Center Point, CA
- Superintendent, Alum Rock Union Elementary School District, CA

Check out our full list of
recruitments here:
<https://tinyurl.com/yp9a4thh>

II. BACKGROUND & QUALIFICATIONS.....

RECRUITING WITH DIVERSITY IN MIND:

*Since partnering with the country's largest network of diversity job boards, **we have seen a 21% increase in diverse applicants and a 13% increase in diverse candidates placed in positions with our clients.** This demonstrates WBCP's dedication to expanding outreach and removing barriers to apply, ensuring access to a highly qualified and diverse applicant pool.*

600 Diversity Job Boards:

When you post a job with WBCP, it is automatically posted through Circa on 600+ local and diversity job boards, maximizing reach and ensuring access to a wide and inclusive pool of talent. We also utilize one of the largest diversity databases, with over 160 million resumes and 15,000 community-based organization contacts, to expand our search. In addition, Circa's network includes up to 20,000 affiliate organizations, further supporting targeted outreach to diverse communities and qualified candidates.

LinkedIn:

As LinkedIn recruiters, we have access to over 1 Billion profiles, allowing us to evaluate candidates' backgrounds, education, experience, licensure, and more.

AI:

WBCP also leverages AI tools to gather additional information to effectively reach future applicants and candidates contact information for emails and phone numbers.

WBCP understands the complexities of meeting the needs of a diverse community, and we provide a thorough, complete, and fair recruitment process.



Streamline and Satisfy the RFP Process to receive recruiting on demand. Reach out to WBCP today for more information.



III. GUARANTEE.....

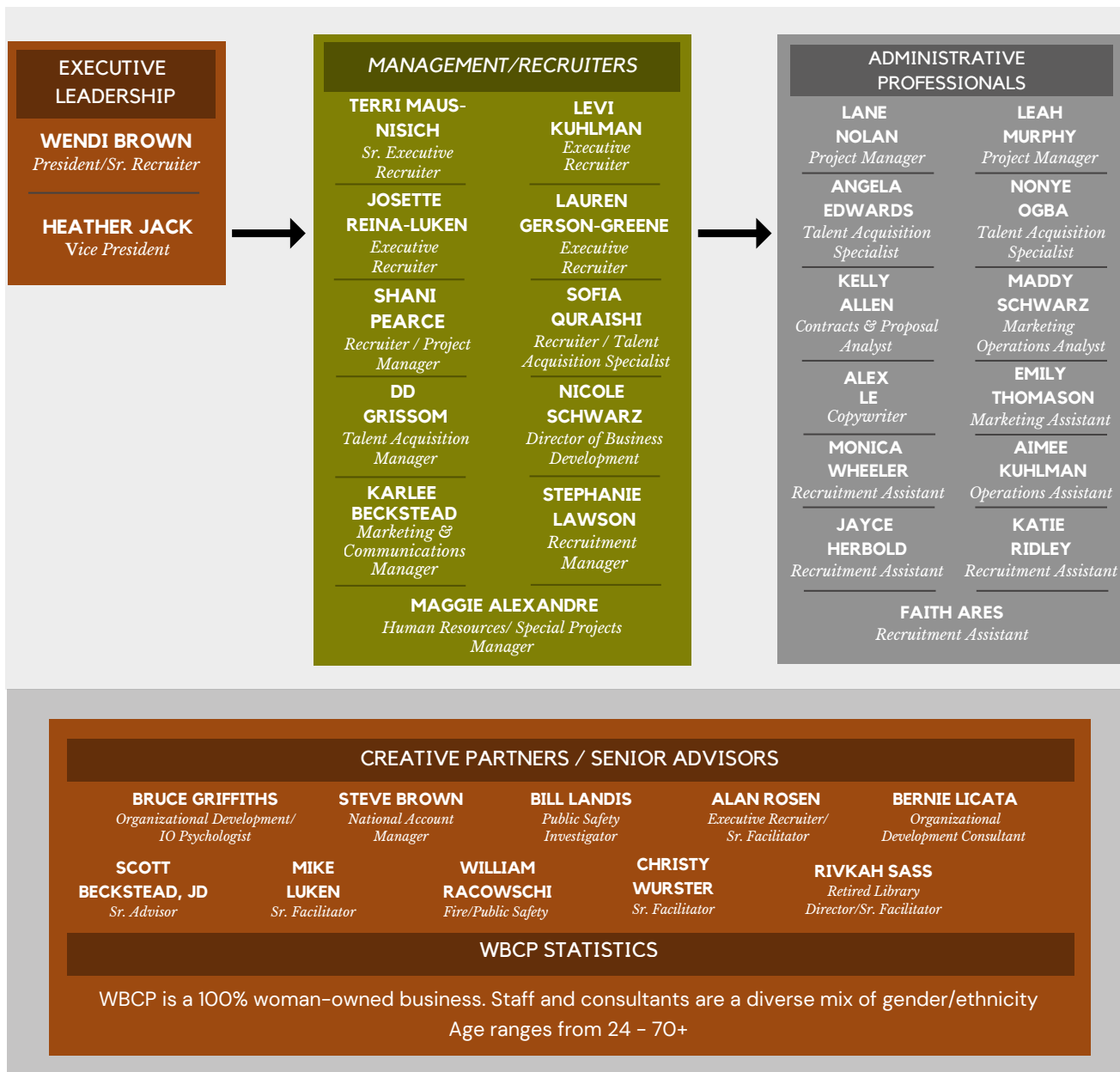
WBCP Inc. provides either a placement guarantee, or a replacement guarantee as determined by the recruitment outcome and defined below:

Successful Placement Guarantee: We guarantee a successful placement and will provide continued consulting services for one additional recruitment at no extra consulting fee. The client will be responsible for any direct expenses.

OR

Replacement Guarantee: If a candidate selected and appointed by the client leaves their position for any reason before completing **12 months** of service, WBCP will provide consulting services at no additional cost to secure a replacement. The client will be responsible for any direct expenses. This guarantee applies to one replacement within one year of the candidate's departure.

IV. ORGANIZATIONAL CHART.....



V. WBCP KEY STAFF.....

WENDI BROWN

*Lead Consultant/
Sr. Executive
Recruiter*



I am the President of WBCP, with over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor's of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working toward a Master's in Management at Southern Oregon University.

TERRI MAUS-NISICH

Sr. Executive Recruiter



Terri Maus-Nisich holds a pivotal role as one of our Senior Executive Recruiters, leveraging her extensive background as a distinguished leader in local government. With a local government career spanning over 40 years, Terri's journey includes transformative roles within the County of Santa Barbara, where she ascended from Parks Director to Assistant County Executive Officer, overseeing vital municipal and health/human service departments. Her remarkable impact encompasses leadership in Homeless Services, Communications, and Emergency Management, driving community engagement, disaster recovery, and support for vulnerable populations. Before her tenure in Santa Barbara, Terri spent 15 years with the City of Santa Clarita in roles ranging from analyst to Deputy City Manager. Throughout her remarkable career, Terri prioritized strategic planning, organizational development, and innovative problem-solving, garnering numerous awards. She holds a Bachelor's Degree from UC Santa Barbara, a Masters of Public Administration from Cal State Northridge, and a graduate certificate from Harvard University's JFK School of Government.

V. WBCP KEY STAFF.....

LAUREN GERSON-GREENE

Executive Recruiter



Lauren Gerson is a seasoned Executive Recruiter at WBCP, where she draws on over 15 years of experience in career services, customer relations, and operations. Her recruiting expertise extends across various industries, with notable success in health and human services, utilities, and finance. Lauren has helped organizations across multiple states fill hard-to-hire positions at every level, from individual contributors to executives. Lauren's diverse professional journey began in operations and events management, where she honed her expertise in human resources, business management, and regulatory compliance. She later transitioned to career services, and prior to joining WBCP, worked with a career coaching company helping job-seekers better leverage their skills and overcome barriers to employment. Lauren holds a Bachelor's degree in Philosophy from Whittier College. She brings a unique perspective to her role, and is committed to making a positive impact both professionally and personally. With her unwavering dedication and client-centric focus, Lauren continues to drive success and excellence in executive recruitment at WBCP.

LEVI KUHLMAN

Executive Recruiter



Levi Kuhlman is an Executive Recruiter at WBCP, and an experienced professional with a multifaceted career spanning across executive recruitment, real estate, and entrepreneurship. He has worked extensively with local municipalities, special districts, and not-for-profit organizations across the Western region, with a focus in California, Oregon, and Idaho. Levi has conducted many successful recruitments in various industries including planning, rent stabilization and housing, engineering, finance, city management, transportation and transit, community development, building and safety, public safety, risk management, and information technology. Levi serves as a skilled and diplomatic liaison, earning a reputation for his personalized approach to recruiting. Before joining the ranks of WBCP, he advocated on behalf of tenants, landlord, and clients. With a diverse skill set and a commitment to excellence, Levi continues to make significant contributions to WBCP, his clients, and broadening the professional community one recruitment at a time.

V. WBCP KEY STAFF.....

**JOSETTE REINA-
LUKEN**

Executive Recruiter



Josette, an Executive Recruiter at WBCP, specializes in government finance and the water industry with nearly 30 years of experience. Her career began in IT, managing software implementations and leading training and sales teams. After earning her MBA, she transitioned to municipal agencies, holding various management positions, including Administrative Manager and Financial Manager. With expertise in budgeting, strategic planning, and organizational development, Josette has made significant contributions to the agencies she's served. She holds a Bachelor's Degree in Political Science/Public Administration from the University of South Florida, an MBA from the University of Phoenix, and certificates in Human Resources from the California State University and Leadership from the University of Davis.

SHANI PEARCE

Executive Recruiter



Shani Pearce brings over 15 years of corporate and public sector experience to her role as an Executive Recruiter at WBCP, with a background spanning executive support, human resources, project management, and regulatory compliance. She began her career with the City of Medford, working closely with executive leadership on labor relations, wellness initiatives, recruitment, and large-scale events. In the private sector, she advanced as a Human Resources Business Partner, specializing in recruitment, training, and organizational development, before joining a multi-billion-dollar, multi-state energy company where she progressed into project management, overseeing compliance, licensing, permitting, and stakeholder engagement. Alongside her corporate work, Shani co-founded a wedding and event business, further demonstrating her creativity and logistical expertise. At WBCP, she brings this diverse experience to lead recruitment processes, engage with clients, source candidates, and ensure a seamless candidate experience, making her a trusted partner to clients and a valued member of the WBCP team.

REVIEW OTHER EMPLOYEES & CONSULTANT
PARTNERS ON OUR WEBSITE:
WWW.WBCPINC.COM/WBCP-TEAM

VI. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, to be actively involved in key phases of the recruitment process to help WBCP gain a clear understanding of the organization's priorities, leadership needs, culture, and long-term goals.



Broad Community Participation: WBCP collaborates with stakeholders identified by the Client, which may include elected officials, governing boards, executive leadership, employees, labor representatives, community organizations, residents, businesses, and partner agencies. Stakeholder input helps WBCP develop the ideal candidate profile, targeted recruitment materials, and a strategic outreach approach tailored to the Client's needs.

Engagement Options:

LISTENING SESSIONS

- **Internal & External Stakeholder Engagement**
- **Flexible Discussion Formats:**
 - 1:1
 - Small group
 - Large group
- **Virtual & In-Person Options**

ONLINE SURVEYS

- **Internal/External Groups:** we provide customized online surveys and share distribution links to clients for internal and external stakeholder groups, including employees, residents, leadership teams, and community members.
- **Multilingual & Accessible Options:** online surveys can be customized for distribution to specific stakeholder groups, such as individual districts within a city. Surveys may also be provided in multiple languages. Additional customization and translation services may involve an additional cost.

FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

VI. RECRUITMENT STRATEGY / PHASES.....

MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:



PHASE II

DIGITAL ADVERTISING WITH DIVERSITY IN MIND

WBCP utilizes targeted digital advertising and proactive outreach to develop diverse and highly qualified applicant pools, leveraging over 20 years of recruitment experience and tens of thousands of established contacts through our existing network. Our outreach includes local and national job boards, professional associations, industry networks, and social media platforms. In partnership with a diversity recruitment platform, our postings reach up to 600 local employment and diversity websites, connecting with more than 15,000 community organizations and niche sites while accessing a job bank of over 2 million resumes. Upon our 2025 year-end review, we found that 68% of candidates placed over the previous three years came from diverse backgrounds.

EMAIL & DIRECT MAIL ADVERTISING

In addition to tapping into WBCP's existing pool of potential applicants, we have the capability to access various professional lists. We actively seek out additional lists through associations, contacts, and other strategic channels.

SOURCING/HEADHUNTING

WBCP employs a proactive recruitment approach focused on identifying, engaging, and connecting with highly qualified candidates through targeted outreach and strategic sourcing efforts, including:

- **LinkedIn Recruiter Access:** utilizing LinkedIn Recruiter's network of more than 350 million profiles and Boolean search strategies to identify and engage highly qualified candidates.
- **Advanced AI-Driven Sourcing:** leveraging advanced AI tools to access phone numbers, email addresses, and other hard-to-find contact information in today's competitive market.
- **Centralized Talent Acquisition Support:** WBCP's centralized talent acquisition team maximizes outreach efforts, expands candidate pipelines, and conducts an average of 100-200 direct outreach calls per recruitment.

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

VI. RECRUITMENT STRATEGY / PHASES.....

RESUME ASSESSMENT

WBCP will review resumes as they are received and/or at the close of the recruitment. Those candidates determined to be the most highly qualified will be selected for a screening interview.

SCREENING INTERVIEWS / REPORT TO CLIENT

WBCP does not restrict the number of applicants or candidates to be screened. Rather, we interview candidates who meet our ideal candidate criteria; frequently this group amounts to 20 candidates, or on average 20% of the applicant pool. Following the completion of the phone screen interviews, we will develop a report/recommended shortlist of candidates, which includes: resumes, cover letters, and a one-page profile summary of candidates' professional history, including a brief overview of WBCP's assessment and the results of their phone screen. We will meet with the selection committee/Client to review this report and select candidates for interviews. In this meeting, we will review the recruitment plan and discuss the final stages of the selection process.



COMMUNICATION WITH CANDIDATES

WBCP will take responsibility for communicating with the applicants/candidates during each phase of the search process and Client should refer any inquiries from potential or existing applicants directly to WBCP.

SELECTION PROCESS

WBCP will design and administer an appropriate final selection process based on the needs of the Client (tailored to the need and recruitment). WBCP will facilitate the invitation and coordination of these meetings/interviews and provide additional assessment tools/recommendations such as interview questions, writing and presentation exercises, problem solving scenarios, etc.

COMMUNICATION WITH CLIENT

Following the interviews and the Client's top candidate(s) selection, we will assist the Client with facilitating a thorough background and reference check. A typical approach includes a review of federal, state, and local criminal background checks and academic verification by a licensed background agency. Reference checks are conducted over the phone by a senior consultant and a final report is provided to the Client. References are completed on candidate(s) being considered after initial/panel interviews.



NEGOTIATIONS

Once the client reviews and is comfortable with the findings in the background and reference report, we are available to assist with negotiations on compensation, benefits, start date, and other transition details.

VII. SCOPE OF WORK.....

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.
- Preliminary internet searches will be conducted on recommended candidates.
- Coordinate interview panel(s) as needed, or coordinate this process with Client.
- Receive and review applicants and screen those applicants to identify top candidates. Top screened paper applicants will be video/phone screened by recruiter to identify the key competencies (technical and interpersonal) to assist in identifying the top group of candidates who will be recommended at the Client/WBCP shortlist meeting.
- Facilitate shortlist meeting with Client – review and select candidates who will be invited to interview.
- Coordinate invitations to candidates.
- Develop interview questions and other selection details to meet specific needs and identify key competencies of candidates.
- Facilitate interviews with panel(s).
- Background and reference checks will be conducted with candidates who are identified as final candidates after initial Client interviews have been conducted. Background checks will be conducted in accordance with local law and typically include the following: criminal (local, state, and federal), education, credit, social security. References will be conducted based on a 360-degree perspective and will include staff, peers, and superiors. Onsite background services are available at an additional fee (see fees for details)
- Facilitate offer and negotiations with selected candidate; as directed by Client.

