NOTICE OF SPECIAL MEETING

Notice is hereby given, pursuant to Section 54956 of the California Government Code, that the Board of Directors of the Rancho Simi Recreation and Park District, by call of the Chair of the Board of Directors, has ordered that it will hold a Special Meeting on Thursday, March 15, 2018, at 6:30 p.m., in the Rec Room of the Sycamore Drive Community Center at 1692 Sycamore Drive, Simi Valley, California. The purpose of the Special Meeting is to conduct the business listed on the attached Agenda.

Larry Peterson, District Clerk

Dated: March 9, 2018
Rancho Simi Recreation and Park District Board of Directors
Special Meeting

AGENDA

March 15, 2018
Sycamore Drive Community Center
1692 Sycamore Drive, Simi Valley, CA 93065
(805) 584-4400; www.rsrpd.org

Welcome to a meeting of the Board of Directors of the Rancho Simi Recreation and Park District. The Park District welcomes citizen participation. If you would like to speak, please follow these simple steps.

Fill out a green Speaker Card, available at the sign-in table, and hand the card to the Recording Secretary or Board of Directors.

If the item you would like to speak about is not on the Agenda, be prepared to speak when the Board Chair calls for “Public Discussion”. The Chair will call the names appearing on the Speaker Cards. If you do not hear your name called, please make this fact known, so that you may be recognized.

If the item you would like to speak about is on the Agenda, the Board Chair will announce the item, request a report from staff, ask Board Members if they have any questions or comments, and then ask if there are any other people in attendance who would like to comment on the item.

When recognized, please speak from the podium. Be professional. Speakers are generally allowed a maximum of five (5) minutes to comment. Depending upon the circumstances, the Board Chair may increase or decrease speaker time. At the conclusion of public comments, the Board Chair will thank the speaker(s) for participating.

The Board Chair may also determine appropriate action, if any, to be taken in response to comments received. Comments will be listened to, questions may be answered, speakers may be requested to further discuss the matter with staff, or an item could be added to a future Agenda or referred to a Board Committee, among other things. Items listed on the Agenda that require action will likely be voted upon by the Board of Directors.

We appreciate your attendance and hope to see you again.

BOARD OF DIRECTORS

Chair
Mark Johnson

Vice Chair
Elaine Freeman

Director
Kate O’Brien

Director
Gene Hostetler

Director
Ed Abele

STAFF

District Manager
Larry Peterson
1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. PUBLIC STATEMENTS (ITEMS NOT ON THE AGENDA)

4. APPROVAL OF MINUTES

5. SCHEDULED ITEMS AND PUBLIC HEARINGS

6. CONSENT AGENDA (Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion by one motion approving the Consent Agenda. If discussion is desired the item may be removed from the Consent Agenda upon a Director’s request.)

7. CONTINUED BUSINESS

8. NEW BUSINESS
   a. Discussion and Possible Approval to Retain a Recruiting Company to Assist the Board of Directors in the Recruitment for the District Manager Position
   b. Approval of Resolution Directing Preparation of the Engineer’s Report for the Continuation of the Parks, Recreation and Open Space Maintenance and Improvement District of the Rancho Simi Recreation and Park District
   c. Approval of Resolution of the Rancho Simi Recreation and Park District Nominating a Candidate for Election to Serve on the California Special District’s Association Board of Directors
   d. Approval of Resolution Accepting a Quitclaim Deed from Robert L. Robertson, Trustee of the Gail Laidoner Trust for APN 620-0-260-175

9. WRITTEN COMMUNICATIONS OF NOTE

10. REPORTS BY BOARD MEMBERS

11. REPORT BY DISTRICT MANAGER

12. CLOSED SESSION
13. ADJOURNMENT

If any individual has a disability that may require accommodation to participate in this meeting please contact Human Resources at 805-584-4400. Upon advance notification of the need for accommodation, reasonable arrangements will be made to provide accessibility to the meeting.
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: March 15, 2018

TO: Board of Directors

FROM: District Manager

SUBJECT: Discussion and Possible Approval to Retain a Recruiting Company to Assist the Board of Directors in the Recruitment for the District Manager Position

SUMMARY

Following the Board's previous direction staff contacted four recruiting companies with substantial experience assisting public entities with executive level recruitment efforts. Two companies declined to submit a proposal based upon their current workloads, and two submitted formal proposals. Attached for your review and further consideration is a proposal from Bob Murray & Associates (beginning on page 1 of the attachment) and CPS HR Consulting (beginning on page 21 of the attachment). You will see that the cost and length of time to conduct the recruitment process is about the same. The expected four month process would likely conclude in the latter half of July. The proposals include fairly detailed explanations of the assistance each can provide. Staff recommends the Board discuss and consider approval to retain a recruiting company to assist the Board of Directors in the recruitment for the District Manager position.

RECOMMENDATION

Staff recommends the Board

[Signature]
Larry Peterson
District Manager
A Proposal to Conduct an Executive Recruitment

for the Position of

DISTRICT MANAGER

on behalf of the

RANCHO SIMI RECREATION AND PARK DISTRICT
March 6, 2018

Members of the Board of Directors
Rancho Simi Recreation and Park District
1692 Sycamore Drive
Simi Valley, CA 93065

Dear Board Members:

Bob Murray & Associates is pleased to submit a proposal to conduct the District Manager recruitment for the Rancho Simi Recreation and Park District. The following details our qualifications and describes our systematic—yet flexible—method of identifying, recruiting, and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, and guarantee.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments, non-profit agencies, and private firms. Our recruitment process helps you to determine the direction of the search and the types of candidates you seek while capitalizing on our decades of experience and vast network of contacts to reach those candidates. Our expertise ensures that the candidates we present to the Rancho Simi Recreation and Park District will match the criteria you have established, be a good fit for your organization, and be outstanding in their field.

With respect to the District Manager recruitment and the Rancho Simi Recreation and Park District, Bob Murray & Associates has an unmatched record of success in recruiting local government professionals. With over 25 years of experience, we have conducted hundreds of searches for municipal and special district executives, including those for parks and recreation/community professionals. We are currently conducting the Parks, Recreation and Neighborhood Services Division Manager recruitment on behalf of the City of San Jose, CA and the Director of Orange County Great Park recruitment on behalf of the City of Irvine, CA.

