

Ms. Alexandra Aquino-Fike , Board President
Kensington PPCSD District

January 9, 2023

Subject: Proposal for Recruiting an Interim and Permanent General Manager

Phase 1 Interim part-time Time General Manager:

It is our pleasure to provide this proposal to work with the District to secure the next interim General Manager. The approach is to offer services to recruit and place an interim GM for a period of about 6 -9 months. More time may be negotiated between the District and incumbent if required. BHI will use a currently available job description as a general basis for the search. It is highly desirable to secure an interim who is professionally qualified and experienced, with some experience with district consolidation activities and with police services.

It is seen that sometime between notification to proceed to BHI, 2-4 weeks may be required to identify and vet, then work the logistics and contract of an Interim to begin work.

The general approach is utilizing the BHI network of California professionals to identify highly qualified persons that may be interested in such a position at a practical hourly rate. If possible, two qualified individuals would be presented to the District representative(s) for consideration. Upon a positive decision, BHI will work the details, such as contract, lodging, hourly rate, days of week, start date, etc. Those details would be included into a contract, worked in conjunction with the District's counsel to an agreed complete contractual details. That employment contract will be approved by the Board.

The Interim GM would be responsible for:

1. Daily District operations
2. Possess executive authorities as allowed by the Board
3. Managing any tasks currently work with the District through contract
4. Generation of the 2022/2023 annual budget for the District
5. Be prepared to leave the District with an assessment of the state of the District upon conclusion of the assignment including, but not limited to, staffing versus contract work necessary regarding sustainable daily operations, status of the annual budget, status of policing activities, Progress or status regarding District consolidation, adequacy of District policies and assessing policy/practice audit and more. This report would be required at contract end.

Deliverable for Task A – recruit, vet and place a fully qualified interim General Manager to the KKPCSD for the 6 -9 mo. timeframe.

Estimated Hours/Cost – 32 hrs. plus expenses -\$9500.00

Firm – BHI Management Consulting

BHI Management Consulting, a wholly owned sole proprietorship
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Project lead, contact and sole consultant: Brent Ives

Cell Phone #: 209-740-6779

BHI affirms understanding and the ability to comply with the requirements of KFPD standard professional services agreement. BHI is a sole-proprietor owned business, fully insured and benefited. Those that BHI provides to assignments are single purpose contractors with BHI, under BHI coverage.

1. Background on BHI Management Consulting and Brent Ives

BHI Management Consulting is owned and operated by Brent Ives and is based in Tracy, California. Since 1994 the firm has specialized in serving public agencies to find and keep great leaders and employees as well as a variety of other organizational projects. It is important to understand that BHI offers this service as a focused, customized service to California Special Districts, not doing dozens each year but 5-6 annually. This presents a more focused, present and attentive recruitment process to KFPD. Your consultant through the entire process is the firm's Principal, Brent Ives. BHI will support much of the effort with administrative support at their offices and use additional support at conferences while marketing the position.

Brent has served as a City Council member for the City of Tracy, California since 1992 and as directly elected Mayor of the City of Tracy, retiring in 2014. This experience and knowledge helps Brent to bring valuable perspective to the executive search process.

Brent and BHI have facilitated dozens of such meetings in preparation for executive searches and profiling activities. The guiding principle of BHI Management Consulting is to provide public

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agencies with focused, careful, thorough, practical, no-nonsense, fairly priced services with recruiting, hiring and keeping great employees.

At BHI we believe that, while we must be able to, and are consistently successful at, establishing a strong and qualified candidate pool, a co-equal challenge is assuring overall job-fit. Therefore, the process outlined herein, BHI is fully prepared, experienced and will focus only on your description development. BHI can meet all insurance requirements for this engagement.

BHI also includes a number of 'back-office' associates who support search efforts with the care and providing clear information to all candidates. This respect of the candidate pool is what we believe to be representative of the District and important to begin establishing a proper relationship. Our firm is known for taking the extra time in communicating with both the client District and the candidate pool.

It is very important to note that BHI is very and careful with both candidate and District confidentiality, search inclusivity, avoiding any bias and sensitivity to internal candidates while conducting all elements of the search.

References: BHI Executive Recruitment

- KFPD, search a set of candidates that can perform the professional services as an **interim-General Manager**, Please interim in December 2022. Julie Stein, Board President, (510) 439-8325
- Mt. View Sanitary District (2019)– nationwide search for **District Manager** DM –Lilia Corona, lcorona@mvsd.org, (925)586-5605....(925) 228-5635 Board President – Stan Caldwell – emails – (stan_caldwell@comcast.net), Director.caldwell@mvsd.org – (925) 228-8922
- **Interim City Manager** for the City of Ione – performed statewide search for interim city manager. Two months of search resulted in an interim manager that remains in the position. (Mike Rock – (916)303-6167
- East Contra Costa County Fire Protection District, nationwide search for **Business Services Manager** Chief Brian Helmick, Fire Chief - (925) 584-8468 BHelmick@eccfpd.org
- Ironhouse Sanitary District, nationwide search for **General Manager** Chris Laurizen, Board President
Chad Davisson, General Manager
davisson@isd.us.com, Office: (925) 809-3001, Cell: (925) 727-2938 Placed Chad Davisson as GM.
- San Mateo County Harbor District, international search for **General Manager** Tom Mattusch, Commission President, tommattusch@comcast.net, (650) 619-0459

Schedule and requirements – BHI is prepared to begin the process with phase #1 within 2-3 weeks of notice to proceed. BHI assumes that upon approval with Board President, District Counsel must be available to the consultant for consultation during the process and for contractual assistance. It is also expected that BHI will be allowed to provide recommendations to the Board of Directors for structure governance improvements as the process evolves, including the consolidation process. The Board is provided a monthly written update during all phases of the search. Depending on the agreed

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position marketing time allowed and contract negotiations, the search process can take up to 6 months to full hire.

Summary – We fully understand that this is a critically important task for the District Board of Directors. The choices involved with the next Interim-GM are vitally important for the District and its future. Job/position/location/community/Board Fit are critical to assess the best chances of a productive association. BHI offers to lead the District Board through the entire process with a deliberate and focused effort to get the very best candidates for the Board to consider, and then help to get off to a strong start with the selected individual. Should the candidate not work out for purposes of obvious poor performance, absence or any moral turpitude, BHI will begin again with the search effort at no cost. We welcome any questions or thoughts you may have on this proposal.

Sincerely,

Brent H. Ives, Principal
BHI Management Consulting
brent@bhiconsulting.com

(Brent H. Ives is authorized to sign and bind the firm through contractual agreements)