VIII. RECRUITMENT TIMELINE.....

*BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT
WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT*

Week 1:

- Secure services with search firm, WBCP, Inc.
 - WBCP can schedule a Kickoff meeting as soon as we are selected.
- WBCP: review search parameters and recruiting processes with Client
 - Interview with hiring authority and other stakeholders for competencies
 - Identification of advertising venues and ideal candidate prospects
 - Calls, meetings, or coordination with other stakeholders for information gathering

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

Weeks 2 + 3:

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable)
- Secure panel member calendars
- Timeline may be extended if direct mail piece is included (i.e., print/postage)
- Finalize panel members and interview logistics and invitations to panel members

Weeks 4, 5, + 6:

- Receive applications –Collect and source applicants will continue until recruitment closes

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING**
- Conduct initial phone screen to identify shortlist of candidates
- Preliminary check on shortlist candidates (Google search)
- Candidate profiles developed and short list recommendations to client

Weeks 9 + 10:

- **MEETING – Client confirms selection of candidates to be advanced to panel interviews**
- Finalize questions, presentation, in-basket (as determined)
- Coordinates invitations with selected top candidates (shortlist)
- Produce panel candidate interview packets

Weeks 10 + 11:

- WBCP facilitates interview process – Interview process will be customized based on client and community needs:
 - **Day 1: Panel Interviews Conducted; Day 2: 2nd Interviews with executive leaders;**
 - 3rd interviews may be scheduled as needed with Boards/Commissions, etc.;
 - As needed schedule staff and/or community discussions/meetings

Week 12:

- WBCP conducts background and reference checks (backgrounds may be conducted by Client if current contract exists)
- WBCP conducts full reference checks for candidate(s) selected for Board/Commission interviews; or when Client is interested in making an offer

NEGOTIATIONS / HIRE:

- Hire date to accommodate possible candidate relocation
- Client (WBCP available to assist in process) conducts offer and facilitates salary negotiations with preferred candidate

IX. REFERENCES.....

1-San Benito County Water District, California

Similar Position Filled:

- General Manager

Contact Information:

- Cindy Tyler, HR Analyst – ctyler@sbcwd.com | 831-637-8218

2-San Joaquin Tributaries Authority, California

Similar Position Filled:

- Executive Director

Contact Information:

- Jennifer Persike, President/Founder, JP&CO – jp@jenniferpersike.com | 916-296-3981

3-California Municipal Utilities Association (CMUA), California

Similar Position Filled:

- Executive Director

Contact Information:

- Craig Miller, President, Board of Governors – cmiller@wmwd.com

4-Nevada Irrigation District, California

Similar Positions Filled:

- Director of Power Systems
- Senior Engineer – Dam Safety

Contact Information:

- Jennifer Hanson, General Manager – hansonj@nidwater.com | 530-271-6824

X. MARKETING MATERIAL EXAMPLES.....

Click below to see our marketing samples for similar positions. To see all of our brochures, visit: wbcpinc.com/closed-jobs-private/ and use the password: wbc202510*

- [General Manager, Trabuco Canyon Water District, CA](#)
- [General Manager, San Benito County Water District, CA](#)
- [General Manager, Tuolumne Utilities District, CA](#)
- [General Manager, Olivehurst Utilities District, CA](#)
- [Assistant General Manager of Water Operations, Modesto Irrigation District, CA](#)
- [Executive Director, San Joaquin Tributaries Authority, CA](#)
- [Executive Director, California Municipal Utilities Association, CA](#)
- [Executive Director, Water Forum, CA](#)
- [Director of Power Systems, Nevada Irrigation District \(NID\), CA](#)

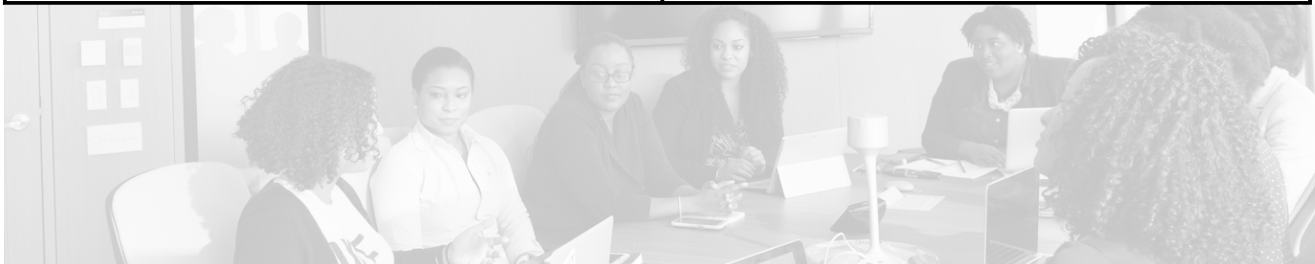
XI. COST SHEET.....

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed in thirds at the beginning (open for applications and advertising campaign launched), middle (shortlist selection), and end of the recruitment process (selection made and background/ references concluded).

SERVICE COST PER RECRUITMENT

GENERAL MANAGER

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
Consulting Services: Phases I-IV in the proposal's recruitment strategy/phases section.	\$28,900 (flat rate)
• Expenses Include: Consulting Services: Phases I-IV in the proposal's recruitment strategy/phases section and related expenses: Brochure/graphic design (\$950) ◦ Marketing and advertising which may include: print and postage (if applicable), online job boards targeted per recruitment, social media, sourcing, LinkedIn (\$395), InMails (\$300), Circa Diversity Job Boards (\$295), and ZoomInfo (\$299) ◦ Surveys: Available in multiple languages; internal and external surveys may be customized and distributed as needed. Document shipping and delivery charges included for virtual meetings and panel materials. ◦ Fees for background and reference checks (one candidate) ◦ One facilitator for each virtual or in-person interview day. <i>These expenses will be billed at actual cost and reimbursed based on receipts.</i>	Up to \$5,500 - \$7,900 (direct expenses not-to-exceed)



XII. ADDITIONAL SERVICE OPTIONS/TIMELINE POLICY.....

Optional Services (Services Listed Below Fall Outside the Standard Scope of Work)

- **Additional Virtual Interview Facilitation (beyond the two facilitators included):** \$750 per day, per consultant
- **Additional On-Site Meeting Days/Interviews (beyond the two trips included):** \$1,500 per day, per consultant, plus applicable travel expenses*
- **Candidate Travel Coordination:** Up to \$1,500 per non-local candidate for travel reimbursement, including lodging, transportation, and/or stipends. WBCP can coordinate travel arrangements upon request.
- **Additional Background Checks (beyond one final candidate):** \$300 per candidate
- **Additional Reference Checks (beyond one final candidate):** \$500 per candidate
- **Additional Hires (beyond the initial placement):** \$9,000 per candidate
- **Web Content Accessibility Guidelines (WCAG) Brochure Updates (optional):** \$150–\$200 per brochure
- **Investigative Background Services:** WBCP offers comprehensive investigative background services, led by Chief Bill Landis, who brings more than 30 years of public safety experience, including employee investigations. This onsite investigation is available for an additional \$3,500 plus travel expenses and may include a detailed review of professional history, reputation, qualifications, conduct, and any past administrative or internal investigations; interviews with current and former colleagues, supervisors, family, friends, and neighbors; a home and workplace visit; in-person reference checks; and review of publicly available information, including social media, as well as any other inquiries deemed necessary. This service is in addition to the standard background checks included in the proposal expenses, which include online criminal and civil records checks, credit check, education and credential verification, driving record review, and Social Security verification. Investigations of this scope typically take approximately 2–4 weeks to complete, depending on candidate availability and the depth of review required.

Timeline Policy

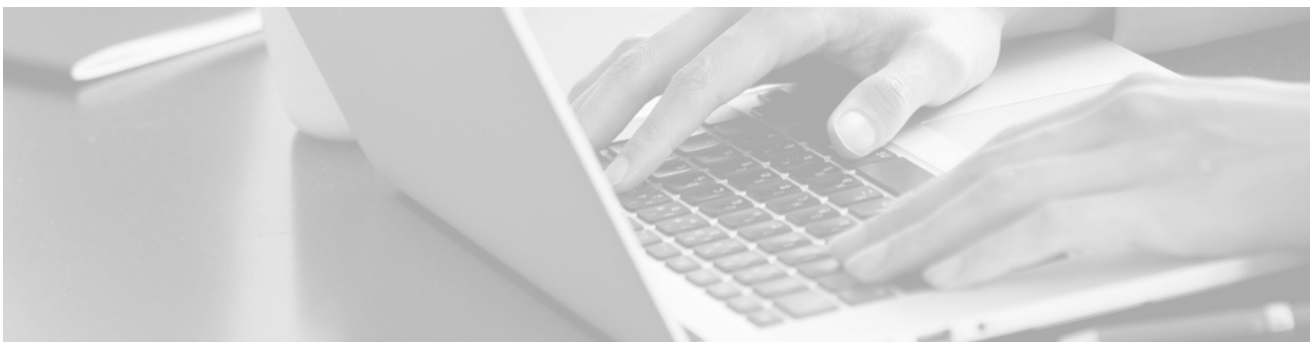
1. **Work Performed Out of Scope:** To deliver optimal results, adherence to agreed-upon dates and times for critical recruitment milestones (e.g., shortlist meeting and interview dates) is required. Any changes to these timelines after the recruitment process has commenced may result in:

- a. **Forfeiture of the Recruitment Guarantee:** Deviating from the agreed timeline will void the recruitment services guarantee if the deviation is significant enough to affect the overall outcome of the recruitment (i.e., losing ideal candidates due to a prolonged timeline)
- b. **Additional Charges:** Adjustments to timelines will incur additional fees for additional administrative work, rescheduling, etc., billed at our standard hourly rate of \$250.

These policies ensure clarity, fairness, and high-quality outcomes for all parties involved.

Proposal Negotiations

While our standard pricing reflects the value and quality of our recruitment services, we recognize that each client's needs are unique. As such, we are open to discussing pricing options and also offer flexible partial search services that can be tailored to meet your specific requirements.



XIII. OTHER.....

INSURANCE

WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. Our 2025 year-end review showed that, over the past three years, an average of 68% of our placements have been candidates from diverse backgrounds. We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.

FORCE MAJEURE

Client agrees that WBCP, Inc. is not responsible for any events or circumstances beyond its control (e.g., including but not limited to war, riots, embargoes, strikes, and/or Acts of God) that prevent WBCP, Inc. from meeting its obligations under this Agreement.



Wendi Brown, President

JULY 9, 2026

Date

Client, Title

Date



**BOB MURRAY
& ASSOCIATES**

Experts In Executive Search

A Proposal to Conduct an Executive Recruitment
for the Position of
GENERAL MANAGER
on behalf of the



1544 Eureka Road, Suite 180
Roseville, CA 95661
(916) 784-9080
(916) 784-1985 fax

July 13, 2026

Mr. Marty Miller, President and Members of the Board of Directors
Vista Irrigation District
1391 Engineer Street
Vista, CA 92081

Submitted via email to: bhodgekiss@vidwater.org

Dear Mr. Miller and Board Members:

Bob Murray & Associates is pleased to submit a proposal to conduct the General Manager recruitment for the Vista Irrigation District. The following details our unique qualifications and describes our systematic–yet flexible–method of identifying, recruiting, and screening outstanding candidates on your behalf. Bob Murray & Associates is proud to offer straightforward, *all-in pricing*, eliminating surprises and making the experience simple and stress-free. This proposal includes information on our proven process, a timeline, and a guarantee.

As the premier public sector executive search firm specializing in positions that report directly to elected boards/councils, we understand the unique dynamics, high expectations, and political acumen required of leaders in these critical roles. We don't just fill positions—we ensure the candidates we present to Vista Irrigation District are well-aligned with your organization's goals, values, and culture. Our team is composed of experienced executive recruiters and former public-sector executives—professionals who are passionate about public service and attuned to current trends in government leadership. With over 34 years of experience and a network of more than 40,000 professionals and organizations, we've built a strong reputation for delivering exceptional candidates and achieving repeat success with our clients.

Bob Murray & Associates recognizes that we work at the pleasure of the Board of Directors and our job is to facilitate the Board in finding the District's next General Manager. Our best practice is to establish a strong partnership with the Board, to ensure the placement of a General Manager who is ideally suited to its needs. In developing this collaborative approach, we will seek the opportunity to meet with the Board individually to discuss their expectations for the Vista Irrigation District's new General Manager. The feedback received from Board will be essential in providing guidance when recruiting and screening candidates for the position.

Current and recent recruitments we have completed similar in scope to your upcoming search include the following:

2026

Resource Conservation District of the Santa Monica Mountains, CA (District Manager)

Marin Municipal Water District (Marin Water), CA (General Manager)

Central Basin Municipal Water District, CA (General Manager)

2025

Inland Empire Utilities Agency, CA (General Manager)

Salinas Valley Solid Waste Authority, CA (General Manager)

Metropolitan Water District of Southern California, CA (General Manager)

Silicon Valley Clean Water, CA (General Manager)

Monterey Peninsula Regional Park District, CA (General Manager)

Goleta Sanitary District, CA (Assistant General Manager)

Calaveras Public Utilities District, CA (General Manager)

2024

Glenn-Colusa Irrigation District, CA (General Manager)

West Basin Municipal Water District, CA (Assistant General Manager) (limited scope)

Western Placer Waste Management Authority, CA (General Manager)

2023

Kinneloa Irrigation District, CA (General Manager)

Mountain House Community Services District, CA (Deputy General Manager)

Nipomo Community Services District, CA (General Manager)

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be Gary Phillips, Valerie Gaeta Phillips, Yasmin Beers, or Stacey Stevenson who would not only direct and supervise the project team from beginning to end but also serve as the Recruiter for the project as well.

To learn first-hand about the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 16 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 with any questions.

Sincerely,



Valerie Gaeta Phillips

President, Bob Murray & Associates

TABLE OF CONTENTS

THE RECRUITMENT PROCESS.....	2
STEP 1 DEVELOP THE CANDIDATE PROFILE.....	2
STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS	3
<i>Reaching Diverse Candidates</i>	4
STEP 3 RECRUIT CANDIDATES	4
STEP 4 SCREEN CANDIDATES.....	5
STEP 5 CONDUCT PRELIMINARY INTERVIEWS.....	5
STEP 6 SEARCH PUBLIC RECORDS	5
STEP 7 MAKE RECOMMENDATIONS	5
STEP 8 FACILITATE FINAL INTERVIEWS	6
STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS	6
STEP 10 ASSIST IN NEGOTIATIONS.....	7
COMPLETE ADMINISTRATIVE ASSISTANCE	7
COSTS AND GUARANTEE	8
PROFESSIONAL FEE AND EXPENSES	8
<i>Optional Services</i>	8
GUARANTEE	9
RECRUITMENT SCHEDULE.....	10
FIRM PROFILE.....	11
REFERENCES.....	16

THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding positive placements and providing security and fairness to candidates and clients while ensuring the integrity of the search process. Outlined below are the steps in our proven recruitment process, refined through our 34+ years of experience in executive recruiting.

STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the Vista Irrigation District's needs will be key to a successful search. Gary Phillips, Valerie Gaeta Phillips, Yasmin Beers, or Stacey Stevenson will meet virtually with the Board of Directors and key stakeholders to learn as much as possible about the ideal candidate for the General Manager position. Key stakeholders often include:

- Council/Board Members - up to five virtual one-on-one meetings with the Recruiter
- Internal Stakeholders (e.g. Department Heads) - up to two virtual group meetings with the Recruiter
- External Stakeholders (e.g. Chamber of Commerce, Community Groups) - one virtual one-on-one or group meeting with the Recruiter

Internal and External Stakeholders

We find that many of our clients value a recruitment process that opens the opportunity for employees, community members, business leaders, and organization representatives to provide input regarding the ideal candidate. Our recruiters are skilled in virtually facilitating group staff meetings, forums for the business community, and/or town hall meetings that provide for equitable involvement from a variety of constituencies.

If the Vista Irrigation District desires, we will work with the Board of Directors to create a customized virtual community and/or staff input process. *Please note: Virtual facilitation of stakeholder meetings is included in the professional fee. On-site Recruiter facilitation is available for an additional fee - please refer to "Costs and Guarantee" on page 7 for pricing information.*

Online Stakeholder Surveys

Sometimes clients are seeking input from a wider range of stakeholders—such as community members, business leaders, and organization representatives—online surveys are ideal to solicit input regarding qualities of the ideal candidate. Our experienced recruiters excel at crafting targeted, thoughtful, open-ended questions and can design a customized survey, providing a link for easy sharing on your website.

After closing, your dedicated Recruitment Coordinator will send you the survey response data for your review and analysis. Online Surveys are available at a nominal additional under Optional Services (please refer to page 8).

We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the Vista Irrigation District.

Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson will review and help define the District's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the District to identify expectations regarding education and experience. The Board of Directors and Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS

Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson and your dedicated Recruitment Coordinator will use the candidate profile developed with the South Lake Tahoe Public Utility District to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the Vista Irrigation District that you feel best represent your organization and your community.

Upon your approval, Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson will send the brochure by email (and postal mail if desired) to a targeted audience, personally inviting potential candidates to apply for the General Manager position. We will also place the recruitment brochure on our [website](#), which attracts over 11,000 unique hits weekly and is a trusted resource for candidates seeking executive and professional positions. Two sample brochures are included in this proposal package for your reference.

Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson will also design an effective advertising campaign appropriate for the General Manager recruitment. Our broadest outreach comes through our active social media involvement on LinkedIn as well as our monthly newsletter where upcoming and current positions are featured. Sources such as *Western City Magazine*, PublicCEO, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the General Manager field.

Suggested General Manager-specific advertising sources for the Vista Irrigation District's search include but are not limited to:

- BC Water Jobs
- California Special Districts Association
- National Association of Clean Water Agencies
- American Water Resources Association

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

Reaching Diverse Candidates

Bob Murray & Associates, a woman- and minority-owned business, is **proud of its commitment to attracting and placing diverse candidates**. Nearly 50% of our last 100 placements were women; Hispanic placements 25%; African American placements 13%; Asian placements 21%; and Native American placements at 1%. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women's Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the South Lake Tahoe Public Utility District, to maximize the potential for individuals from a wide variety of backgrounds, cultures, and life experiences to be considered for the General Manager position.

STEP 3 RECRUIT CANDIDATES

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through **over 2,100 successful placements**, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time—time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach efforts are focused on phone calls to personally invite potential applicants, answer questions, and allay any reservations, and these efforts are essential to the success of the General Manager recruitment.

STEP 4 SCREEN CANDIDATES

Following the closing date for the recruitment, Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to narrow the field of candidates. Internal candidates receive sensitive consideration, and Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson will discuss with the Board of Directors how the Vista Irrigation District wishes to proceed with these candidates.

STEP 5 CONDUCT PRELIMINARY INTERVIEWS

Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Zoom, Teams, or other convenient videoconferencing applications.

STEP 6 SEARCH PUBLIC RECORDS

Under the direction of Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson to any further detailed inquiries we may need to make before our recommendations are finalized.

STEP 7 MAKE RECOMMENDATIONS

Based on our findings during the preliminary interview process, Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson will meet with the Board of Directors virtually or on site to share the complete applicant list and recommend a limited number of candidates for your further consideration. Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of interviewees will be up to you.

We typically recommend 6-8 candidates that we feel best match your expectations and prepare a detailed report on each candidate. This virtual "Recommended Finalist" eBook is provided to each member of the decision-making body and includes:

- ✦ Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates

- Summary of experience and education for each Recommended Finalist candidate
- Complete cover letter and resume for each Recommended Finalist candidate
- List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

STEP 8 FACILITATE PANEL 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 work with the Vista Irrigation District to craft and implement an interview approach that fits your needs. This may include panel and/or individual interviews by the Board of Directors; key stakeholders, community/employee interview panels; writing and presentation samples; meet-and-greets; or other specialized process elements Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson helps the Vista Irrigation District to design.

Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson will be present on-site during the panel interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided for each interview panel member containing:

- Recruitment brochure with candidate profile
- Interview schedule
- Suggested interview questions
- Experience summary, cover letter, resume, and rating form for each candidate
- Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews. Our goal is to ensure that each candidate has a positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS

Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson and your Recruitment Coordinator will conduct detailed reference checks for up to two (2) final candidates. 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. In addition to gaining a 360-degree view of candidates from the

perspective of their supervisors, subordinates and peers for the past several years, we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with the two (2) final candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

STEP 10 ASSIST IN NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Your Recruiter will know what other organizations have done to put deals together with great candidates and what the current market is like for General Manager positions in organizations like the Vista Irrigation District's. Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen candidate. With our proven experience and vested interest in a positive outcome, we can turn a very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

COMPLETE ADMINISTRATIVE ASSISTANCE

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the South Lake Tahoe Public Utility District, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from your Recruiter on behalf of the Vista Irrigation District.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Mr. Phillips, Ms. Gaeta Phillips, Ms. Beers, or Ms. Stevenson will be available to the Vista Irrigation District by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.

COSTS AND GUARANTEE

PROFESSIONAL FEE AND EXPENSES

The **all-inclusive professional services fee** for conducting the General Manager recruitment on behalf of the Vista Irrigation District is **\$29,950**. Services provided for in this fee consist of all steps outlined in this proposal, including design and distribution of the recruitment brochure, advertising, marketing and promotion, administrative support, public records research, comprehensive background reporting on the final candidates, postage, technology, and two days of on-site meetings. This proposal is valid for 60 days from the date of the proposal.

*Optional Services are listed below and are in addition to the professional services fee. Expense reimbursement for **Consultant travel** related to additional on-site meeting days is billed at the actual rate (airfare/mileage, lodging) and is the responsibility of the South Lake Tahoe Public Utility District.*

The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the South Lake Tahoe Public Utility District. Therefore, Mr. Phillips, Ms. Gaeta Phillips, Ms.. Beers, or Ms. Stevenson will contact the District at the first anniversary of the placement to confirm an effective transition has occurred.

Optional Services

- ✦ **Additional virtual stakeholder meetings:** \$250/meeting
- ✦ **Additional on-site meeting days:** \$1,500/day/Consultant, plus travel expenses
- ✦ **Online Surveys:** \$500/each (includes preparing recommended questions, preparing and sharing the survey link, closing the survey, and sending the survey response data for your review and analysis)
- ✦ **Additional background checks:** \$300/candidate
- ✦ **Additional reference checks:** \$500/candidate
- ✦ **Additional hires:** \$9,000/candidate

GUARANTEE

In the event a candidate recommended by our firm resigns or is terminated within the first 12 months of employment, Bob Murray & Associates will provide the South Lake Tahoe Public Utility District with professional services to secure a replacement. Services will be provided at no cost, aside from the following *reimbursable* expenses incurred on the South Lake Tahoe Public Utility District's behalf during the new search:

- ✦ Brochure design and distribution (\$695 reprint only, \$1,275 edit/reflow/reprint)(*if needed*)
- ✦ Advertising actual costs (estimated at \$2,975)
- ✦ Public records search for all new candidates (\$500)
- ✦ Background Checks (\$300/candidate)
- ✦ Reference Checks (\$500/candidate)
- ✦ Consultant travel reimbursement (if travel is needed)
- ✦ *Plus any applicable Optional Services, if desired*

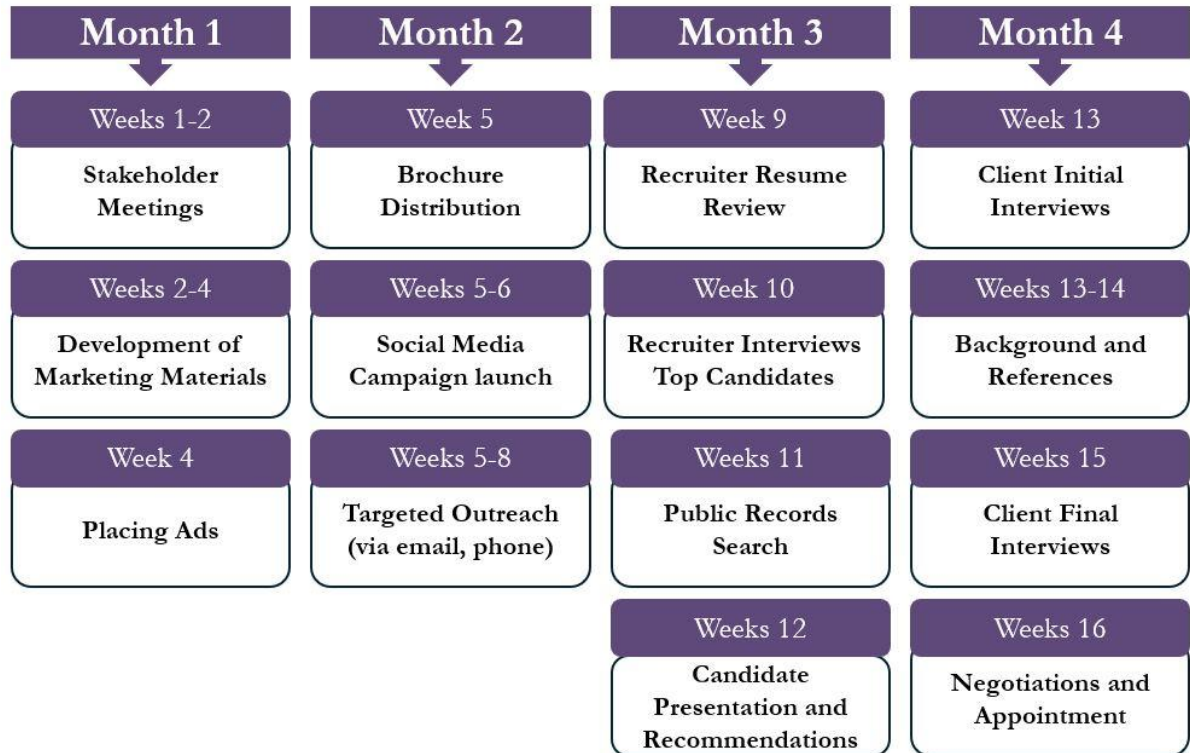
In the event that a placement is not made from the initial recruitment, Bob Murray & Associates will provide professional services to conduct one additional recruitment. Services will be provided at no cost. However, the Vista Irrigation District will be responsible for the *reimbursable* expenses as noted above.

We are confident in our ability to recruit outstanding candidates and do not expect the District to find it necessary to exercise this provision of our proposal.

RECRUITMENT SCHEDULE

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with Vista Irrigation District. A typical timeline of tasks and events is included here for reference.



FIRM PROFILE

OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of sixteen (16):

- Valerie Gaeta Phillips, *President and Owner*
- Gary Phillips, *Executive Vice President*
- Yasmin Beers, *Vice President & Senior Executive Recruiter*
- Adele Fresé, *Senior Executive Recruiter*
- Stacy Stevenson, *Senior Executive Recruiter*
- Jon Lewis, *Senior Executive Recruiter*
- Jeff Mori, *Executive Recruiter*
- Michael Ishii, *Executive Recruiter*
- Ian Schmutzler, *Executive Recruiter*
- Troy Brown, *Executive Recruiter, Career Coach*
- Stephanie Dietz, *Career Coach*
- Melanie Richardson, *Career Coach*
- Kathy Lolas, *Executive Recruitment Coordinator and Operations Manager*
- Grace Owens, *Senior Recruitment Coordinator*
- Steph Souza, *Recruitment Coordinator*
- Alexandria Huesca, *Recruitment Support*

Please see your lead recruiter's biography below:

VALERIE GAETA PHILLIPS, PRESIDENT AND RECRUITER



Ms. Gaeta Phillips has over 18 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. Since joining Bob Murray & Associates, Valerie has completed over 160 searches in a diverse range of fields, including city and general management, planning, finance, human resources, transportation, communication and public relations, community and economic development, information technology, parks and recreation, and operations. She has recruited at all levels of municipal and non-profit organizations, from technicians and engineers to Executive Directors and Chief Executive Officers.

Valerie is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients' success; she is also active in a variety of industry organizations and in diversity-focused associations. Valerie is called upon often to serve as an expert speaker on topics such as managing one's online reputation, diversity

issues in municipal and non-profit leadership, and how to identify a positive placement for the organizational culture.

Ms. Gaeta Phillips, along with Executive Vice President Gary Phillips, has a passion for helping people, evidenced by fundraising, sponsorship, and involvement in raising awareness for organizations such as Autism Speaks, the UC Davis M.I.N.D. Institute, and the Northern California Special Olympics.

GARY PHILLIPS, EXECUTIVE VICE PRESIDENT AND RECRUITER



Since joining Bob Murray & Associates, Mr. Phillips has completed over 125 searches for executives and professionals in a wide variety of fields including animal services, city and general management, planning, legal counsel, cyber security, and human resources. Gary's clients have ranged from municipal government to non-profit and private sector organizations, and he has sourced outstanding candidates for positions from the level of division managers up to City Managers, Executive Directors, and General Managers.

Gary started his career with a New York-based Fortune 100 company and quickly became a Senior Manager, building and running a large customer service organization that eventually expanded to 13 countries in Europe. He proceeded to hold senior leadership positions in several Fortune 500 companies, with noted successes such as building an organization from two to 250 employees worldwide and growing a company from 800 to 1200 employees.

As part of an executive acquisition and recruiting team, Gary helped build a start-up enterprise software company in San Francisco, recruiting top-notch talent and building a world-class organization. He has maintained customer relationships in the public sector and the private sector, including medical and financial institutions. He prides himself on finding key talent and offering the best customer service to his clients.

Mr. Phillips, along with Ms. Gaeta-Phillips, is involved in his community as a soccer coach, as an organizer of fundraisers for Autism Speaks and the UC Davis M.I.N.D. Institute, and as a sponsor of the Northern California Special Olympics. Mr. Phillips received his Associate of Science degree and completed additional coursework at Rochester Institute of Technology, NY.

YASMIN BEERS, EXECUTIVE VICE PRESIDENT & SENIOR EXECUTIVE RECRUITER



Yasmin Beers brings over 33 years of municipal government experience to Bob Murray and Associates. Yasmin retired as the City Manager for Glendale with a population of over 200,000. She served as Chief Executive Officer overseeing close to 2,000 employees serving in Police, Fire, Public Works, Parks, Community Development, Library Arts & Culture, Innovation Performance & Audit, and Water & Power to name a few.

Yasmin's three decades of experience in public service brings extensive background in public sector finance, human resources management, contract negotiations, strategic planning & organizational leadership, policy development, emergency response & planning, team building and performance improvement. Throughout her career, Yasmin has had a great deal of experience in recruiting, selecting and hiring employees for executive and management level positions with a focus on the organizational needs and culture.

Yasmin currently serves on the Glendale Memorial Hospital Community Board of Directors and the Advisory Board for Village Christian School. Yasmin is a past member of Soroptimist International of Glendale where she served as President in 1999/2000. She is a past board member of Glendale Healthy Kids, Salvation Army and the American Red Cross. In 2011 the Glendale Chamber of Commerce recognized Yasmin as Woman of the Year; in 2013 she was the recipient of The Armenian American Woman of Excellence Award; in 2014 Yasmin was recognized by the Glendale Educational Foundation for her distinguished service and philanthropic efforts; in 2015, YWCA awarded Yasmin with the Heart & Excellence Award; in 2017, she was recognized by Business Life Magazine as a Women Achiever; and in 2018 the California State Senate recognized Yasmin as one of the Woman of the Year, each a tribute to her core values that represent her civic responsibilities, volunteerism and community service.

Yasmin has a Bachelor of Arts degree in Political Science from California State University, Northridge and a Master's degree in Organizational Leadership from Woodbury University.

STACEY STEVENSON, SENIOR EXECUTIVE RECRUITER



In Ms. Stevenson's 32 years of service in municipal government, she worked for the California cities of San Diego, National City, and Murrieta. Ms. Stevenson began her professional career in City of San Diego as a Personnel Analyst and went on to work in the Personnel, Metropolitan Wastewater, Engineering, and Contracting departments; as well as the City Manager's office, progressing from Analyst to Deputy Director. She also assumed special projects such as the creation and opening of the City's neighborhood service centers and Liaison to the City Council.

From San Diego she joined the City of National City where she served as the Director of Human Resources, the Director of Administrative Services, and Deputy City Manager. She oversaw Community Services, Finance, Human Resources, and Information Technology; and managed special projects such as the balloting and passage of the City's local sales tax and the implementation of a new payroll module.

In the City of Murrieta, Ms. Stevenson served as Administrative Services Director and Deputy City Manager, again overseeing Community Services, Finance, Human Resources, and Information Technology, and managing special projects. Ms. Stevenson has also served as a commissioner on both the Child Care and Civil Service Commissions for the City of Chula Vista.

Ms. Stevenson holds a Bachelor's degree in Industrial Organizational Psychology as well as a Master of Business Administration degree with an emphasis in Human Resource Management.

CORPORATION

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates
1544 Eureka Road, Ste. 180
Roseville, CA 95661
(916) 784-9080
apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

PROFESSIONAL ASSOCIATIONS

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like South Lake Tahoe Public Utility District:

- California Special Districts Association
- California City Management Foundation (CCMF)
- Engaging Local Government Leaders (ELGL)
- International City/County Management Association (ICMA)
- International Network of Asian Public Administrators (I-NAPA)
- League of California Cities
- League of Women in Government
- Municipal Management Association of Northern California (MMANC)
- Municipal Management Association of Southern California (MMASC)
- National Forum for Black Public Administrators (NFBPA)

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues. Recent and upcoming speaking engagements and trainings provided by our staff include:

- "Role of the Chief" class, annually presented by Jon Lewis on behalf of the California Police Chiefs Association;
- MMANC and MMASC annual mock interviews;
- Annual League of California Cities Booth; and
- Annual League of California Cities City Manager's Conference (City Manager hosted event).