Recruitments we have completed similar in size and scope to your upcoming search include the following:

2017
Carson, CA (Director of Parks, Recreation, and Community Services)
Hidden Valley Lake Association, CA (General Manager)
San Jose, CA (Parks, Recreation and Neighborhood Services Division Manager)
Santa Ana Watershed Project Authority, CA (General Manager)

2016
Beverly Hills, CA (Assistant Director of Community Services)

Tamalpais Community Services District, CA (District Manager)
Town of Discovery Bay, Community Services District, CA (District Manager)
Vallecitos Water District, CA (District Manager)
Yuima Municipal Water District, CA (District Manager)

2015
City of Salinas, CA (Library & Recreation Services Director)
City of Palo Alto, CA (Assistant Director of Community Services; Superintendent of
Recreation, Superintendent of Open Space, 
Parks, and Golf) 
City of Spokane, WA (Riverfront Park Director) 

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be Ms. Valerie Phillips, 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 of 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 13 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, 

[Signature]
Valerie Gaeta Phillips 
President, Bob Murray & Associates
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THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding the perfect fit, providing security and fairness to candidates and clients while ensuring the integrity of the search process. We understand that superlative recruiting for the District Manager will lead to superlative results for the Rancho Simi Recreation and Park District.Outlined below are the steps in our proven recruitment process, refined through our 30+ years of experience in executive search.

STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the Rancho Simi Recreation and Park District's needs will be key to a successful search. Ms. Valerie Phillips will meet in person with the Board of Directors and key stakeholders to learn as much as possible about the ideal candidate for the District Manager position. 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 Rancho Simi Recreation and Park District.

Ms. Phillips 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 Ms. Phillips 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.

Optional Service: Community and Staff Involvement

We find that many of our clients value a recruitment process that opens the opportunity for community members, business leaders, organization representatives, and employees to provide input regarding the ideal candidate. Our recruiters are skilled in designing and facilitating forums, town hall meetings, and online surveys that allow equitable involvement from a variety of constituencies and in consolidating feedback into a cohesive narrative of common themes.

If the Rancho Simi Recreation and Park District so desires, we will work with the Board of Directors to create a customized community and/or staff input process.

STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS

Ms. Phillips and your dedicated Recruitment Coordinator will use the candidate profile developed with the Rancho Simi Recreation and Park 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 Rancho Simi Recreation and Park District that you feel best represent your organization and your community.

Upon your approval, Ms. Phillips will send the brochure by postal mail and email to a targeted audience, personally inviting potential candidates to apply for the District 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.

Ms. Phillips will also design an effective advertising campaign appropriate for the District Manager recruitment. Our broadest outreach comes through our active social media involvement on Facebook, LinkedIn, and Twitter, where upcoming and current positions are posted. Sources such as Western City Magazine, the “Jobs Available” newsletter, 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 District Manager field.

Suggested District Manager-specific advertising sources for the Rancho Simi Recreation and Park District’s search include:

- National Recreation and Park Association
- California Parks & Recreation Society

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. 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.

Ms. Phillips will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the Rancho Simi Recreation and Park District, to maximize the potential for individuals from a wide variety of backgrounds, cultures, and life experiences to be considered for the District 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 1,400 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 District Manager recruitment.
STEP 4 SCREEN CANDIDATES

Following the closing date for the recruitment, Ms. Phillips 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 Ms. Phillips will discuss with the Board of Directors how the Rancho Simi Recreation and Park District wishes to proceed with these candidates.

STEP 5 CONDUCT PRELIMINARY INTERVIEWS

Ms. Phillips 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 Skype, FaceTime, or other convenient videoconferencing applications.

During these in-depth interviews, Ms. Phillips will explore each candidate's background and experience as it relates to the District Manager position, such as significant accomplishments, size and scope of responsibility, and organizational culture. In addition, Ms. Phillips will discuss with the candidates their motivation for applying for the position and assess his/her knowledge, skills, and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

STEP 6 SEARCH PUBLIC RECORDS

Under the direction of Ms. Phillips, 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 Ms. Phillips 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, Ms. Phillips will recommend a limited number of candidates for your further consideration. She will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of those to be considered will be up to you.

We typically recommend 6-8 candidates that we feel will best match your expectations, and we prepare a detailed written report on each candidate. This bound report provided to each member of the decision-making body 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, education, and salary information 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 FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the Rancho Simi Recreation and Park District to craft and implement an interview approach that fits your needs. This may include individual and panel interviews by the Board of Directors and key stakeholders, community/employee interview panels, writing and presentation samples, meet-and-greets, or another specialized process element. Ms. Phillips helps the Rancho Simi Recreation and Park District to design.

Ms. Phillips will be present on-site during the interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided to 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 and candidate travel. Our goal is to ensure that each candidate has a very 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

Ms. Phillips and your Recruitment Coordinator will conduct detailed reference checks for up to three (3) 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 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. Ms. Phillips knows what other organizations have done to put deals together with great candidates and what the current market is like for District Manager positions in organizations like the Rancho Simi Recreation and Park District’s. She 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 Rancho Simi Recreation and Park 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 Ms. Phillips on behalf of the Rancho Simi Recreation and Park 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. Ms. Phillips will be available to the Rancho Simi Recreation and Park 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 fixed, flat professional services fee for conducting the District Manager recruitment on behalf of the Rancho Simi Recreation and Park District is $17,500. Services provided for in this fee consist of all steps outlined in this proposal, including four (4) days of meetings on site and complete reference and background checks for up to three (3) final candidates.

The Rancho Simi Recreation and Park District will also be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project not to exceed $6,900. Reimbursable expenses include (but are not limited to) such items as the cost of recruiter travel; clerical support; brochure development; placement of ads; credit and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate. In no instance will expenses exceed this estimate without prior approval from the Rancho Simi Recreation and Park District.

Expense reimbursement for candidate travel related to on-site interviews will be the responsibility of the Rancho Simi Recreation and Park District.

<table>
<thead>
<tr>
<th>Professional Fees and Reimbursable Expenses</th>
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<tbody>
<tr>
<td>Professional Services (Fixed Flat Fee)</td>
</tr>
<tr>
<td>Reimbursable Expenses</td>
</tr>
<tr>
<td>Example costs and approximate amounts include:</td>
</tr>
<tr>
<td>Brochure Design and Printing ($1,275)</td>
</tr>
<tr>
<td>Advertising ($3,000)</td>
</tr>
<tr>
<td>Background Checks – 3 candidates ($550)</td>
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<tr>
<td>Consultant Travel ($1,500)</td>
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<tr>
<td>Other expenses – supplies, shipping, clerical ($575)</td>
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<tr>
<td>Not-to-Exceed Total</td>
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</tbody>
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Optional Services

- Community/Staff Input Forum: $1,500/day, plus travel expenses
- Online survey with analysis of results: $250
- Additional on-site meeting days: $1,500/day, plus travel expenses
- Additional background checks: $250/candidate
- Additional reference checks: $500/candidate
- Other services: $250/hour or $1,500/day
GUARANTEE

Should a candidate recommended by our firm position resign or be terminated within the first 12 months of employment, we will provide the Rancho Simi Recreation and Park District with professional services to secure a replacement. Services will be provided at no cost, aside from expenses incurred on the Rancho Simi Recreation and Park District's behalf during the new search. 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 Rancho Simi Recreation and Park District. A typical timeline of tasks and events is included here for reference.