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

CLIENT: City of Rialto, CA
POSITION: Public Works Director
POSITION: Utilities Director
REFERENCE: Ms. Tanya Williams, City Manager

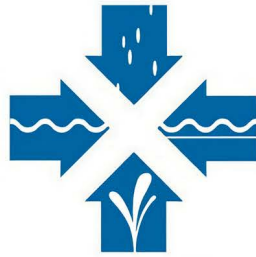
CLIENT: Inland Empire Utilities Agency
POSITION: General Manager
REFERENCE: Ms. Kelsey Kenz, Human Resources Manager
(909) 993-1687

CLIENT: Monterey Peninsula Regional Park District
POSITION: General Manager
REFERENCE: Ms. Shuran Parker, Administrative Services Manager
(831) 372-3196 x107

CLIENT: Calaveras Public Utility District
POSITION: General Manager
REFERENCE: Mr. Adam Brown, Legal Counsel
(916) 765-5656

We appreciate the South Lake Tahoe Public Utility District's consideration of our proposal and look forward to working with you.





Central Basin
Municipal Water District

GENERAL MANAGER



**BOB MURRAY
& ASSOCIATES**
Experts In Executive Search

THE DISTRICT

Central Basin Municipal Water District (District), established in 1952, is a water wholesaler that provides imported water to 40 retail water providers and one water wholesaler including: cities, mutual water companies, investor-owned utilities and private companies in southeast Los Angeles County. The District purchases imported water from the Metropolitan Water District of Southern California (MWD). With a vision to secure water supplies in southeast Los Angeles, Central Basin also provides the region with recycled water for municipal, commercial and industrial use.

The District was established by a vote of the people to help mitigate the over-pumping of underground water resources in southeast Los Angeles County. District founders realized they would have to curtail the use of relatively inexpensive yet diminishing local groundwater by providing the region with imported water. In 1954, Central Basin became a member agency of MWD, an agency which provides the region with imported water. The seven Central Basin Directors appoint two representatives to the 38-member MWD Board of Directors. Central Basin is one of the largest member agencies of the MWD.

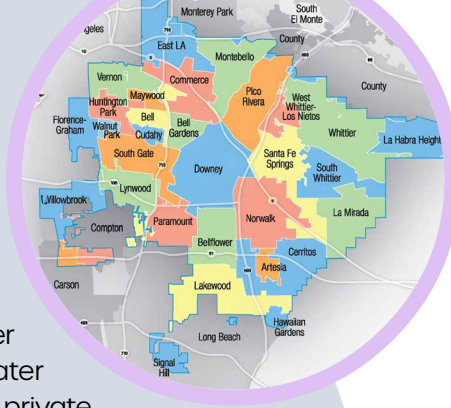
Today, the District serves 1.6 million people from 24 cities and unincorporated areas in southeast Los Angeles and uses a mixed-governance model for the seven-member Board of Directors. The Board is made up of four members elected individually by the voters to represent each of the four electoral district divisions, and three members are nominated and elected by the cities and water purveyors the District serves.

Central Basin is guided by its strategic plan, which acts as a blueprint for the District's goals and objectives. The Strategic Plan was developed under the guidance of the Board of Directors and senior management and includes feedback from local retail water providers.

THE POSITION

With guidance from the Board of Directors, the General Manager provides strategic leadership and direction for all aspects of District operations.

This role involves planning, organizing, directing, and evaluating services to ensure they effectively meet the needs of the public and customers throughout the service area. With a strong emphasis on fiscal responsibility,



regulatory compliance, and long-term vision, the General Manager ensures that organizational goals are achieved efficiently and remain in alignment with the District's mission. Committed to continuous improvement, the General Manager regularly reviews and refines operations to maintain responsiveness, accountability, and alignment with community priorities.

Key responsibilities include overseeing all District departments and functions to ensure compliance with Board policies and applicable laws; participating in the development and execution of the District's strategic plan, goals, and objectives; and managing financial operations and investment policies to ensure all expenditures adhere to Board-approved budgets, legal requirements, administrative policies, and accepted reporting standards. Primary duties include but are not limited to the following:

- Forecasting future operating revenues, capital, and operating budget allocations; preparing an annual budget; and managing day-to-day and long-range financial operations to continually achieve proper debt ratio for the District.
- Directing the preparation of analysis and recommendations regarding water supply and reliability policy issues, long-range planning, and contingency plans; and advising and counseling the Board regarding policy issues for meeting the present and future needs of the region.
- Participating in the assessment of regional, industry, and District service area public and customer needs; ensuring objectives and priorities align with meeting those needs.



- Directing and overseeing the analysis of proposed legislation and regulation; directing and participating in industry and inter-governmental activities to influence legislative and regulatory change consistent with the District's interests and needs.
- Preparing and delivering recommendations to the Board; reviewing and revising board agendas and reports prepared by others.
- Interpreting District code, policies, and applicable laws and regulations; ensuring compliance over assigned areas.
- Directing the development and maintenance of comprehensive, effective human resources programs, administrative policies and systems; developing, maintaining, and revising the District's organization, including but not limited to organizational structure, job descriptions, salary ranges, number of employees, performance reviews (including methodology) and disciplinary policies.
- Maintaining all official employment-related documents, such as employment applications, position descriptions, annual evaluations, commendations, disciplinary actions, and individual personnel files containing all official employment-related documents.
- Submitting rules and regulations for contracting, purchasing, storing, distributing, or disposal of supplies, materials, and equipment to the Board for approval and adoption on an as needed basis.
- Maintaining individual records for District assets reflecting date of purchase, original cost, depreciation term, and method of depreciation.
- Creating an organizational culture conducive to high performance, innovation, integrity, and exceptional customer service.

The General Manager must possess comprehensive knowledge of theory, principles, practices, and techniques of organizational design and development, public administration, financial management, and long-range planning as they apply to a public water agency. This includes a strong understanding of budgeting, purchasing, and public records management, as well as legal and regulatory frameworks such as the Brown Act, applicable ordinances, and state laws governing municipal water district operations. The role also requires



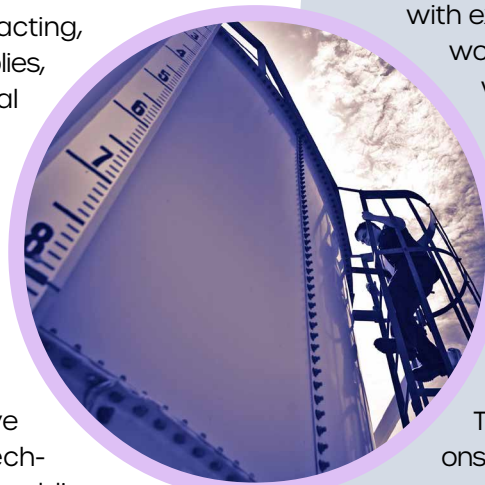
familiarity with federal and state water issues, environmental concerns, and the political processes at all levels that influence water supply, demand, and policy. In addition, the General Manager must understand the organization, function, and authority of a public agency's Board of Directors, and be well-versed in the principles and practices of strategic planning and management.

THE IDEAL CANDIDATE

The Board of Directors is seeking a resilient, dedicated, and adaptable candidate to serve as the next General Manager. The ideal candidate will be an honest and ethical leader with high emotional intelligence. A reliable, humble, and transparent candidate will do well in this role. The successful candidate will be goal-oriented, approachable, and inclusive, with excellent communication skills. The next General Manager must also be mission and vision driven, with experience in culture and workforce resilience along with strategic planning implementation.

The ideal candidate is an effective communicator and strong leader with proven political acumen and extensive experience in the water industry.

The incumbent will demonstrate transparency in their approach, excel at building meaningful relationships, and possess strong networking skills. As both a coach and mentor, the General Manager will inspire and develop others, fostering a collaborative and high-performing environment. A proven, team-oriented



frontrunner with a track record of effective partnerships with state and local governments is sought. Top candidates will bring strong fiscal expertise, a solid background in public policy, and will demonstrate success in working closely with a Board of Directors to achieve organizational goals. Strength and experience in cost efficiency and optimization as well as development of core competencies is essential to success.

Qualified candidates possess a Bachelor's Degree in civil engineering, public or business administration, or related field and at least five (5) years of progressively responsible administrative and executive management experience in the operations and management of a public or private water and/or wastewater service provider. Maintaining a valid California Driver's license is required.

THE COMPENSATION

The annual salary range for the General Manager position is \$267,968 to \$344,531. Placement within this range is dependent on experience and qualifications. The District also offers the following benefits:

Health Benefits:

- Medical - Employer pays 100%
- Dental - Employer pays 100%
- Vision - Employer pays 100%

Employee Assistance Program (EAP) - Employer pays 100%

Health Reimbursement Account (HRA)

Life Insurance - Employer pays 100%

CalPERS Retirement

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

August 24, 2025

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Central Basin Municipal Water District. Candidates will be advised of the status of the recruitment following selection of the General Manager.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080





**GENERAL
MANAGER**



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

Marin Municipal Water District (the District/ Marin Water) is located in Marin County, an exceptional North Bay community just across the Golden Gate Bridge from San Francisco. Widely recognized for its natural beauty and engaged, environmentally conscious residents, Marin County offers an outstanding quality of life. The landscape ranges from pristine coastline and tidal estuaries to redwood forests, rolling hills, and the iconic slopes of Mount Tamalpais. The region enjoys a mild Mediterranean climate, with coastal fog moderating summer temperatures and creating a comfortable year-round environment. Residents value a balance of rural charm and suburban convenience, with vibrant communities, thriving local businesses, and a strong sense of stewardship for the environment.

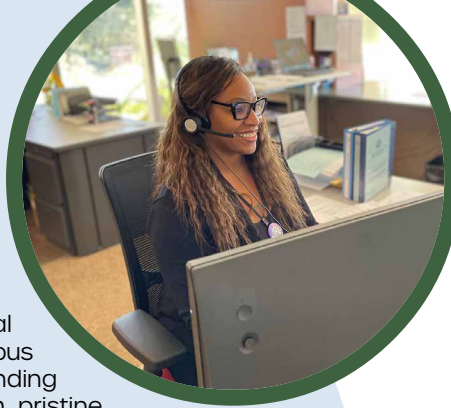
Marin County is a premier recreational destination, anchored by world-renowned public lands such as the Golden Gate National Recreation Area and Point Reyes National Seashore, contributing to more than 140,000 acres of protected open space. The local economy is diverse and evolving, with strengths in professional services, technology, creative industries, agriculture, and tourism, and home to notable companies such as Autodesk and Lucasfilm. Educational opportunities are excellent, including the College of Marin and access to top-tier universities throughout the Bay Area such as University of California, Berkeley, University of California, San Francisco, San Francisco State University, Dominican University of California, and University of San Francisco. Marin is well-connected by regional transportation, including Golden Gate Transit bus service along the Highway 101 corridor, ferry service to San Francisco, and convenient access to major airports, making it both accessible and highly desirable for residents and visitors alike.

THE DISTRICT

Chartered on April 25, 1912, the District is the first municipal water district in California. Prior to that, water in central and southern Marin had been provided by several small, private companies, many of them subsidiaries to local real estate developers. Recognizing the critical importance of reliable water service, the community came together to create a publicly owned and managed water system. Our proud history is what drives our work, and it is at the heart of our mission.

Today, Marin Water provides local water service to more than 191,000 people in central and southern Marin. The District operates a complex and highly reliable water system that includes three treatment plants, a finishing facility, more than 900 miles of pipeline, 130 water storage tanks and nearly 100 pumping stations. About 75% of MMWD's water comes from more than 21,000 acres of protected watershed on Mt. Tamalpais. Rainfall from these watersheds flows into the District's seven reservoirs. Water from these reservoirs is treated and filtered before delivery. The District delivers an average of over 20 million gallons of water per day to homes and businesses. What makes Marin Water unique is that along with protecting Marin's water supply, the organization is tasked with caring for and monitoring access to Mt. Tamalpais, host to hundreds of endemic and rare species of plants, animals, and birds. Mt. Tamalpais is also deeply cherished by Marin's residents and visitors enjoy recreational access to the mountain.

The Marin Municipal Water District is governed by a five-member Board of Directors that appoints a General Manager and employs



254 full-time employees with a combined annual operating and capital budget of \$186.5 million for FY2026.

Visit the following resources to learn more about the District, its history, water supply, and the water source:

[2026 Strategic Annual Work Plan](#)

[Marin Water Historical Highlights](#)

[Current Reservoir Levels and Recorded Rainfall Data](#)

[Your Water's Journey](#)

Mission Statement

Marin Water manages the lands, water, and facilities in its trust to provide reliable, high-quality water and adapt and sustain these precious resources for the future.

Vision Statement

Marin Water is a leader in water and natural resource management and addressing the complexities of a changing environment.

Values

Marin Water is dedicated to serving customers and the community by upholding these core values:

- **Health and Safety.** It is committed to the health and safety of our colleagues and community.
- **Stewardship.** It recognizes the essential connection between people and natural resources and manage our lands and facilities for sustained benefits now and in the future.
- **Innovation.** It strives for excellence and innovation in managing water and watersheds.
- **Efficiency and Responsiveness.** It values efficiency, cost-effectiveness, and timely service in our work with customers and communities.
- **Accountability.** It operates with the highest levels of individual and organizational accountability to each other and the community.
- **Respect.** It maintains a welcoming environment that embraces differences and offers respect, dignity, and fairness for all people and partners.
- **Listening and Learning.** The organization listened to others, reflecting on its performance, sharing knowledge with others, and making informed decisions.
- **One Water Team.** Marin Water works together to anticipate the challenges ahead and achieve our mission.



Strategic Plan

Marin Water's Five-Year Strategic Plan outlines the organizational goals and objectives the District intends to accomplish over the next five years, 2024-2028. Meant to guide the work of all District departments and staff, the plan has five key goal areas: Reliable Water Supply, Resilient Water System, Watershed Stewardship, Fiscal Responsibility, and Organizational Excellence.

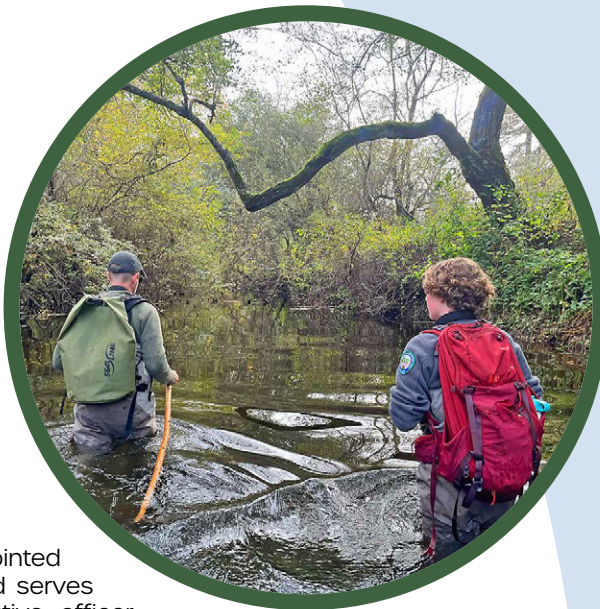
THE POSITION

The General Manager is appointed by the Board of Directors and serves as the District's chief executive officer.

Under policy guidance from the Board, the General Manager is responsible for providing leadership, management and supervision of the overall activities and operations of the District to ensure that customers are provided high quality water in an efficient, economical, responsive and courteous manner, and that Marin Water is a responsible steward of the watershed, sustaining it for future generations.

The General Manager is accountable for developing, implementing and executing short- and long-term plans, policies, budgets and strategies to accomplish the District's mission, the outcomes of the Strategic Plan and other Board of Director priorities. The General Manager supervises the preparation of a strategic plan, other plans, policy items, budgets, and operational, organizational and fiscal reports for the Board's consideration and approval. Typical duties may include but are not limited to the following:

- Direct the development and implementation of initiatives, goals and objectives set forth to support Marin Water's mission and vision as identified in the District's strategic plan
- Advise the Board on policy and administration and execute the implementation and timely completion of Board approved policies and priorities.
- Oversee programs and plans designed to maintain a stable water supply and high-quality water.
- Oversee watershed resources, preservation, maintenance and protection and maintain watershed stewardship partnerships with community organizations.
- Establish and promote an environment of respect, civility, integrity and excellence.
- Maintain and monitor the budgets; direct the development and implementation of the capital improvement programs and major engineering and construction projects.
- Ensure the selection and retention of highly competent and effective management staff.
- Ensure consistency of a well-designed performance plan and review programs for all the District's staff.
- Monitor Marin Water's labor negotiations and labor-management efforts.
- Communicate effectively with employees, citizen groups, and advisory bodies; establish and maintain positive relationships with external agencies; ensure appropriate outreach and communications with the local community, including customers, citizen groups, thought leaders and advisory bodies.
- Coordinate Marin Water activities with federal, state and local public agencies and represent the District as required.