<table>
<thead>
<tr>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
<th>Month 4</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Week 5</td>
<td>Week 9</td>
<td>Week 13</td>
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<tr>
<td>Candidate Profile</td>
<td>Distribute Brochure</td>
<td>Screen Candidates</td>
<td>Finalist Interviews</td>
</tr>
<tr>
<td>Weeks 2-4</td>
<td>Weeks 6-8</td>
<td>Week 10</td>
<td>Weeks 13-14</td>
</tr>
<tr>
<td>Develop &amp; Print Brochure</td>
<td>Continue Recruiting</td>
<td>Preliminary Interviews</td>
<td>Backgrounds &amp; References</td>
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<tr>
<td>Week 4</td>
<td>Week 4</td>
<td>Week 11</td>
<td>Week 15</td>
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<tr>
<td>Place Ads</td>
<td>Begin Recruiting</td>
<td>Search Public Records</td>
<td>Negotiations</td>
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<td></td>
<td></td>
<td>Week 12</td>
<td>Week 16</td>
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<tr>
<td></td>
<td></td>
<td>Recommend Finalists</td>
<td>Candidate Appointment</td>
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FIRM PROFILE

OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of seven (7):

- Bob Murray, Founder
- Valerie Gaeta Phillips, President
- Gary Phillips, Executive Vice President
- Regan Williams, Vice President
- Joel Bryden, Vice President
- Amber Smith, Principal Recruitment Coordinator
- Hellen Amsden, Senior Recruitment Coordinator

BOB MURRAY, FOUNDER

Mr. Murray—known simply as “Bob” to his clients and candidates throughout the western U.S.—brings over 40 years’ experience as a recruiter and is recognized as one of the top local government recruiters in the nation. He conducted hundreds of searches for cities, counties, and special districts and was called on to conduct searches for some of the largest, most complex organizations in the country—and some of the smallest. Bob conducted searches for chief executives, department heads, professional and technical positions, taking the lead on many of the firm’s most difficult assignments with great success. His clients retained him again and again, given the quality of his work and success in finding candidates for difficult to fill positions.

As our Founder, Bob currently takes on few searches personally but continues to be an active presence at Bob Murray & Associates, providing valued insight and experience to our team members regarding all aspects of the recruitment process.

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

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 40 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 good “fit” for 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 50 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.

REGAN WILLIAMS, SENIOR VICE PRESIDENT AND RECRUITER

Mr. Williams brings 30 years of local government experience to Bob Murray & Associates and has over 17 years of experience in executive recruitments with our firm. In his time with Bob Murray & Associates, Regan has conducted over 275 executive searches ranging from managers and department heads to City Managers, Executive Directors, and General Managers. If Regan were to have a recruiting specialty, it would be public safety positions: he has personally conducted over 60 Police Chief and 20 Fire Chief recruitments.

Prior to joining Bob Murray & Associates, Regan served as Director of Public Safety with the City of Sunnyvale, CA. He was involved in the development of some of Sunnyvale’s most innovative public safety programs and has a national reputation for excellence in law enforcement, as well as
in law enforcement executive recruiting. Regan's clients find his prompt and personal attention, insight, and expertise in recruitment and selection an asset. He is often called upon to recruit for difficult-to-fill law enforcement positions, such as the position of Police Chief or City Manager in challenging political environments.

Mr. Williams received his Bachelor of Science Degree in Administration of Justice from San Jose State University. He is also a graduate of the FBI National Academy.

JOEL BRYDEN, VICE PRESIDENT AND RECRUITER

Mr. Bryden has over 30 years of local government experience that he brings to the firm, having retired as Chief of Police in Walnut Creek, CA prior to joining Bob Murray & Associates in 2012. Throughout his career, Joel has been involved in public sector consulting, with vast experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government.

Joel has a solid reputation as a leader in the public sector and his ability to find and evaluate outstanding applicants for our clients is invaluable in the search process. Since joining Bob Murray & Associates, Joel has conducted over 50 recruitments in a broad range of sectors including police, fire, building, planning, city management, and general management. He is often called upon to recruit specialized or difficult-to-fill positions, such as Independent Police Auditor.

Mr. Bryden is a graduate of the FBI National Academy and obtained his Bachelor of Arts Degree in Communication from San Diego State University. He is currently based in Walnut Creek, CA.

AMBER SMITH, PRINCIPAL RECRUITMENT COORDINATOR

As Principal Recruitment Coordinator with Bob Murray & Associates, Ms. Smith acts as a liaison between clients and candidates from beginning to end of each recruitment process. Under the direction of each client's assigned Recruiter, Amber is responsible for the development and distribution of position recruitment and advertising materials, client research, reference and background checks, responding to requests for proposals, and providing a broad range of support services for the recruiting team. She also provides leadership for our in-house staff and is an invaluable resource.

Amber brings over a decade of client-oriented customer service, administrative, and management experience to Bob Murray & Associates. Since joining our team in 2011, she has shown a commitment to working as a partner with clients and candidates to provide a quality service and experience.

Ms. Smith received her Bachelor of Arts degree in Business Administration from La Sierra University, Riverside, California.
HELEN AMSDEN, SENIOR RECRUITMENT COORDINATOR

Ms. Amsden acts as a liaison among clients, recruiters, and candidates throughout each recruitment process. Under the direction of our client’s assigned Recruiter, Hellen’s responsibilities include development and distribution of position recruitment and advertising materials, client and candidate research, reference and background checks, responding to requests for proposals, and providing a broad range of support services for the recruiting team.

Hellen joined our firm in 2016 with nearly a decade of customer service, administrative, and leadership experience. She is committed to providing the highest level of quality support and to working as a partner with clients and candidates throughout the search process.

Ms. Amsden graduated summa cum laude with a Bachelor of Arts degree in Leadership and Organizational Studies from Saint Mary’s College of California.

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. 280
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 Rancho Simi Recreation and Park District:

- California Special Districts Association – Member
- California City Management Foundation (CCMF) – Member
- International City/County Management Association (ICMA) – Member
- League of California Cities – League Partner
- League of Women in Government – Sponsor/Member
- Municipal Management Association of Northern California (MMANC) – Sponsor/Member
- Municipal Management Association of Southern California (MMASC) – Sponsor/Member
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, presented by Joel Bryden on behalf of the California Police Chiefs Association
- “Standing Out from the Crowd with Your Online Reputation,” presented by Valerie Phillips at the 2017 MMASC Annual Conference; and
- Organization of Latino Affairs invited speaker, Valerie Phillips for Hispanic Heritage Month

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 Carson, CA  
**POSITION:** Director of Parks, Recreation, and Community Services  
**REFERENCE:** Ms. Tracey Curry, Senior Human Resources Analyst, (310) 952-1700 x1110

**CLIENT:** Housing Authority for the County of Santa Clara, CA  
**POSITION:** Assistant Director of Administration and Deputy Executive Director  
**REFERENCE:** Ms. Katherine Harasz, Executive Director, (408) 275-8770

**CLIENT:** Hidden Valley Lake Association, CA  
**POSITION:** General Manager  
**REFERENCE:** Mr. Rod Wood, Former Interim General Manager, (310) 920-0092

_We appreciate the Rancho Simi Recreation and Park District’s consideration of our proposal and look forward to working with you._

Bob Murray & Associates  
Proposal for the Rancho Simi Recreation and Park District

Page 13
HIDDEN VALLEY LAKE ASSOCIATION, CA

INVITES YOUR INTEREST IN THE POSITION OF

GENERAL MANAGER
THE COMMUNITY

Hidden Valley Lake is found nestled in the hills of historic Coyote Valley in the southern part of Lake County in Northern California. It is a very affordable priced community 22 miles north of Calistoga, between Middletown and Lower Lake, and a two-hour drive from major metropolitan areas like San Francisco and Sacramento. Over 3,300 homes and lots, and more than 6,500 residents in a secure, gated community called Hidden Valley Lake. With more than a dozen amenities in and around its 102-acre lake and semi-private 18-hole championship golf course, visitors from all over Northern California come to Hidden Valley Lake to stay, play, tour, shop, and dine.

Nationally recognized as having the best air quality in California, and the third best in the nation, Lake County, at 1,327 square miles, boasts a number of similar rankings. Clear Lake is the largest lake in California and the oldest lake in North America; the Geysers is the largest geothermal field complex in the world; and Lake County Diamonds, also called “Moon Tears,” are semi-precious stones of volcanic origin that are found nowhere else in the world, but are scattered in many places throughout the County. Lake County also boasts rich wine and pear industries, easily experienced just minutes from any of Hidden Valley Lake’s five gates.

Residents of Hidden Valley Lake have plenty of opportunities to enjoy a wide variety of social activities and more than 20 clubs that include a garden club, RV club, and clubs for both men’s and women’s golf. Community-wide events include Opening Day on the Lake, Concerts on the Green, holiday themed dinner dances, Easter egg hunts, fishing derbies, camps for swim, tennis, volleyball, equestrian and golf, shopping trips, and holiday celebrations. The arts are well-represented in the valley with authors, artists, and craftspeople who enrich the community.

Presently, there are 2,435 homes and many more under construction as rebuilding continues after the loss of 70 homes in the September 2015 Valley Fire. More than 51 percent of the multi-cultural population commutes to the Bay Area and areas to the north. Both Napa and Sonoma refugees find the housing cost about a third to half the cost of those two counties. As a result, Hidden Valley Lake has become the go-to community for those commuters because of its excellent 31 miles of roads and other amenities including 24/7 security department patrols behind secured gates. As the second largest community, only to Clearlake to its north, Hidden Valley Lake has the enviable statistic of the lowest crime rate in Lake County.

As an active, vibrant, multi-cultural community, Hidden Valley Lake embraces the surrounding area’s historical, cultural, and political ideals and opportunities. Working in harmony with each other and the environment, residents have created a progressive community that is right for the times. Hidden Valley Lake offers its residents an attractive balance of small-town quality that is within close proximity to big city, urban amenities.

THE ORGANIZATION

Hidden Valley Lake was first developed by USA Land Corporation and later purchased by Boise Cascade in 1972. In 1974, the company turned over the land to the homeowner-run Hidden Valley Lake Association. It was not until the early '90s that the Association hired its first general manager and turned over the daily management of the community to professionals. Like many HOAs at the time, Hidden Valley Lake experienced financial growing pains as the community evolved and housing starts increased. Coyote Valley Elementary School was built to educate the increasing number of children, and shopping plazas were developed adjacent to the golf course to meet the needs of the growing community.

The separate Hidden Valley Lake Community Services District, which has won numerous awards for its governance and innovation, provides water connections to Hidden Valley Lake homeowners and sewer connections to homes around the lake and golf course. Its water comes from the Putah Creek underflow which, throughout Hidden Valley Lake’s history, has had more than sufficient water supplies in its aquifers that get fully recharged from the winter rains. Hidden Valley Lake is one of the few communities that sends 100 percent of its reclaimed water to its golf course.

Hidden Valley Lake Association is governed by a seven-member Board of Directors. The Board of Directors establishes the general policies and procedures of the Association.
THE POSITION

Under administrative direction of and reporting to the Board of Directors, the General Manager is the chief administrative officer responsible for the overall operations of the Association. The General Manager oversees the operational, financial, administrative, and legal affairs of the Association. This includes overseeing the management and maintenance of assets; providing leadership to assist staff in functioning as a team; overseeing and ensuring that the workplace is productive, cost-effective, safe, and legal; and assisting and guiding the Board and its committees in the management and oversight of the Association.

THE IDEAL CANDIDATE

The Board of Directors is seeking a strong, well-rounded leader with private or public sector executive leadership experience to serve as General Manager. An individual with a balance of technical abilities and interpersonal skills who is willing to make a long-term commitment to the Association is sought. The ideal candidate will be a strategic thinker, and creative and talented problem solver who embraces challenges as opportunities. This candidate will be an approachable, hands-on manager, capable of motivating, inspiring, and directing a staff of 106. He or she will be honest and transparent and committed to keeping the Board and the community well-informed. A consensus builder who can rebuild trust within the community is highly preferred.

The Board is seeking a candidate with business acumen and strong analytical, verbal, and written communication skills who can speak effectively before groups of members, managers, staff, or as appropriate to a situation. He or she must possess strong negotiation, mediation, organizational, and follow-up skills and the ability to work independently and with minimal supervision and instruction. Tight time constraints are common in this role, therefore, the ability to pivot and to effectively manage and prioritize multiple projects will be critical to success. He or she must be able to deal constructively with conflict involving several concrete variables, evaluate processes and procedures, develop effective resolutions, and make appropriate recommendations.

Equally important will be the ability to maintain a positive work atmosphere by encouraging and fostering professional and civil relationships between, and communicating effectively with, both internal and external stakeholders such as members/owners, staff, the Board, as well as outside agencies, the County of Lake and other local entities, affecting the South Lake County Government. The General Manager role involves the handling of information relating to matters of a financial, legal, and confidential nature, and as such, he or she must exercise discretion and confidentiality. The General Manager must also have the ability to make sound decisions within established guidelines.