LICENSES AND/OR CERTIFICATIONS

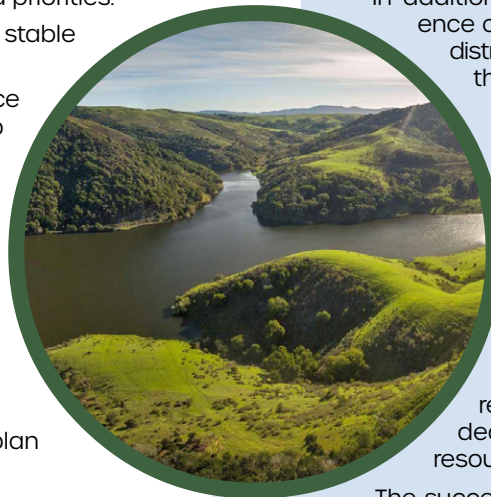
Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

THE IDEAL CANDIDATE

The Board seeks a General Manager who can build upon the District's strong technical foundation while advancing critical infrastructure and water supply priorities through a clear, strategic, and long-term vision. This leader will be skilled at guiding the organization through complex capital improvement programs and possess the financial acumen to identify and secure new revenue sources to help accelerate essential projects. While technical or engineering expertise is valued, a strong understanding of water district management will allow the next General Manager to focus on leadership capacity. This includes exercising sound judgment, providing clear direction, making timely and well-informed decisions, and empowering a high-performing team while maintaining accountability. Strategic in approach and grounded in high emotional intelligence, the ideal candidate will effectively connect day-to-day operations with long-term organizational goals.

In addition to management experience of the operation of a water district or a similar public entity, the ideal candidate will bring a deep commitment to environmental stewardship and land use management. The agency is responsible for overseeing over 21,000 acres of some of the most sensitive, beautiful, and cherished habitat and watershed lands world-wide, and the role requires a thoughtful and dedicated steward of those resources.

The successful candidate will be an approachable, engaging, and inclusive leader who builds trust across the organization, makes an effort to know the highly skilled and committed team members of Marin Water and engages with the community in a thoughtful way. This individual will be visible and accessible, a good listener who can win staff confidence and foster



a collaborative, team-oriented environment. Marin Water employees take pride in the District's mission and culture and are seeking a General Manager who will strengthen communication, support cross-department coordination, and invest in leadership development and succession planning. The ideal candidate will balance internal leadership—enhancing workforce engagement, organizational alignment, and staff development—with external responsibilities, including cultivating regional partnerships, maintaining community trust, and building a strong, effective relationship with the Board of Directors. The ideal candidate will model fairness, consistency, and transparency, reinforcing a positive organizational culture while guiding the District forward with stability, cohesion, and purpose.

TRAINING AND EXPERIENCE

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor of Science degree in Engineering, Public Administration, Business Administration or a related field. A Master's degree is desirable.
- 10 years of experience as a senior manager, leading, directing and managing strategic initiatives for a complex organization, such as a municipal water agency or closely related public utility, providing essential utility services to the public; plus, familiarity with water quality, project management, public finance, engineering, human resources, environmental compliance, watershed and natural resource management.
- Significant expertise and competence with public financing, financial management, long-range planning relevant to a large complex public water utility.
- Desirable knowledge of water resources, including water conservation concepts and tools, and experience with watershed, natural resources and fishery management.

COMPENSATION AND BENEFITS

The annual salary range for the General Manager is **\$350,000 to \$410,000 per year**; salary is dependent upon qualifications and experience. Marin Water also offers a competitive benefits package including but not limited to the following:

Retirement – CalPERS (Current retirement formula is 2.7% @ 55 for employees hired before December 31, 2012; 2% @ 62 for employees hired after January 1, 2013)

Deferred Compensation – Employees are eligible to participate in the 457 plan (voluntary)

Medical Insurance – CalPERS

Dental Insurance – Delta Dental

Vision Insurance

Group Life Insurance

Long Term Disability Insurance



Administrative Leave – 40 hours per calendar year

Sick Leave

Holidays – 12 paid holidays per year and 2 additional floating holidays granted

Vacation – Four weeks per year. Accrual shall be in equal measure per pay period, annually totaling 160 hours.

Vehicle Use – for commuting and undertaking the District's business

Management Professional Allowance – to assist with tuition, professional development

Accidental Death and Dismemberment Insurance

Marin Water participates in Social Security

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:
May 24, 2026

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with Marin Water. Candidates will be advised of the status of the recruitment following selection of the General Manager.

If you have any questions, please do not hesitate to call Mr. Gary Phillips at:

(916) 784-9080





July 17, 2026

Brett Hodgkiss, General Manager
Vista Irrigation District
1391 Engineer Street
Vista, CA 92081-8840

Via email to: bhodgkiss@vidwater.org

Dear Mr. Hodgkiss,

Thank you for considering Peckham & McKenney for the Vista Irrigation District's General Manager recruitment. We would be honored to work with the District on this critical recruitment. We look forward to the opportunity to specifically *find* exceptionally skilled and experienced candidates that will work effectively with the Board and member agencies, serve residents, and work successfully with the staff.

Peckham & McKenney is a well-established and experienced, honest and communicative, hardworking, and service oriented firm. We are known for achieving successful and long-term placements. As a firm that only conducts recruitments for cities, counties, and special districts – and primarily in California, some of our distinguishing attributes include:

- We actively and personally search for, find, and pursue candidates throughout California and the nation. We don't act as a supermarket and wait for (or expect) prospective applicants to simply find a position on our website, in an ad, or from social media. Through an extensive personal and corporate network, and with a keen understanding of what our client is looking for, we market your opportunity and use the telephone and LinkedIn along with text, email, and social media to find candidates.
- We limit the number of concurrent searches to directly focus on serving our client.
- We prioritize a respectful, thorough, responsive, communicative, and complete process to represent our client in the best light, keep everyone informed, and make the recruitment process a positive experience. Furthermore, we communicate with applicants and treat them with respect.

- Your Recruiter is personally, solely, and directly responsible for all aspects of the search; your Recruiter is also your one point of contact. In other words, your Recruiter who knows about the Agency and the responsibilities of the vacant position handles all components of the recruitment (for example, preparing the Candidate Profile, conducting outreach, reviewing applicants, presenting applicants, facilitating interviews, and conducting reference checks.

The Peckham & McKenney team is made up of retired municipal managers and directors who are passionate about the public sector. As a Recruiter with Peckham & McKenney, I am proud to work with our team because we value and prioritize assisting public agencies in furtherance of good government; placing quality above quantity; and building long lasting relationships with those in the public service.

For this recruitment, I will serve as your Recruiter. In addition to serving as a City Manager, I am a former Human Resources Director, and I have a great deal of experience conducting recruitment and selection processes. Additionally, I am very experienced with recruiting for special districts and working with elected officials.

Attached is a detailed proposal for conducting search processes for the City that includes information about our firm, process, timeline, resources, references, experience, and fee. We charge a fixed, all-inclusive fee and the fee for your recruitment would be \$30,000.

I would also be pleased to take part in an interview to personally present and discuss our proposal. Upon being selected to conduct a search, we would also be prepared to start right away. I have included a draft schedule that can be modified based on the needs of the District.

I am excited for the opportunity to implement the process leading to the successful placement of a candidate that “fits” your interests and the organization. Please feel free to call me at (831) 998-3194 if there are any questions.

Sincerely,

Roberta Greathouse
Executive Recruiter
Roberta@peckhamandmckenney.com

Enclosures:

Vista Irrigation District Search Proposal

Sample Candidate Profile

Peckham & McKenney
"All about fit"

RECRUITMENT PROPOSAL

For

Vista Irrigation District

General Manager

July 17, 2026



Peckham & McKenney
EXECUTIVE SEARCH

Serving local governments (cities, counties, districts) by conducting recruitments and placing management and executive leaders that fit the personnel needs and interests of agencies.

TABLE OF CONTENTS

Why Choose Us? 2

Experience 3

Your Recruitment Team 5

The Search Process and Schedule 7

Cost of Services 8
Cost of Services
Process of Payment
Insurance

Guarantee, Commitment and Diversity 9
Guarantee
Commitment
Diversity Statement



Why Choose Us?

Peckham & McKenney focuses on quality searches and placements (over quantity) in recognition that each placement is “All about fit”. Serving local government since 2004, we are one of the most trusted and respected executive recruitment firms in the country. We have successfully placed hundreds of local government professionals including City Managers, County Executive Officers, General Managers, Police and Fire Chiefs, Department Heads, Assistant Managers, and mid-level Managers. Time and again, we receive unsolicited compliments from clients and candidates in reference to our integrity and high ethics, commitment, follow-through, communication, and service. We take pride in treating both our clients and candidates with utmost respect.



Our Commitment To You

Peckham & McKenney, by maintaining the quality, style, values and culture established by Bobbi Peckham and Phil McKenney, performs on the premise that an executive search firm must be dedicated to providing its clients and candidates with professional and responsive service, and a personal, hands-on approach. Our business philosophy is founded on the understanding that we are in a “people” related industry and that attention to others’ needs is the key to providing effective customer service.

We believe in honesty. No client should ever appoint an individual without being fully knowledgeable of the candidate’s complete background and history. Additionally, no candidate should ever enter into a new career opportunity without full disclosure of any organizational “issues.”

We keep everyone involved in the recruitment process informed. Not only do we provide regular updates to our clients, we also have a reputation for keeping our candidates up to date.

We do not recruit staff from our client agencies for another recruitment during an active engagement nor do we “parallel process” a candidate, thereby pitting one client against another for the same candidate.

We do not recruit our placements – ever. Should a placement of ours have an interest in a position for which we are recruiting, they may choose to apply. If they become a finalist, we ask that they speak to their supervisor to alert them of their intent.

We are retained only by client agencies and only serve cities, counties and special districts. We are not retained by applicants or non-governmental agencies.

We do not over commit ourselves to too many searches. Your recruiter maintains a small, limited number of concurrent searches at all times to focus specifically and diligently on recruiting qualified candidates for your vacancy.

We commit to diversity in its broadest possible definition in every aspect of each executive recruitment



EXPERIENCE

With our recruitment team that solely consists of retired City Managers, Assistant City Managers, Police Chiefs and Department Heads, and our expert support team, Peckham & McKenney brings more experience and knowledge of local government and executive search than any other California recruiter.

Roberta's recent related experience includes:

Brentwood, CA	City Attorney
Brentwood, CA	City Manager
Fox Canyon Groundwater District, CA	Executive Officer
King City, CA	City Manager
Los Osos CSD, CA	General Manager
Mammoth Lakes, CA	Town Manager
Manteca, CA	City Manager
Merced County, CA	Chief Executive Officer
Morro Bay, CA	City Manager
North Sonoma Coast Fire Protection District, CA	District Administrator
Pittsburg, CA	City Manager
San Luis Obispo/IWM Authority, CA	Executive Director
Saratoga, CA	City Manager
Sunnyvale, CA	City Attorney
Sunnyvale, CA	City Manager
West Valley Sanitation District, CA	District Manager & Engineer

Some of the firm's other recent relevant recruitments include:

Anderson, CA	City Manager
Angels Camp, CA (City of Angels)	City Administrator
Banning, CA	City Manager
Corning, CA	City Manager
Hollister, CA	City Manager
Ione, CA	City Manager
Los Gatos, CA	Town Manager
Malibu, CA	City Manager
Marina, CA	City Attorney
McCall, ID	City Manager
Milpitas, CA	City Manager
Napa County, CA	County Executive Officer
Ouray, CO	County Manager
Pleasant Hill, CA	City Manager
Portola Valley, CA	Town Manager
Redding, CA	City Attorney
Redding, CA	City Manager

San Luis Obispo, CA
San Pablo, CA
Santa Barbara County, CA
Santa Barbara, CA
Santa Barbara, CA
Santa Maria, CA
Santee, CA
Solano County, CA
Sonoma County, CA
South San Francisco, CA
Stockton, CA
Tracy, CA
Weed, CA
Yreka, CA

City Manager
City Attorney
Chief Executive Officer
City Administrator
City Attorney
City Manager
City Manager
County Administrator
County Executive
City Manager
City Manager
City Attorney
City Manager
City Manager

Please don't hesitate to contact these agencies as well as our large list of current and former clients on our website ([here](#)); they will attest to our quality of service, on-going communication throughout the process, personal and direct outreach and sourcing of candidates, quality applicant pool, written materials and interview facilitation.

As an ambassador of our clients, Peckham & McKenney is also known for maintaining ongoing communications with our applicants throughout the search process, treating every applicant with respect, and appropriately informing candidates to support their best effort. The many compliments we have received from applicants fairly illustrate this reputation.

Comfortable and Professional Experience

"I'd like to thank you again for your support and guidance throughout the recruitment and selection process. It was a comfortable and professional experience, and I attribute a great deal of that to you. It's my hope that our professional paths may cross again in the future." **Candidate**

Straightforward, Friendly, and Humane Recruitment Process

"I wanted to let you know what a terrific job I thought you and Peckham & McKenney did on the recruitment. It was absolutely the most straightforward, friendly, and humane recruitment process I've ever participated in. And I would feel the same way even if the outcome was not successful for me." **Candidate**

Proactive and Responsive

Diana worked with the City to fill the Chief of Police position early in 2023. Diana is clearly well respected in the LEO community and has a vast network which led to a competitive pool of candidates for the City to select from. Diana was proactive from our very first meeting and always very responsive. The City team valued Diana's integrity, opinion and sense of humor. She was a pleasure to work with and I wouldn't hesitate to hire her for any executive recruitment critical to your organization. **Client**

You Made Me Feel So Comfortable

"This is my first time working with a recruiting company, and I'm so happy for having the opportunity to work with your company, wow! I truly enjoyed the process! Your interview skills are amazing! You made me feel so comfortable and I felt like I was just talking shop with a longtime friend. Thanks for the personal touch that you include in your job, I believe that this is what makes your firm so desirable and successful." **Candidate**

Testimonials from clients and candidates are at
<https://www.peckhamandmckenney.com/testimonials>.

Please feel free to contact any of our current or past clients to inquire about their experience with Peckham & McKenney. Any client contact and phone numbers not listed in this proposal can be provided. A few references are as follows:

- **City of Morro Bay: City Manager & Public Works Director**
Carla Wixom, Mayor cwixom@morrobayca.gov
John Craig, City Manager, (805) 772-6206, jcraig@morrobayca.gov
- **City of Brentwood: City Manager, Assistant City Manager, City Attorney**
Susannah Meyer, Mayor, (925) 516-5440, smeyer@brentwoodca.gov
- **City of Saratoga: City Manager**
Mayor Chuck Page, (408) 839-9555, cpage@saratoga.ca.us
Monica LaBossiere, HR Manager, (408) 868-1252, mlabossiere@saratoga.ca.us

YOUR RECRUITMENT TEAM

Our Approach

With every Peckham & McKenney recruitment, your Recruiter has the entire Peckham & McKenney team of Recruiters and administrative personnel for backup, support, collaboration, and sourcing. However, when you retain Peckham & McKenney, your Recruiter serves as your single point of contact throughout the entire search process and is fully responsible for its success. Moreover, to fully focus on your search and finding applicants that fit with the ideal candidate you are seeking, your Recruiter also maintains no more than six active searches.



Peckham & McKenney Team

The Executive Recruiter for you in this search is Roberta Greathouse.

Roberta Greathouse, Executive Recruiter

Roberta enjoyed a 34-year career in the public sector, retiring from the City of Seaside, California as the Human Resources Director and Risk Manager, where she also served as the City's Acting City Manager for almost one year. Prior to joining Seaside's team, Roberta served the City of Monterey for 18 years in a variety of departments and roles. Roberta is experienced in every aspect of human resources including labor and employee relations, recruitment, selection, classification and compensation, employee benefits, workers' compensation, and employee development. She has a Bachelor's degree from Colorado State University, is a Senior Certified Human Resources Professional (PSHRA-SCP), and a certified Risk Management Practitioner (RMP). She was nominated for the California Joint Powers Insurance Authority's coveted Capstone Award in 2016 for her leadership in Risk Management.



Roberta is supported by the following [team](#).

Joyce Johnson, Operations Manager

Joyce Johnson joined Peckham & McKenney in 2005 and serves as the firm's Operations Manager. She has over 30 years' experience in the field of administrative and executive support for all aspects of the executive recruitment process. She oversees internal administration of the firm as well as directing contract administrative support in the areas of advertising and design, web posting, and duplication and mailing services. Prior to joining Peckham & McKenney, Ms. Johnson oversaw internal administration in the Western Region headquarters of two national management consulting and executive recruitment firms. Ms. Johnson is complimented regularly on her strong customer orientation working with both clients and candidates alike. Ms. Johnson holds an Associate of Arts degree from American River College.

Tayler Bergstrom, Research Assistant

Tayler Bergstrom joined Peckham & McKenney in 2022 and currently serves as a Research Associate. Tayler is currently pursuing a PhD at UCLA where she worked previously as a lab manager overseeing various research projects. Prior to that, Tayler graduated from UC San Diego with a Bachelor of Science degree in Psychology.