As a representative of the South Lake County Association, the General Manager is responsible for ensuring that all services provided in a safe, courteous, efficient manner are consistent with state and federal regulations, Association policies, bylaws, and other codes. While above all else the General Manager will be a leader, the General Manager will also be a partner and valued team player in the organization, as well as the community it serves. The General Manager will also be a partner and valued team player in the organization, as well as the community it serves. The General Manager will be a leader, the General Manager will also be a partner and valued team player in the organization, as well as the community it serves. The ideal candidate will be a strategic thinker, and creative and talented problem solver who embraces challenges as opportunities.
is essential to success. The incoming General Manager must be able to earn the trust and respect of staff and demonstrate the willingness to recognize and reward good performance. He or she should be committed to creating an environment in which all ideas and feedback from staff are valued and supported.

A strong candidate for this position will possess a solid understanding of the California Davis-Stirling Act, governing Homeowner Associations (HOAs) and Common Interest Developments (CID). Although current Davis-Stirling proficiency is highly desirable, lack of it will not preclude consideration to otherwise strong candidates possessing the other management skills and experience desired. In the event a candidate is selected without current Davis-Stirling proficiency, he or she will be expected to quickly acquire Davis-Stirling proficiency. The successful candidate will also be expected to quickly develop proficiency of the Association’s By-laws, CC&Rs, and other applicable legislation, statutes, and regulatory mandates. He or she should have demonstrated experience related to long-range planning, reserve studies, budgets and financial statements, contracts, operations and maintenance, graphs and blueprints, as well as experience presenting to boards, councils, and the community. Experience working in or with corporations or non-profits is highly desirable.

Candidates must possess a Bachelor’s degree from an accredited four-year college or university or five years related experience and/or training in a management or supervisory role. A background in finance or prior experience as a city manager in a city of similar size and make-up will be valued; those without city manager experience, but who possess strong management experience in managing organizations of a similar size and scope, will be welcome to apply. Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for this position is qualifying. CCAM certification or equivalent is preferred.

**THE COMPENSATION**

The annual salary range for the incoming General Manager is $160,000 - $180,000, and is dependent upon qualifications. The terms and conditions offered in the Employment Agreement, including salary and benefits, are negotiable. The Association also offers an attractive benefits package that includes:

- **Retirement** – A simple IRA. The Association will match employee contribution up to 3%.
- **Medical** – Employee responsible for a co-pay of 15% of the premium and 50% for dependent(s).
- **Life Insurance** – $20,000 life insurance policy provided by the Association.
- **Dental Insurance** – Provided by the Association with employee paying a co-pay for self and dependent(s).

**Vision** – Employee pays an annual fee of $9.

**Vacation** – Accrual rate of 3.0800 per pay period.

**Holidays** – The Association observes 8 holidays per calendar year.

**Sick Leave** – Accrual rate of 3.0800 per pay period.

**Personal Leave** – 2 days of personal leave per calendar year.

**TO APPLY**

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

**Filing Deadline:**

**April 28, 2017**

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 and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the Hidden Valley Lake Association. 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.

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

(916) 784-9080

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Bob Murray & Associates
Experts in Executive Search
PROPOSAL

Rancho Simi Recreation and Park District
Executive Recruitment Services for District Manager

Due Date: February 28, 2018

SUBMITTED BY:
MELISSA ASHER  
Sr. Practice Leader, Products and Services

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
P: 916-471-3358
masher@cpshr.us
Tax ID: 68-0067209
www.cpshr.us

Your Path to Performance
February 28, 2018

Larry Peterson
Rancho Simi Recreation and Park District
1692 Sycamore Dr.
Simi Valley, CA 93065

Submitted via email to: larry@rsrpd.us

Subject: Executive Recruitment Services for District Manager

Dear Mr. Peterson:

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal to assist the Rancho Simi Recreation and Park District (District) with the recruitment of a new District Manager. Our vast experience in assisting public agencies with executive search, screening, and placement, particularly in the parks and recreation arena, uniquely qualifies us to assist you with this effort.

We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with local government agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services.

Below, we have provided a partial listing of executive recruitments that are similar in nature to the District's request.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Title</th>
<th>Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fair Oaks Recreation and Park District</td>
<td>District Administrator</td>
<td>2017</td>
</tr>
<tr>
<td>East Bay Regional Park District</td>
<td>Deputy General Manager</td>
<td>2016</td>
</tr>
<tr>
<td>Cosumnes Community Services District</td>
<td>Parks and Recreation Administrator</td>
<td>2016</td>
</tr>
<tr>
<td>Hayward Area Recreation and Park District</td>
<td>General Manager</td>
<td>2016</td>
</tr>
<tr>
<td>Hidden Valley Lake Community Services District</td>
<td>General Manager</td>
<td>2016</td>
</tr>
<tr>
<td>Pleasant Hill Recreation and Park District</td>
<td>General Manager</td>
<td>2016</td>
</tr>
<tr>
<td>County of Santa Clara</td>
<td>Deputy Director of Parks</td>
<td>2016</td>
</tr>
<tr>
<td>Agency</td>
<td>Title</td>
<td>Year Completed</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Irvine, City of</td>
<td>Director of Community Services</td>
<td>2015</td>
</tr>
<tr>
<td>Las Vegas, City of</td>
<td>Director of Parks and Recreation</td>
<td>2014</td>
</tr>
</tbody>
</table>

It is our commitment to work in partnership with your organization to a successful result.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, please contact Melissa Asher, at masher@cpshr.us or (916) 471-3358.

Sincerely,

Melissa Asher  
Senior Practice Leader, Products and Services
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Methodology

Key Stakeholder Involvement

The Board of Directors must be intimately involved in the search for a new District Manager. For this reason, our approach assumes their direct participation in key phases of the search process. Additionally, at the discretion of the Board of Directors, other key stakeholders may also be invited to participate in focus group sessions or round-table meetings to provide input for the development of the candidate profile.

District’s Needs

A critical first step in a successful executive search is for the Board of Directors to define the professional and personal qualities required of the District Manager. To be certain this occurs, we have developed a very effective process that will permit the Board of Directors to clarify the preferred future direction for the Rancho Simi Recreation and Park District (District); the specific challenges the District is likely to face in achieving this future direction; the working style and organizational climate the Board of Directors wishes to establish with the District Manager; and ultimately, the professional and personal qualities that will be required of the District Manager.

Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

In addition, during each phase in the process, we are corresponding with candidates and advising them of their status. We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process; as a result, we have many long-term relationships with clients that have resulted in the opportunity to assist them with multiple recruitments.

CPS HR’s communication extends once you have selected the new District Manager. We will contact both the Board of Directors and the newly appointed District Manager within six months of appointment to ensure an effective transition has occurred.
Aggressive, Proactive, and Robust Recruitment

We take an aggressive approach in identifying and recruiting the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity. Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates.

Selection

The selection of the best available candidate requires the use of tools specifically designed to evaluate each candidate against the personal and professional qualities identified by the Board of Directors. For this reason, we tailor our selection techniques to the District’s specific requirements. In addition, we also assume responsibility for administering the selection process for the District.

Three-Phase Project Approach for Success

Our proposed executive search process is designed to provide the District with the full range of services required to ensure the ultimate selection of a new District Manager who is uniquely suited to the District’s needs.

**Phase I**

Develop Candidate Profile and Recruitment Strategy

**Phase II**

Aggressive, Proactive, and Robust Recruitment

**Phase III**

Selection

**Phase I:** As desired by the District, our consultant will meet with the Board of Directors and other District representatives to ascertain the District’s needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with the District.

**Phase II:** The recruitment process is tailored to fit the District’s specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

**Phase III:** The selection process is customized for the District. CPS HR will work with the Board of Directors to determine the process best suited to the Rancho Simi Recreation and Park District.
Project Tasks

Phase I - Develop Candidate Profile and Recruitment Strategy

Task 1 - Review and Finalize Executive Search Process and Schedule

The first step in this engagement is a thorough review of the following with the Board of Directors:

- District’s needs, culture, and goals
- Executive search process
- Schedule

This will ensure that the District’s needs are met in the most complete manner possible.

Task 2 - Key Stakeholder Meetings

As desired by the District, CPS HR is prepared to meet with any additional key stakeholders to obtain input in developing the ideal candidate profile and to assist CPS HR in understanding key issues and challenges that will face a new District Manager. The specific nature of the involvement process would be developed in consultation with the District. The results of the above activities will be summarized by CPS HR and provided to the District as an additional source of information for developing the candidate profile and selection criteria.

Task 3 - Candidate Profile and Recruitment Strategy Development

This task will be accomplished during a workshop session involving the Board of Directors and CPS HR. It will result in the identification of the personal and professional attributes required for the position and will include the following activities:

- The Board of Directors will identify key priorities for the new District Manager.
- CPS HR will assist them in identifying the conditions and challenges likely to be encountered in achieving the priorities identified above.
- The Board of Directors will describe the type of working relationship they wish to establish with the District Manager.
- CPS HR will assist the District in generating lists of specific competencies, experiences, and personal attributes needed by the new District Manager in light of the analyses conducted above.

CPS HR CONSULTING
CPS HR will present several recruitment and selection strategies for the District's consideration. The District will choose the recruitment and selection process most likely to produce the intended results.

Task 4 – Develop Recruitment Brochure

Following the completion of the workshop session, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the District for review prior to printing. Please refer to Appendix A for a sample brochure. Additional brochure examples are available on our website at www.cpshr.us/search.

Task 5 – Place Advertisements

Advertisements (which will include a direct link to your brochure) will be prepared and placed for publication in appropriate magazines, journals, newsletters, job bulletins, social media, and websites to attract candidates on a nationwide, regional, local, or targeted basis, depending on the preference of the District. CPS HR will present examples to the District for review and approval. Examples may include:

<table>
<thead>
<tr>
<th>Advertising Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>District's website</td>
</tr>
<tr>
<td>CPRS</td>
</tr>
<tr>
<td>NRPA</td>
</tr>
<tr>
<td>Jobs Available</td>
</tr>
<tr>
<td>CPS HR website</td>
</tr>
<tr>
<td>LinkedIn</td>
</tr>
<tr>
<td>Western City – League of CA Cities</td>
</tr>
<tr>
<td>CSDA</td>
</tr>
</tbody>
</table>

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the District Manager brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates. CPS HR will specifically research other jurisdictions in which the demographics mirror those of the District Service Area and target outreach to those individuals. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within appropriate associations to gain their insight and referrals of possible candidates.

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Within the past five years, we have successfully placed more than 170 minority and female candidates in executive level positions.
Phase II – Aggressive, Proactive, and Robust Recruitment

Task 1 - Identify and Contact Potential Candidates

This very crucial task will include a variety of activities. CPS HR will:

- Contact respected and experienced industry leaders to identify outstanding potential candidates on a referral basis. CPS HR maintains a comprehensive, up-to-date database of such professionals; however, we do not rely solely upon our current database. We also conduct specific research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates. These individuals, as well as other potential candidates, are typically contacted very soon after they have received a recruitment brochure in order to maximize the impact of the multiple contacts.

- Select top quality candidates for consideration from past recruitments.

- Provide each potential candidate with a copy of the recruitment brochure.

- Contact potential candidates by telephone to explain the career opportunity, answer questions, and encourage them to submit a resume. Oftentimes this component necessitates multiple conversations with the same person to pique his/her interest and to answer his/her questions sufficiently.

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client. Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks. The approach utilized by CPS HR employs the following techniques:

- Communicating to candidates, through advertising materials and verbal conversations, a strong sense of the purpose and strategy of the District. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.

- Providing guidance and resources to candidates regarding the area’s cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area. We have found that potential candidates sometimes make the decision not to apply based on...
rumored information, rather than facts and research. It is our job to ensure the candidates we are in communication with have accurate and helpful information.

- Actively seeking individuals who are highly visible in the field – widely published, frequent presenters and/or thought leaders – who are seemingly ready for the challenge. These highly qualified candidates may be attracted by the prospect of collaboration with other District departments, providing exceptional leadership to the Rancho Simi Recreation and Park District, or continuing to ensure the public confidence in the integrity of the District.

Task 2 – Resume Review and Screening Interviews

All resumes will be submitted directly to CPS HR for initial screening. This screening process is specifically designed to assess the personal and professional attributes the District is seeking and will include:

- A thorough review of each candidate’s resume, and if applicable, supplemental questionnaire responses and other supporting materials.

- Interviews with the candidates who appear to best meet the District’s needs. CPS HR will spend extensive time ascertaining each candidate’s long term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate’s technical competence and management philosophy. We will also gather data on any other unique aspects specific to this recruitment based upon the candidate profile.

- Internet research on each candidate interviewed.

Task 3 – Board of Directors Selects Finalists

At the conclusion of the previous tasks, CPS HR will prepare a written report that summarizes the results of the recruitment processes and recommends candidates for further consideration by the District. Typically, the report will recommend five to eight highly qualified candidates, and will include resumes and a profile on each interviewee’s background. CPS HR will meet with the Board of Directors to review this report and to assist the District in selecting a group of finalists for further evaluation.
Proposal to the Rancho Simi Recreation and Park District
Executive Recruitment Services for District Manager

Phase III – Selection

Task 1 - Design Selection Process

Based on the results of the meeting conducted in Phase I, CPS HR will design a draft selection process. CPS HR will meet with the District to review this process and discuss the District’s preferred approach in assessing the final candidates. The selection process will typically include an in-depth interview with each candidate, but may also include other selection assessments such as an oral presentation, preparation of written materials, and/or problem-solving exercises.