Linda Pucilowski, Graphic Designer

With over 30 years of experience, Linda Pucilowski provides her expert design and marketing skills to Peckham & McKenney. She is the firm's "go-to" professional for all advertising and brochure design and creation. Ms. Pucilowski holds a Bachelor's degree from California State University, Sacramento.

Rachel Moran, Website & Social Media Assistant

Rachel Moran has been in the graphic design field since 2007 and prides herself on creating eye-catching visual art. She supports the Peckham & McKenney team by handling all website visual and technical design as well as social media. Ms. Moran graduated from the Art Institute of Houston obtaining her Bachelor's Degree in Fine Arts with a concentration in Graphic Design.

SCOPE OF SERVICES & SEARCH SCHEDULE

In today's competitive recruiting environment, our goal is to make the process as efficient and effective as possible. This scope of work reflects a 13-week recruitment process but can be tailored to achieve the desires of the District.

Activity	Time Frame
Project Organization ✓ Conference call to discuss Search Timeline, Process and Logistics	Week of July 27
Development of Candidate Profile ✓ Virtual Meeting w/Client to discuss Candidate Profile ✓ Listen to Specific Expectations of Position ✓ Learn Background and Experiences desired in Ideal Candidate ✓ Develop Marketing Brochure and Obtain Client Approval ✓ Develop Advertising and Recruiting Plan ✓ Meet with Board 8/19 to review / approve Draft Candidate Profile	August 3 - 21
Recruitment ✓ Recruiter focuses on Direct & Personal Outreach with Quality Potential Candidates ✓ Advertise, Network, and Electronically Post/Distribute Candidate Profile Up to 500 Identified Industry Professionals ✓ Post Opportunity on Firm's Website ✓ Respond to all inquiries and acknowledge all Resumes received within 48 hours ✓ Client will be Updated on Outreach Status and Progress	Aug 21 – Sept 27
Preliminary Interviews ✓ Recruiter Screens Resumes and Conducts Preliminary Internet Research on Candidates for any Areas of Concern ✓ Identify Leading Candidates and Request Supplemental Questionnaires ✓ Conduct Preliminary Phone Interviews with Leading Candidates	Oct 6 & 7
Recommendation of Candidates/Selection of Finalist(s) ✓ Provide Client with Recommended Candidates Packet ✓ In Person Meeting to Provide Overview of Recommended Candidates ✓ Client Selects Finalist Candidate(s) for Finalist Interview Process ✓ Recruiter Notifies all Candidates of Status in Recruitment Process	October 21
Finalist Interview Process ✓ Facilitate Panel Interviews for Client – In Person Meeting ✓ Recruiter will Provide Orientation Session prior to Interviews and Debrief Session after the Interviews ✓ Assist Client throughout Process and Provide Recommendations ✓ Client Selects Candidate or Leading 2-3 Candidates for Further Consideration ✓ Selection Interview with Board on November 7	November 6
Qualification ✓ Conduct Background and Reference Checks on Selected Candidate (non-public safety only) ✓ Provide Employment Agreement Negotiation Assistance, if desired by Client	One - Two Weeks

At the conclusion of the process, we kindly request that any written public announcement/press release of the appointment attribute the recruitment to Peckham & McKenney Executive Search.

COST OF SERVICES

The proposed fee to conduct the search process will be \$30,000, which we are pleased to discuss. The fee is all-inclusive for the services described herein to achieve success in your search.

Peckham & McKenney is unique among recruiting firms for several reasons including having a **fixed all-inclusive fee**. We have found that an all-inclusive fee is simpler, cost-effective, and efficient. Our all-inclusive fee includes professional fees and expenses (out-of-pocket costs associated with advertising, consultant travel, administrative support / printing / copying / postage / materials, telephone / technology, internet research on recommended candidates, and full background check on the selected finalist. For services not specified herein, we will discuss your interests and the appropriate fee.

Process of Payment

Payments	Due	Invoiced
First 1/3 of Payment	Upon Execution of Contract	Retainer to Cover Upfront and Necessary Expenses Incurred ^{1,2}
Second 1/3 of Payment	60 Days after Contract Execution	Invoiced 30 Days from Contract Execution ²
Final 1/3 of Payment	90 Days after Contract Execution	Invoiced 60 Days from Contract Execution ²

¹ If the retainer is not received by Peckham & McKenney within 30 days of execution of the agreement, the recruitment process may be suspended until payment is received.

² Due within 30 days following the invoice date.

Agreement

Peckham & McKenney is the operating name of City Management Advisors LLC, Anton Dahlerbruch, Managing Member.

Insurance

City Management Advisors doing business as Peckham & McKenney carries Professional Liability Insurance (\$1,000,000 limit), Commercial General Liability Insurance (\$2,000,000 General Liability, and \$4,000,000 Products) and Automobile Liability Insurance (\$1,000,000). Our Insurance Broker is Acrisure LLC, Agoura Hills, CA. Necessary insurance documentation will be provided to the Agency in a timely manner.

GUARANTEE, COMMITMENT AND DIVERSITY STATEMENT

Our Placement Guarantee

We are pleased to share that the Peckham & McKenney success and placement record are particularly strong. We are confident that our recruitment process will result in a quality candidate that will stay in your employment.

- We will connect with the Agency in six months and one year after the appointment,
- We will conduct a second search within six months of our search process if a candidate is not placed, and
- If the placement vacates the position within one year from the date of accepting the offer, we agree to conduct a second search within six months of the vacancy as follows:

Because of how we conduct recruitments, it is unusual that we are unsuccessful in providing a placement, an individual is not placed, or the placement vacates the position within a year. In the unlikely event that no qualified candidates are identified as *a result of the search efforts*, and it is mutually agreed that *the result is due to the search effort and/or process*, we will extend the search for a second time for \$7,200 (expenses). Otherwise, if a second search



is necessary, a qualified applicant is not selected, or the selected candidate is separated from employment within one year after accepting the offer, a second search will be conducted within six months for the discounted fixed fee of \$18,600 (external candidates only, and except in the event of budgetary cutbacks, promotion, position elimination, or illness/death, etc.).

Our Diversity Statement

Peckham & McKenney takes pride in our commitment to diversity and are known for long successful tenures of candidates selected by the agency.

Peckham & McKenney does not discriminate on the basis of race, color, religion, creed, sex/gender, national origin/ancestry, disability, pregnancy, sexual orientation (including transgender status), marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all our recruitments.

In addition to all other outreach methods and maintaining a website the fully accessible through Accessibe.com, Peckham & McKenney routinely advertises with the Women Leading Government, I-NAPA, National Forum of Black Public Administrators (NFBPA), Local Government Hispanic Network (LGHN) and the [National Diversity Network](#) to ensure the broadest placement of opportunities.

Peckham & McKenney
"All about fit"

20
years

PECKHAM
&
MCKENNEY
EXECUTIVE SEARCH

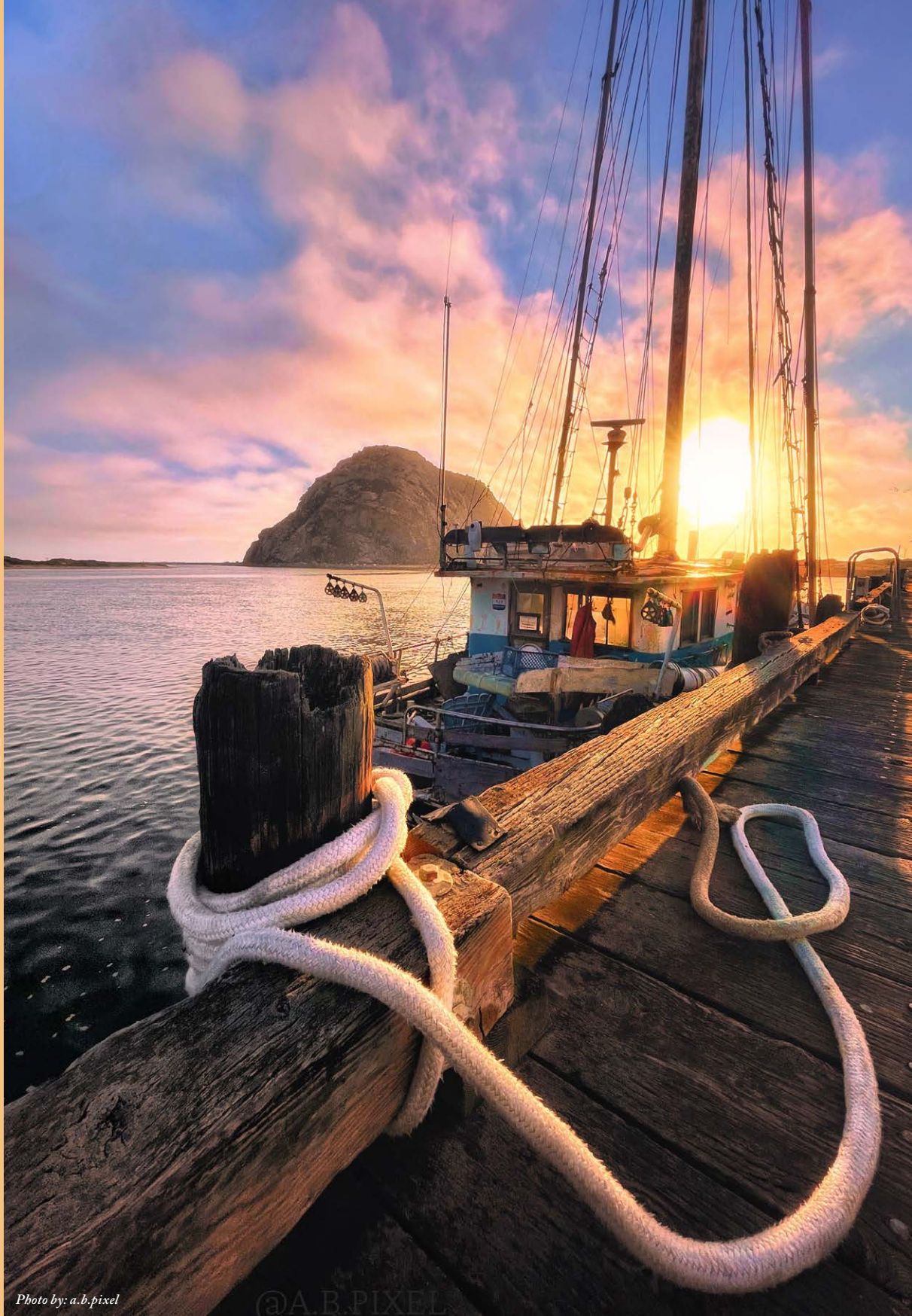


Photo by: a.b.pixel

@A.B.PIXEL

City Manager
CITY OF MORRO BAY, CALIFORNIA

THE GATEWAY TO THE NORTH COAST

The City of Morro Bay is a vibrant, welcoming coastal community with a deep connection to its natural surroundings. Located on California's picturesque Central Coast, halfway between Los Angeles and San Francisco, the City boasts a close-knit community of approximately 10,500. Morro Bay is instantly recognizable to anyone who has traveled the California Coast thanks to Morro Rock, a 500-foot extinct volcano that serves as a breathtaking attraction for visitors and long-time residents alike. On a given day, you can find paddlers enjoying the glassy water of the bay, bird watchers observing the estuary, fishing boats heading out of the harbor or travelers choosing a campground or hotel room within walking distance of the harbor.

The City of Morro Bay receives 800,000 visitors annually from all over the world, who are drawn to its natural beauty, slow pace, and quaint atmosphere. The area has many opportunities for both road bikers and mountain bikers, being near Montana

Photo by: Rachael Hendricks



de Oro State Park, and Morro Bay State Park. The community is a perfect temperate-climate home base for travelers who want to stay in an affordable location along the Pacific Ocean but also want to see amazing sights throughout San Luis Obispo County, whether it be a play at Cal Poly's Performing Arts Center, touring Hearst Castle, the San Luis Obispo Children's museum or wineries north in Paso Robles.

Community members enjoy many wonderful parks and a uniquely Morro Bay downtown atmosphere full of small shops that include everything from a used book store to arts and crafts to coffee shops, restaurants, a movie theatre, thrift stores, and more! From the historic harbor to scenic parks and tight-knit neighborhoods, Morro Bay is a truly special place to live and work.

For more information, please visit the City's website at: [City of Morro Bay - Official Website](#) | [Official Website](#).

THE ORGANIZATION

Morro Bay is a full-service City with a **FY 25/26 budget** of \$53.4 million and healthy reserves. Services are provided by a staff of 115 FTEs, organized in the following departments: City Manager's Office (City Clerk, and Human Resources), Finance, Community Development, Fire, Harbor, Police, and Public Works as well as a Recreation Division.

THE IDEAL CANDIDATE

Under policy guidance of the City Council, performs high level of administrative, technical, and professional work in directing and supervising the administration of city government.

The successful candidate will have a record of success in complex and fast paced organizations, documented success managing projects to completion, and a tactical and strategic long-term vision. The ideal candidate will have the equivalent of broad municipal leadership experience and experience in economic development and/or community development and working with capital improvement projects. They will be hands-on, action-oriented, and able to quickly anticipate and address issues.

In addition, the ideal candidate will be:

- Ethical, respectful, and personable. Confident, transparent, visible; and good at connecting and building relationships with others.
- An outstanding communicator who is a good listener, inquisitive, calm, and doesn't take things personally.
- Hands on, high energy, driven, and self-motivated. Courageous and will stand up for their convictions.



Photo by: Danna Joy Images

Peckham & McKenney

"All about fit"

- A problem solver who is flexible, creative, resourceful, and can be a "maverick" who doesn't just think in terms of what other jurisdictions do, but breaks down the status quo, thinks outside the box and is willing to take chances.
- Organized, responsive, strategic, and mission oriented. Able to



Photo by: Rachael Hendricks

facilitate constructive policy discussions with the City Council and help the Council be accountable to stay on track with advancing strategic priorities. Clear on the City Manager's role with respect to managing staff and implementing Council policy.

- A collaborative and dynamic leader who clearly defines the mission and vision, is inspirational, inclusive, approachable, and creates a culture where staff can thrive and reach their full potential. A teambuilder who is even handed, levelheaded, motivates the team to execute and achieve goals, and does not micromanage but ensures the work plan is organized and the team meets their objectives.
- Able to foster and maintain positive relationships with unions and employee associations.
- Able to impart a public service philosophy and measure the

effectiveness of the organization, processes, and procedures.

- Proactively engaged with the community and finds ways to engage those who aren't actively engaged; able to build connections and consensus with people who have different perspectives. The City's biggest fan and cheerleader; passionate about the community and vested in serving the community long term.
- Engaged regionally, keeps their finger on the pulse of the region and places an emphasis on coordinating and working with other Cities and partner agencies. Able to build relationships at the State and Federal level to advocate on behalf of the City.
- Financially astute with an in-depth understanding of municipal finance and experience delivering structurally sound and sustainable budgets.
- Able to help the City evolve and take advantage of revenue and economic development opportunities without losing Morro Bay's charm, old town fishing village feel, and character.

While experience in working in California is highly desirable, the City also welcomes interest from candidates outside the state who possess a strong understanding of key California issues such as affordable housing, homelessness, the California Coastal Commission, natural habitat management, tourism, and the dynamics of small coastal towns.

EXPERIENCE/ EDUCATION REQUIREMENTS

This position requires the equivalent of graduation from an accredited four-year college or university with a degree in Public Administration, Political Science, Business Management or a closely related field and five years of experience in municipal government as an Assistant / Deputy City Manager, City Manager, or department head of comparable complexity. A Master's degree is preferred.



Photo by: Dave Pabinquit

THE COMPENSATION PACKAGE

The annual salary range for this at-will position is up to \$265,000, depending on qualifications.

The City offers the following excellent benefits which are negotiable:

CALPERS DEFINED BENEFIT PENSION:

- Classic members 2% @ 55 - Employee contribution is 12%.
- PEPRA members 2% @ 62 - Employees pay the full 7.75% employee contribution.
- Social Security / Medicare: The City does not participate in Social Security. The City does participate in Medicare.

DEFERRED COMPENSATION IRS 457 PLAN: The City will contribute up to \$3,500 annually to the employee 457 plan.

HEALTH INSURANCE:

- Medical Benefits – CalPERS Health Insurance with 100% City paid employee only coverage for PERS Gold Anthem PPO, 90% City paid for employee + 1, and 89% City paid for family coverage.
- Dental & Vision – Principal insurance covered 100% by the City for employee and family through 2025.

LIFE INSURANCE / AD&D: City paid basic life/AD&D insurance of \$50,000

LONG TERM DISABILITY: After a 90-day waiting period, City paid long-term disability coverage of up to \$5000 per month.

ANNUAL LEAVE: Vacation up to 20 days based on years of service in the public sector (accrual tier negotiable); 96 hours sick leave; 80 hours of admin leave; and 14 paid holidays.