Task 2 - Administer Selection Process

CPS HR will coordinate all aspects of the selection process for the District. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; facilitating the interviews; assisting the District with deliberation of the results; and contacting both the successful and unsuccessful candidates.

Task 3 – Final Preparation for Appointment

Following the completion of the selection process, CPS HR will be available to complete the following components:

- **Arrange Follow-up Interviews/Final Assessment Process**: Should the District wish to arrange follow-up interviews and/or conduct a final assessment in order to make a selection, CPS HR will coordinate this effort.

- **Conduct In-Depth Reference Checks**: The in-depth reference checks are a comprehensive 360 evaluation process whereby we speak with current and previous supervisors, peers, and direct reports. (It is our policy to not contact current supervisors until a job offer is made contingent upon that reference being successfully completed so as not to jeopardize the candidates’ current employment situation.) The candidates are requested to provide a minimum of six references sources. CPS HR is able to ascertain significant, detailed information from reference sources due to our assurance and commitment to each individual that their comments will remain confidential, which leads to a willingness to have an open and candid discussion, resulting in the best appointment for the District. A written (anonymous) summary of the reference checks is provided to the District.

- **Conduct Background Checks**: We will arrange for a background records check of a candidate’s driving record, criminal and civil court, credit history, education, newspaper article publishings, and other sensitive items. Should any negative or questionable content appear during these checks, CPS HR will have a thorough discussion with the finalist(s) and will present a full picture of the situation to the District for further review.
# Project Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All search activities up to and including the selection of a new District Manager can be completed in 14 to 16 weeks. The precise schedule will depend on the placement of advertising in the appropriate professional journals, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
<th>Month 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Meeting/Candidate Profile</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft Brochure</td>
<td></td>
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<td>Brochure Approved/Printed Place Ads</td>
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<tr>
<td>Aggressive Recruiting</td>
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<td>Preliminary Screening</td>
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<td>Present Leading Candidates to District</td>
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<td>District Interviews</td>
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<td>Reference/Background Checks</td>
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<td>Appointment</td>
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<td>Weeks</td>
<td>1 2 3 4</td>
<td>5 6 7 8</td>
<td>9 10 11</td>
<td>12 13 14 15 16</td>
</tr>
</tbody>
</table>
Executive Recruitment Team

Our executive recruitment team of Ms. Pam Derby, Mr. Frank Rojas, Ms. Teresa Webster, and Mr. Josh Jones possesses extensive public sector recruiting experience and will serve as resources throughout this recruitment effort. The specific project manager will be determined based on our ability to meet all your customer service needs in a timely and effective manner. We do not utilize subcontractors and no staff members will be removed or replaced without the prior written concurrence of the District. Their full resumes follow.

<table>
<thead>
<tr>
<th>Role/Project Assignment</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Executive Recruiter</td>
<td>Pam Derby</td>
<td>916-471-3126</td>
<td><a href="mailto:pderby@cpshr.us">pderby@cpshr.us</a></td>
</tr>
<tr>
<td>Senior Executive Recruiter</td>
<td>Frank Rojas</td>
<td>916-471-3111</td>
<td><a href="mailto:frojas@cpshr.us">frojas@cpshr.us</a></td>
</tr>
<tr>
<td>Executive Recruiter</td>
<td>Teresa Webster</td>
<td>916-471-3462</td>
<td><a href="mailto:twebster@cpshr.us">twebster@cpshr.us</a></td>
</tr>
<tr>
<td>Associate Recruiter</td>
<td>Josh Jones</td>
<td>916-471-3301</td>
<td><a href="mailto:jjones@cpshr.us">jjones@cpshr.us</a></td>
</tr>
</tbody>
</table>

Resumes

Pamela H. Derby
Profile

Since joining CPS HR Consulting in 2003, Pam Derby has conducted a wide range of recruitments for county, city, special district and association executives including city attorney, executive director, general manager, city manager, assistant and deputy city manager, police chief, community and economic development director, human resource director, finance director, city administrator, registrar of voters, library director, and director of information technology in addition to specialized support positions.

Ms. Derby has assisted many special district and public agency Boards/Councils in the recruitment of General Managers, Executive Directors, and District Managers/ Administrators, including the General Managers for the Hayward Area Recreation and Park District and the Pleasant Hill Recreation and Park District. She is currently assisting the San Diego Association of Governments' 19-member board in their recruitment of an Executive Director and the Sonoma County Library Commission in the recruitment of their next Library Director.

Prior to joining CPS HR, Ms. Derby served as the Aide to the Yuba County Board of Supervisors serving as the Board’s liaison to County Department Heads, the community, and the media. This experience provided her with a unique perspective into the special circumstances that exist in a Board/Council-Manager relationship and a keen awareness of the inner workings of local
government. She is sensitive to balance the wants of the community with the needs of the client so as to tailor a recruitment process that reaches out to the most appropriate candidates and ensures a diverse group of individuals from which to make a selection. She has successfully employed these techniques in jurisdictions ranging from under 10,000 to 10 million. Moreover, she employs a firmly-held personal philosophy that candidates must be treated with the same respect and careful consideration as her client. Prior to her local government service, Ms. Derby served in the private sector and with several non-profit lobbying associations. She was responsible for the management of several large consumer groups.

Employment History

- Senior Executive Recruiter, CPS HR Consulting
- Professional Management Consultant, CPS HR Consulting
- Administrative Technician, CPS HR Consulting
- Aide to the Board of Supervisors, Yuba County, CA
- Special Cases Manager, Consumer Relations, The Money Store, CA
- Supervisor, Trailing Documents, The Money Store, CA
- Executive Assistant, Randlett Associates, CA

Professional Experience

- Project manager for local government, special district, and non-profit executive recruitments. Responsible for all facets of process including proposal interviews, all client meetings, creating marketing and advertising materials, conducting candidate screening interviews and developing finalist candidate interview processes.
- Assisted executive recruiting team in the recruitment of local government and public agency executives.
- Managed staff responsible for addressing escalated customer complaints. Negotiated and mediated pre-litigation settlements with attorneys, state regulators, and other state agencies, involving home improvement loans. Served as department fraud coordinator.
- Provided administrative support to SVP, including drafting correspondence, report writing, and special projects as assigned. Supervised department receptionist, responsible for interfacing with vendors and facilities management.
- Provided administrative and research support for private professional lobbying firm. Researched legislative bills, corresponded with professional association members regarding legislative proposals.