RELOCATION ASSISTANCE:
Negotiable.

The City of Morro Bay is an Equal Employment Opportunity employer. It is the City's policy to ensure equal employment opportunity for all persons



Photo by: Danna Joy Images

SEARCH SCHEDULE

Filing Deadline: September 21, 2025
Preliminary Interviews (telephonic):September 29 & 30, 2025
Meeting to Review all Candidates: October 14, 2025
Panel Interviews (In-Person):November 14, 2025
Finalist Interviews (In-Person):.....November 15, 2025

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.



seeking employment or promotion to assure equal employment opportunity based upon ability and fitness to all persons regardless of race, religious creed, color, national origin, ancestry, sex, childbirth, breast-feeding, age, physical or mental disability, medical condition, sexual orientation, marital status, gender identity, gender expression, genetic characteristics or information, military or veteran's status, and/or any other category protected by federal and/or state law.

compelling cover letter through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email at Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.

THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume and

**PECKHAM
&
MCKENNEY**
EXECUTIVE SEARCH

www.peckhamandmckenney.com



General Manager Recruitment Proposal



Bob Hall & Associates

Executive Recruitment and Municipal Services

July 20, 2026

Dear Mr. Brett Hodgkiss:

Bob Hall & Associates is pleased to submit this proposal to the Vista Irrigation District for executive recruitment services. Our firm is uniquely positioned to deliver exceptional value due to our deep familiarity with the region, and the challenges facing the organization. Having recently conducted numerous recruitments in the region, we bring unparalleled insight and an ability to hit the ground running—ensuring a seamless and highly efficient recruitment process.

With decades of experience serving municipal governments, our team consists of seasoned professionals, including former city managers, assistant city managers, HR professionals, public works leaders, and engineers. This breadth of expertise allows us to go beyond standard position profiles, ensuring that we identify the most qualified candidates who align with the District's culture, operational needs, and long-term goals.

At Bob Hall & Associates, we don't just serve as recruiters—we act as an extension of the Institute's human resources team. We understand that municipal HR departments are often stretched thin, which is why we provide hands-on support throughout the recruitment process. Whether it's advising on best practices, handling critical recruitment tasks, or offering strategic guidance, we are committed to lightening the workload for District staff while delivering top-tier candidates.

Our approach is rooted in responsiveness, accessibility, and a commitment to excellence. We pride ourselves on being available whenever needed—whether for a quick question or a more substantial discussion. Additionally, our local presence within the local area gives us a strong understanding of regional workforce trends, community expectations, and the competitive landscape.

We are excited about the opportunity to support Vista Irrigation District and look forward to furthering our partnership. Please feel free to reach out with any questions, and we welcome the opportunity to discuss how we can best serve your recruitment needs.

Thank you,
Rachel Hall



Executive Summary



We are thrilled to present our proposal to Vista Irrigation District for the recruitment and identification of a new General Manager. At Bob Hall & Associates, we leverage our extensive network and deep understanding of talent acquisition to deliver an exceptional pool of top candidates. Our approach combines personalized service with a robust recruitment strategy, ensuring that we meet the unique needs of our clients.

At Bob Hall & Associates, we stand out as your premier recruitment partner for several reasons:

Fully Customized Recruitment Solutions:

We understand that every organization has unique needs. Our approach is tailored specifically to your goals and culture, ensuring that we identify candidates who are not only qualified but also the perfect fit for your team.

Unparalleled Communication:

We believe in keeping you informed at every stage of the recruitment process. Our team is dedicated to providing timely updates, feedback, and insights, fostering transparency and trust throughout our partnership.

Exceptional Customer Service:

Your satisfaction is our priority. We pride ourselves on delivering an outstanding customer experience, from our initial consultation to the successful placement of candidates. Our commitment to responsiveness and support means you'll always have a reliable partner by your side.

With hundreds of years of combined experience in municipal government and leadership, the Bob Hall & Associates team is well-equipped to understand and address the diverse needs of your City. Our late founder, Bob Hall, brought invaluable insights from his tenure as City Manager in Fountain Valley, Laguna Niguel, and Stanton. His legacy continues to inspire our recruiting process, emphasizing the importance of finding the right talent to build high-performing teams.

We look forward to the opportunity to partner with the Vista Irrigation District and contribute to your success.



BH
Bob Hall & Associates

Company Background



Founded in August 2019, Bob Hall & Associates offers a fresh perspective on the recruitment process. With over 30 years of experience in city government, including extensive recruitment expertise, Bob Hall cultivated a robust network throughout California. Transitioning from City Manager to Recruiter, Bob recognized the need for a more personalized approach that often gets overlooked by larger firms.

Our mission has always been to connect candidates with opportunities that not only align with their skills but also foster their success in achieving project goals. Partnering with Bob from the outset, Rachel Hall continues to uphold his legacy by delivering high-quality recruitment services with a strong emphasis on individualized attention.

Meet Our Recruitment Team



Maria Fierner - Executive Recruiter

Maria has over 33 years of experience in the public sector as a civil engineer and high-level management. Graduating from San Jose State University with a B.S. in Civil Engineering, she worked for the City of San Jose as a civil engineer for eight years in the divisions of development, transportation, and design construction. She gained more experience in a semi-rural city with the City of Orinda as an associate engineer. In 2001, Maria was hired as the division manager with the City of San Ramon in the Engineering Services Department. She was then promoted to Director of Public Works, managing over 100 employees in the

Transportation, Engineering, and Public Services Divisions. She developed and managed a department operating budget of \$40 million and a Five-Year Capital Improvement Program with a budget \$70 million. She oversaw two Geologic Hazard Abatement Districts and Landscape & Lighting Districts. She oversaw over 75 professional and maintenance contracts at any given time.

In her leadership role, she has mentored many staff providing guidance and opportunities for training and growth and developing succession plans. Complex projects to highlight include - securing funding, design, and construction (underway) of the \$30M Bollinger Canyon/Iron Horse Trail Pedestrian Overcrossing; full renovations of three community centers and one aquatic center in the amount of \$24M; installation of an adaptive traffic signal system on City's main corridors; development and implementation of five-year Pavement Management Plan maximizing improvements with limited funds; design and construction of new City Hall built in 2014; and oversight of a number of large developments. Maria is a licensed Professional Engineer. She has been involved in the Northern American Public Works Association and is a member of American Society of Civil Engineers.

Meet Our Recruitment Team



Joe Gorton - Executive Recruiter

Joe Gorton is the former City Manager and former Police Chief of the City of San Ramon. Joe also served as the interim City Manager for the City of Winters. Joe has over 35 years of experience in local government. During his tenure, Joe was known for creating strong relationships with the business, schools, community, and faith-based organizations. In 2022, Joe was named employee of the year by the San Ramon Chamber of Commerce resulting from excellent leadership through the Covid 19 global pandemic. Additionally, Joe's broad government experience has proven to be the perfect acumen necessary to deliver several successful City Manager, Police Chief,

Department Head, and other manager recruitments.

While City Manager, Joe led several major initiatives to include a Joint Partnership with the San Ramon Valley Fire Protection District. This partnership included the development of a modern public safety complex for police and fire as well as a state-of-the-art emergency operations and communications center. The partnership also forged new ground in creating a joint dispatch center between the two agencies and a cutting-edge response to mental health calls in the community. Additionally, Joe served as a member of a regional leadership steering committee for mental health response protocols in Contra Costa County ultimately securing millions in funding for countywide mental health response. Joe's further accomplishments include reorganizing city hall, securing funding from multiple sources for major public works projects, upgrading the city's technology and implementing quality improvement and efficiency processes. Joe served as the City's primary negotiator with developers interested in building in a thriving and growing city. Joe also served as a board member of the Contra Costa Economic Partnership.

Joe has a broad scope of law enforcement experience, starting his career in law enforcement at the Contra Costa County Sheriff's Office and later transferring to the San Ramon Police Department when the city council voted to form their own police department after years of contracting police service with the sheriff's office. Joe ultimately ascended the ranks to the Chief of Police for the San Ramon Police Department. Joe has over twenty-eight years of experience in law enforcement. One of the highlights of Joe's career was being selected as the second in command of the newly formed San Ramon Police Department and put in charge of its creation from the ground up. Joe was tasked with leading the transition team and was instrumental in the formation of the department.

Joe holds a Master of Science degree in Organizational Development from the University of San Francisco (USF) where he graduated in the top ten percent of his class. He also holds a Bachelor of Public Administration degree, receiving college honors, from USF and an Associates of Science degree in Administration of Justice from Butte College. Joe is a graduate of the California Command College and ranked number one in his academy class.

Joe was a member of various associations to include the International City Managers Association, California Public Managers Association, International Association of Chiefs of Police, California Association of Chiefs of Police, California Peace Officers Association, Police Futurist International as well as other community-based organizations.

BH
Bob Hall & Associates

Meet Our Recruitment Team



Kristine Ridge - Executive Recruiter

Kristine has a 34-year distinguished public service career with the last 24 years in multiple high level positions with the Cities of Santa Ana, Anaheim and Laguna Niguel. Over her vast career she demonstrated a talent for creating solutions for complex municipal challenges. Kristine has worn different hats within her career with appointments including City Auditor, Finance Director, Human Resources Director, Deputy City Manager, Assistant City Manager and City Manager. She most recently retired from her position of City Manager for the City of Santa Ana.

Prior to that she held the position of City Manager in Laguna Niguel and Assistant City Manager in the City of Anaheim. She received her Undergraduate Degree in Accounting and began her career in auditing as a CPA for the State of Arizona Auditor General's Office. Later she relocated to California and began what would become a very rewarding career in municipal government while receiving a Masters Degree in Organizational Leadership from Chapman University. Over the years she developed a passion for mentoring others to better serve the public. She was also active in many professional associations and served on a number of boards.



Dr. Marcella Marlowe - Executive Recruiter

Marcella Marlowe has over 25 years of public sector municipal experience, having most recently served as City Manager for the City of San Marino from October 2017 to November 2022. Prior to San Marino, she was the Assistant City Manager for the City of San Gabriel for six-and-a-half years and, before that, Dr. Marlowe served as the Human Resources Manager for the City of Duarte, the only person to ever hold that position there. She started her career with the City of Calabasas as a human resources generalist, and spent two years with the City of Phoenix, AZ, specializing in classification & compensation and benefits administration.

Dr. Marlowe is a devoted Trojan, having received all of her degrees from the University of Southern California: B.A. in Classical Greek Civilization, M.A. in Political Science, and Ph.D. in Political Science. In addition, she holds a senior adjunct professor appointment with the University of La Verne's College of Law and Public Service, having also taught at Cal State Fullerton's Department of Political Science and USC's Sol Price School of Public Policy as an Adjunct Associate Professor. She is the author of *Jurisprudential Regimes: The Supreme Court, Civil Rights, and the Life Cycle of Judicial Doctrine*, published in 2011.



Rachel Hall - Owner

Rachel Hall is the co-founder and owner of Bob Hall & Associates, established in 2019 alongside her father, Bob Hall. With a passion for connecting talented individuals with their ideal career opportunities, she has helped build a firm that prioritizes exceptional customer service and personalized recruitment solutions. Rachel's innovative approach and dedication to understanding the unique needs of each organization have been pivotal in the firm's growth and success.

Paying homage to her late father's passion to serve, Rachel is dedicated to empowering organizations to build high-performing teams. Under her leadership, Bob Hall & Associates continues to thrive as a trusted partner for local government agencies seeking top talent.

Rachel has a Master's in Business Administration and Bachelor's Degree in Communications from the University of Arizona. Prior to Bob Hall & Associates, Rachel worked in several capacities in municipal government. Proficient in tools such as Adobe Suite, Microsoft Office, Google Workspace, and NeoGov, Rachel ensures a streamlined and efficient process that meets the unique needs of our clients.



References



Maggie Le

City Manager of Fountain Valley
Maggie.Le@fountainvalley.gov
(714) 593-4402



Jennifer Lampman

City Administrator of Placentia
jlampman@placentia.org
(714) 993-8229



Kasama Lee

HR Manager of Costa Mesa
kasama.lee@costamesaca.gov
(949) 707-2610



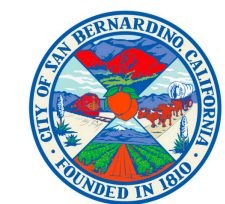
Jarad Hildenbrand

City Manager of Orange
jhildenbrand@cityoforange.org
(714) 744-2222

Recent Recruitments



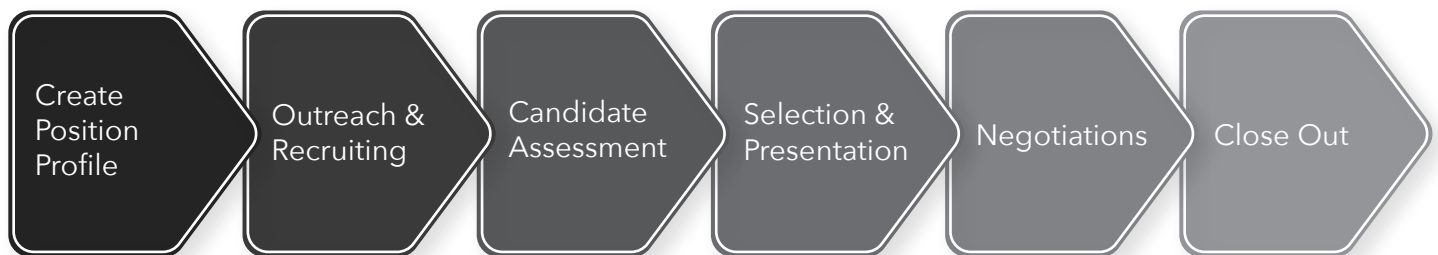
City Manager - Vacaville
City Manager - Vallejo
City Manager - Suisun City
City Manager - Tracy
City Manager - Manteca
City Manager - Laguna Hills
City Manager - Laguna Niguel
City Manager - Fountain Valley
City Manager - Stanton
City Manager - San Bernardino
City Manager - San Clemente
Assistant City Manager - Vallejo
Executive Director - ACC-Orange County
Executive Director - HOPE Center
Chief Admin Officer - Rancho Santa Fe
Director of Public Works - Seal Beach
Director of Public Works - San Clemente
Parks & Recreation Director - Placentia
Parks & Recreation Director - Costa Mesa
Director of Finance - Seal Beach
Director of Finance - Placentia
Director of Finance - Fountain Valley
Development Services Director - Oceanside



Proposed Services Description

Below is our proposed recruiting process, schedule, and cost breakdown for your review. Throughout the recruitment process, we will need specific assistance from the District, including:

- A draft job description (we will collaborate with the District to refine the language)
- Any relevant legal descriptions or District guidelines
- The District logo and high-resolution photographs
- Timely feedback on the brochure and other marketing materials
- Coordination of logistics between District staff and our team
- The District's support in these areas will help ensure a smooth and effective recruitment process.



STEP 1

Create Position Profile

The Bob Hall & Associates team will collaborate closely with the District to define the search strategy, establish communication preferences, and outline the project timeline. During this initial meeting, we will work together to identify the key characteristics of the ideal candidate.

Prioritizing communication and customer service, our team is committed to keeping the District informed throughout the recruitment process. We will ensure regular updates and insights, fostering a transparent and collaborative partnership. This meeting will also allow us to refine the search criteria, enabling our team to focus on candidates who align with the specific goals and values of your organization.

STEP 2

Outreach and Recruiting

Our outreach strategy starts with crafting a compelling job announcement and brochure designed to attract attention across various platforms, including Public CEO, GovernmentJobs.com, AWWA, League of Women in Government, and Western City Magazine. We will also leverage position-specific job boards tailored to the role.

A key component of our approach is our proactive engagement with passive candidates. By harnessing the power of social media platforms like LinkedIn, we can instantly connect with thousands of top-tier candidates. Our presence on these platforms allows us to engage with a broad, nation-wide talent pool, enabling us to identify and reach the most qualified individuals quickly and efficiently. This direct outreach, combined with our extensive networking within the sector, enables us to tap into a broader talent pool and identify individuals who can bring exceptional value to your organization.

Our active recruiting style has proved to increase the number of applications and resumes from potential candidates leading to a deeper evaluation of each individual.

STEP 3

Candidate Assessment

Screening - Every application is promptly acknowledged and thoroughly reviewed. Candidates who best align with the organization's criteria will undergo a more in-depth evaluation. This assessment will focus on key factors such as professional experience and the size and complexity of their current organization in relation to the advertised position.

Initial Research and Interviews - Research will be conducted on top candidates through comprehensive internet searches and public profile reviews to ensure that their values, experiences, and backgrounds align with the criteria established by the organization. After this initial research phase, we will conduct preliminary interviews via phone, video conferencing, or in-person, depending on the candidates' locations.

STEP 4

Selection and Presentation of Top Candidates

Bob Hall & Associates will manage the selected finalist candidates. Top candidates will be presented to the District for consideration to determine which candidates will be interviewed. The District will be provided with detailed description of work history and other important information about each candidate prior to selection and scheduling of interviews.

STEP 5

Negotiations

The Bob Hall & Associates team is fully prepared to assist the District in negotiating the compensation package for the selected candidate. Additionally included in the project cost, we will conduct comprehensive background and reference checks for the top candidates to ensure a thorough evaluation and selection process.

STEP 6

Close Out

Once the organization has successfully selected a candidate, we will formally close out the search. This process includes notifying all finalist candidates of the search outcome via telephone.

Commitment to Diversity

Bob Hall & Associates is a woman-owned business, committed to promoting diversity and inclusion in the recruitment industry. Our leadership reflects a strong belief in the value of varied perspectives and experiences. We strive to empower and create opportunities that drive innovation and excellence. As a woman-owned firm, we are dedicated to fostering an inclusive environment that supports both our clients and the communities we serve. We are dedicated to fostering a diverse and inclusive workforce that reflects the communities we serve. We recognize that diversity in experience, background, and perspective enhances innovation and leads to better decision-making.

Projected Timeline

Our typical search is designed to be completed within a 90 to 120-day timeframe from start to finish. Following the final selection, we allow up to two weeks for negotiations. We propose a schedule that includes four to five weeks of active recruitment, reflecting our suggested minimum timeline to ensure thoroughness and quality.

What sets Bob Hall & Associates apart is our unparalleled willingness to customize this process. Whether the District prefers a longer timeline or a more accelerated approach, our recruiters are committed to going the extra mile to meet your specific needs. An exact schedule will be provided once we receive a confirmed start date from the District, ensuring alignment with your priorities.



- Week 1: Bob Hall & Associates Selected as Search Firm
- Week 2: Bob Hall & Associates meets with the District to establish position criteria
- Week 3 & 4: Active Recruiting and Screening



- Week 1 & 2: Active Recruiting and Screening Continued
- Week 3 & 4: Consultant Interviews, Preliminary Reference Checks, Finalists Selected and Submitted to the District



- Week 1: Candidate-District Interviews
- Week 2: Candidate Selected and Negotiations
- Week 3: Selection Made

Project Costs



RECRUITMENT FEE

<i>Includes: Three Visits to the District Creation of Community and/or Staff Surveys (as desired) Creation & Distribution of Job Flyer Administrative Support Comprehensive Background & Reference Checks plus Public Records Search</i>	\$24,500
--	-----------------

REIMBURSEMENTS

Advertising & Printing	Up to \$2,500
------------------------	---------------

OPTIONAL SERVICES

<i>POST-Level Background Check</i>	\$1,300
<i>Roles & Goals Workshop</i>	\$2,500
<i>6-month/1-year Evaluation</i>	\$3,900 each

PAYMENT SCHEDULE

<i>Upon Execution of Agreement</i>	35% of fee
<i>Following Presentation of Candidates</i>	35% of fee
<i>Upon Acceptance of Offer</i>	30% of fee plus reimbursements

Our Company Guarantee

The Bob Hall & Associates team guarantees industry-standard services. If within one year following appointment, selected candidate resigns or is terminated for cause, our team will conduct another search free of professional services charges. However, the organization will be expected to pay for incurred costs.



General Scope of Work
Executive Search Services – General Manager Recruitment
Vista Irrigation District

Phase I:

- Meet with the Board and appropriate stakeholder(s) to gather information on the organization and to develop the specifications and ideal candidate profile for the position
- Coordinate with the District on development of recruitment brochure for the desired position; prepare brochure design
- Our firm distinguishes itself from other recruitment providers by incorporating an expedited market salary study for the General Manager position, as a fundamental part of the recruitment process
- Complete recruitment brochure and post brochure on CPS HR website
- Place ads on professional association and affiliate websites
 - CPS HR will prepare, submit for your approval, and publish advertisements on professional and affiliate websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy.
- Receive all resumes and acknowledge receipt thereof
- Respond to inquiries from applicants and potential applicants
- Keep client posted on recruitment progress
- Conduct aggressive outreach by initiating contact with potential applicants and with referral sources

Phase II:

- Review application materials and identify top tier candidates for further consideration
- Conduct preliminary screening interviews with top tier candidates
- Submit “Client Report” (includes resumes, summary of resumes, notes, overview)
- Meet with the District to discuss the report and the results of the screening interviews in order for the District to identify an appropriate number for semi-finalist interviews
- Notify all applicants of status in the recruitment

Phase III:

- Prepare an assessment process for semi-finalist interviews in coordination with the District; schedule candidates for interviews
- Prepare evaluation materials for semi-finalist interviews
- Facilitate semi-finalist interviews and debrief with the District to select candidates for participation in finalist assessments; work with the District on the format for finalist assessment

CPS HR CONSULTING

- Prepare evaluation materials for finalist interviews; schedule candidates for interviews
- Work with the District to coordinate travel/accommodations for finalist assessment
- Assist the District with the facilitation of finalist interviews; debrief with the District on final selection
- Conduct reference and background checks on top candidate(s) following assessment process

Professional Services

Our professional fixed fee covers all CPS HR services and deliverables associated with **Phases I, II, and III** of the recruitment process.

Full Recruitment – Phase I, II, and III	\$25,000
Partial Recruitment – Phase I and II	\$20,000
Outreach Only – Phase I	\$10,000

Travel expenses for candidates who are invited forward in the interview process are not included. However, should the District desire CPS HR's Travel Team to assist with these arrangements, we are happy to do so. This might require an amount be added to our contract.

One Year Guarantee

If the employment of the candidate selected and appointed by the District, as a result of a full executive recruitment (Phases I, II, and III), comes to an end before the completion of the first year of service, CPS HR will provide the District with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The District would be responsible only for expenses to re-advertise and market the position, consultant travel, additional background checks, etc. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the one-year period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.

Placement Timeline

CPS HR is prepared to submit this proposal to the District promptly and can begin the recruitment process by the end of July, subject to final authorization and scheduling availability. All search activities up to and including the selection of a new General Manager can typically be completed in 14 to 16 weeks. The precise schedule will depend on the placement of advertising, the scheduling of the initial meeting, and the level of Board, staff, and/or stakeholder engagement desired by the District.

Contact for Follow-Up

For questions or to discuss next steps, please contact Kevin Nicholson, HR Client Success Consultant at knicholson@cpsshr.us or (916) 471-3315.

Similar Recruitments

Agency	Titles	Year Completed
Amador Water Agency	General Manager	Current
Reclamation District 1000	General Manager	2026
Coachella Valley Water District, CA	Deputy Directors (2)	2025
San Joaquin Area Flood Control Agency, CA	General Manager	2025
South Placer Municipal Utility District, CA	General Manager	2025
City of Rancho Cucamonga, CA	Deputy Director of Engineering/Utility Manager	2025
Tahoe-Truckee Sanitation Agency, CA	General Manager	2025
Town of Discovery Bay Community Services District, CA	Assistant General Manager	2025
El Dorado Irrigation District, CA	General Manager	2025
Goleta West Sanitary District, CA	General Manager	2025
Orange County Power Authority (OCPA)	Chief Executive Officer	2024
Orange County Power Authority (OCPA)	Chief Operating Officer	2024
Orange County Power Authority (OCPA)	Power Resources Manager	2024
San Jose Clean Energy	Deputy Director of Power Resources Manager	2024
San Jose Clean Energy	Executive Search Master	2024
Ojai Valley Sanitary District, CA	General Manager	2024
Santa Lucia Community Services District, CA	General Manager	2024
Steger Sanitary District, CA	District Manager	2024
Ironhouse Sanitary District, CA	General Manager	2024
Ventura County Employees' Retirement Association	Retirement Administrator (CEO)	2024
Montgomery County Dept. of Transportation	Deputy General Manager, Operations (Partial)	2024
City of San Jose, CA	Regional Wastewater Facility General Manager	2024
Harlingen Waterworks System	Assistant General Manager	2024
City and County of San Francisco, CA	Assistant General Manager, Wastewater Enterprise (Outreach)	2024
Utah Transit Authority	General Manager	2024

Agency	Titles	Year Completed
North San Joaquin Water Conservation District, CA	General Manager	2023
City of Santa Clara Silicon Valley Clean Power	Executive Search Master	2023
North of the River Recreation and Park District	General Manager	2023
Metropolitan Transportation Commission	Executive Director	2023
Coastside County Water District, CA	Assistant General Manager	2023
Sierra Lakes County Water District, CA	General Manager	2023
Central Contra Costa Sanitary District, CA	Deputy General Manager	2023
North of the River Recreation & Park District, CA	General Manager	2023
Selma-Kingsburg-Fowler County Sanitation District, CA	General Manager	2023
East Bay Regional Park District, CA	Assistant General Manager of Acquisition, Stewardship, and Development	2023
East Bay Regional Park District, CA	Assistant General Manager of Operations	2023
City of Grand Prairie, TX	Epic General Manager (Outreach)	2022
Indian Wells Valley Water District, CA	General Manager	2022
San Diego County Water Authority, CA	General Counsel	2022
Texas Recreation & Park Society, TX	Executive Director	2022
Mid-Peninsula Water District, CA	General Manager	2022
East Bay Regional Park District, CA	General Manager	2021
Metropolitan Transportation Commission, CA	General Counsel	2020
Alderwood Water and Wastewater District, WA	General Manager	2020
Elk Grove Water District, CA	Program Manager	2020
City of Ontario, CA	Assistant General Manager	2020
City of Redlands, CA	Director of Municipal Utilities and Engineering	2020
Carmichael Water District, CA	General Manager	2020
Hayward Area Recreation and Park District, CA	General Manager	2020
Alameda County Transportation Commission, CA	Executive Director	2019
California Student Aid Commission, CA	Executive Director	2019
San Mateo County Harbor District, CA	General Manager	2019

Agency	Titles	Year Completed
Turlock Irrigation District, CA	General Manager	2019
Metropolitan Transportation Commission, CA	Executive Director	2019
Valley of the Moon Water District, CA	General Manager	2019
East Contra Costa Irrigation District, CA	General Manager	2019

About CPS HR Consulting

CPS HR Consulting (CPS HR) has been assisting organizations with their talent management needs since 1985. Based in Sacramento, we have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America. CPS HR's core competency is its knowledge of and expertise in the public sector. As a public agency, we understand the challenges and issues facing our client base. As a self-supporting public entity, we also understand the need for innovative yet practical results. CPS HR can provide expertise that is unique because we share with our clients a common perspective. There is no competitor in the industry that can make this claim.

Joint Powers Authority

Cooperative Personnel Services, doing business as CPS HR Consulting, is a national firm and is a governmental Joint Powers Authority (JPA) of the State of California. A JPA is a public agency created pursuant to the Joint Exercise of Powers Act (Government Code 6500 et seq). This Act allows two or more government agencies to establish a new public entity authorized to exercise those powers jointly held. A JPA is an instrumentality of a state or a political subdivision of a state and is not a registered corporation of any state. Cooperative Personnel Services was established under a "Joint Powers Agreement" by the State Personnel Board of the State of California, the counties of Sacramento and Sonoma, the Hayward Unified School District, the City of Anaheim, and the East Bay Municipal Utility District, and its purpose is to provide the opportunity for the joint powers "to discuss, study and solve common or similar problems with respect to modern human resource and related management processes."



STAFF REPORT

Agenda Item: 11

Board Meeting Date: July 22, 2026
Prepared By: Brett Hodgkiss

SUBJECT: MATTERS PERTAINING TO THE ACTIVITIES OF THE SAN DIEGO COUNTY WATER AUTHORITY

SUMMARY: Informational report by staff and directors concerning the San Diego County Water Authority.
No action will be required.



STAFF REPORT

Agenda Item: 12.A

Board Meeting Date: July 22, 2026
Prepared By: Ramae Ogilvie

SUBJECT: REPORTS ON MEETINGS AND EVENTS ATTENDED BY DIRECTORS

SUMMARY: Directors will present brief reports on meetings and events attended since the last Board meeting.



STAFF REPORT

Agenda Item: 12.B

Board Meeting Date: July 22, 2026
 Prepared By: Ramae Ogilvie
 Approved By: Brett Hodgkiss

SUBJECT: SCHEDULE OF UPCOMING MEETINGS AND EVENTS

SUMMARY: The following is a listing of upcoming meetings and events. Requests to attend any of the following events should be made during this agenda item.

	SCHEDULE OF UPCOMING MEETINGS AND EVENTS	ATTENDEES
1 *	Vista Chamber Government Affairs August 6, 2026; 12:00 p.m. – 1:30 p.m.; The Film Hub, Vista Registration deadline: none	
2 *	Vista Chamber Business Mixer August 12, 2026; 5:00 p.m. – 7:00 p.m.; Coomber Craft Wines, Vista Registration deadline: none	
3	ACWA Region 10 Event- TBD Date, Time and Location to be determined.	Sanchez Kuchinsky (T)
4	Urban Water Institute 2026 Annual Conference August 19-21, 2026; Loews Coronado Bay Resort, San Diego, CA Early Registration deadline: Closed; Cancellation deadline: 8/7/26	Sanchez (R)(H)
5 *	CSDA Quarterly Dinner Meeting August 20, 2026; 5:45 p.m. – 9:00 p.m.; The Butcher Shop Steakhouse Registration deadline: TBD	Nuñez MacKenzie
6	CSDA 2026 Annual Conference – Registration Open August 24-27, 2026; J.W. Marriott Desert Springs, Palm Desert, CA Early registration deadline: 7/22/26; Cancellation deadline: 7/22/26	MacKenzie (R)(H) Sanchez (R)(H)
7 *	Vista Chamber Government Affairs September 3, 2026; 12:00 p.m. – 1:30 p.m.; The Film Hub, Vista Registration deadline: none	
8	Special District Leadership Academy – Registration Open September 13-16, 2026; San Luis Obispo, CA Early registration deadline: 8/14/26; Cancellation deadline: 8/14/26	
9 *	CSDA Quarterly Water Utilities Committee Lunch Meeting October 20, 2026; 11:30 a.m. – 1:00 p.m.; The Butcher Shop Steakhouse Registration deadline: TBD	
10 *	CSDA Quarterly Dinner Meeting November 19, 2026; 5:45 p.m. – 9:00 p.m.; The Butcher Shop Steakhouse Registration deadline: TBD	
11	ACWA 2026 Fall Conference December 1-3, 2026; Anaheim, CA Registration deadline: TBD	
12	Colorado River Water Users Association Conference December 9-11, 2026; Caesars Palace, Las Vegas, NV Registration deadline: TBD	MacKenzie

* Non-per diem meeting except when serving as an officer of the organization.

The following abbreviations indicate arrangements that have been made by staff:

R=Registration; H=Hotel; A=Airline; S=Shuttle; C=Car; T=Tentative; ◇=Attendee to Self-Register



Agenda Item: 13

STAFF REPORT

Board Meeting Date: July 22, 2026
Prepared By: Brett Hodgkiss

SUBJECT: ITEMS FOR FUTURE AGENDAS AND/OR PRESS RELEASES

SUMMARY: This item is placed on the agenda to enable the Board to identify and schedule future items for discussion at upcoming Board meetings and/or identify press release opportunities.

Staff-generated list of tentative items for future agendas:

- 2027 California Special Districts Association Committee and Expert Feedback Team nominations (August)
- Automated Meter Reading/Advanced Meter Infrastructure (August)
- Vista Flume Replacement Pipeline Project environmental, engineering and design - consultant selection (September)
- Artificial Intelligence Policy
- Concession Management Agreement - Lake Henshaw Recreation Area operations
- Governance/Strategic Planning
- Liability, Property and Workers' Compensation insurance



STAFF REPORT

Agenda Item: 14

Board Meeting Date:

July 22, 2026

Prepared By:

Ramae Ogilvie

SUBJECT: **COMMENTS BY DIRECTORS**

SUMMARY: The item is placed on the agenda to enable individual Board members to convey information to the Board and the public not requiring discussion or action.



STAFF REPORT

Agenda Item: 15

Board Meeting Date:

July 22, 2026

Prepared By:

Brett Hodgkiss

SUBJECT: COMMENTS BY GENERAL COUNSEL

SUMMARY: Informational report by the General Counsel on items not requiring discussion or action.



STAFF REPORT

Agenda Item: 16

Board Meeting Date:

July 22, 2026

Prepared By:

Brett Hodgkiss

SUBJECT: COMMENTS BY GENERAL MANAGER

SUMMARY: Informational report by the General Manager on items not requiring discussion or action.



STAFF REPORT

Agenda Item: 17

Board Meeting Date:

July 22, 2026

Prepared By:

Brett Hodgkiss

SUBJECT: **CLOSED SESSION WITH GENERAL COUNSEL – ANTICIPATED LITIGATION**

SUMMARY: Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2)
Number of cases: 4