Education

- California State University, Chico, major course emphasis – Physical Education/English
Frank Rojas
Profile

Frank Rojas is a Senior Executive Recruiter with CPS HR Consulting. Frank brings more than 30
years of recruiting experience from the highly competitive direct placement and contract labor
industries as well as the corporate environment. Mr. Rojas has significant experience placing
corporate leaders, executive, professional, and technical staff including individual contributors
for government sector, non-profits, aerospace, architectural and engineering, information
technology, petroleum and chemical, energy, power, civil/structural, transportation and private
industry.

In addition to just completing recruitments for City of Moreno Valley, City of Anaheim, City of
Upland, and OCTA, recent successful efforts include positions of City Manager, Director of Human
Resources & Organizational Development, Vice President of Human Resources, Chief Executive
Officer, Chief Information Officer, Vice President of Risk, Corporate and Government Controllers,
General In-House Counsel, and Director-level hires for Finance, Administrative Services,
Engineering, Emergency Services, Fleet, Environmental, Regulatory Compliance, Training, and
Division/Site General Managers. Mr. Rojas has established a strong client and customer base
through trust, effective recruiting, relationship building, and teamwork.

Mr. Rojas began his career in Contract Labor and over the next 20+ years launched seven start-
up offices in several states and locations providing direct placement and contract support to
hundreds of clients in virtually all industries and levels of talent. He continued his career in the
non-profit environment managing and building talent acquisition support during significant
growth periods. Having been a speaker at several networking and career coaching venues, Frank
believes in utilizing traditional recruiting methodology with social media. He was named in the
top 1% viewed profiles on LinkedIn.

Mr. Rojas resides in Riverside, CA.

Employment History

- Senior Executive Recruiter, CPS HR Consulting
- Employment Director and Senior Recruiter, PRIDE Industries
- Corporate Recruiter, EMF Broadcasting
- Branch Manager and Acting Vice President, Fastek Technical Services

Professional Experience

- Managed and led recruiting efforts including client interface to define and write position
descriptions, profiles, and goals. Responsible for creating marketing plans, screening and
selection strategies, conducting interviews and participating in final hire and post-hire
activities including reference and background checks.
Proposal to the Rancho Simi Recreation and Park District
Executive Recruitment Services for District Manager

■ Assisted in salary evaluation and competitive comparisons. This includes candidate negotiations, travel and relocation (if appropriate), benefits, and confirmation and acceptance of any requirements prior to the submittal process and acceptance of offer.

■ Managed in-house staff to ensure adherence of company policies and legal compliance. Developed and maintained positive, team-building methodologies that increased productivity, created a positive, productive staff, and maintained cooperativeness and trust.

■ Recruited and identified senior-level management for several federal locations including General Managers, Assistant General Managers, HR Directors, Site Controllers, Quality Managers, T-4 Water and Environmental Director and Departmental Leadership at Fort Bliss, El Paso; Fort Polk, Louisiana; Joint Base McGuire-Dix-Lakehurst; New Jersey; Los Angeles Air Force Base; Cape Canaveral, Florida; and the Lawrence Livermore National Laboratory.

■ Set up staff procedures and office functions; negotiated service agreements, ensured EEO, safety/OSHA quality, and all local, state, and federal compliance policies. Migrated and implemented several Applicant Tracking Systems including participation as Systems Administrator.

■ Initiated effort to define the mission and business plans of expanding organizations. Developed road maps to build client base, relevant labor pools, and resources to sustain growth for the entire enterprise. Started corporate recruiting department and initiated recruiting strategies, hiring processes, retention, and integrated cost-effective marketing tools.

■ Hired and motivated in-house talent and created cross-functional business/sales and recruiting process allowing for growth, skills development, and achievement to meet customer needs and provide for an effective team-oriented environment.

Education

■ B.A., Political Science, University of California at Berkeley, Berkeley, CA
Teresa Webster

Profile

Ms. Webster has over 15 years of professional consulting and marketing experience in public sector human resources, including experience in the areas of project management, marketing communications, administration, and employee recruitment. She has worked as a CPS HR consultant for more than ten years, where she has managed or completed a wide variety of projects for CPS HR Consulting (CPS HR) subject matter experts and senior executive staff.

Employment History

- Executive Recruiter, CPS HR Consulting
- Senior Marketing Coordinator, CPS HR Consulting
- Northwest Hydraulic Consultants, Inc., West Sacramento, California

Professional Experience

- Conducts executive and mid management level recruitments for public sector clients. Serves a project manager and client liaison ensuring all phases of the recruitment are progressing in a manner satisfactory to the client.

- Assists the CPS HR Executive Search team as an Associate Recruiter. Writes advertising copy, recruitment brochure text, does email outreach, builds target candidate lists based on candidate requirements, researches other sources for outreach and candidate pools, does screening interviews, helps facilitate candidate interviews, and conducts candidate reference checks.

- Serves as liaison for internal business units collaborating on long-term marketing plans and strategies. Works closely with unit managers, coordinators, vendors and staff support the organization’s mission and direction.

- Manages CPS HR’s Webinar Series. Works with business units to develop monthly webinar calendar highlighting expertise of CPS HR consultants and diverse services. Moderates monthly sessions.

- Chaired Qualification Appraisal Panels (QAPs) for the Merit System Services contract. Lead structured interviews for social services candidates. Worked with panel members from client counties to ensure an unbiased rating process according to merit principles. Reviewed rating scales, discussed failing scores, and various types of rating errors with panel members. Served on rating panel.

- Plans, solicits, schedules, and conducts client visits to public agencies in California and Oregon to ensure that client needs are met. Relays any service issues or grievances to appropriate service manager. Informs and educates clients on CPS HR products and services. Researches online data to pursue potential new areas of growth.
Proposal to the Rancho Simi Recreation and Park District
Executive Recruitment Services for District Manager

• Writes copy for CPS HR collateral including print ads, html blasts, direct mail, and case studies. Plans and executes e-mail and direct mail campaigns. Write articles for trade journals.

• Contributes on an as-needed basis as a member of CPS HR’s external website team developing content, collaborating with work units on content page deadlines. Performs website maintenance and page development, familiar with html code and SEO techniques

• Coordinates CPS HR booth/personnel logistics at various conferences and tradeshows. Develops and maintains budget. Plans and implements pre-tradeshow promotions. Interface with current and potential clients at tradeshows throughout the year

• Establishes and/or maintains relationships with regional and local agencies and associations, such as CSDA, ACWA, and MMANC, to promote CPS HR and its consultants. Served as committee member on MMANC branding and conference initiatives

• Researched new marketing technologies and methods to recommend strategies and tactics. Evaluated potential use as tool for positioning.

• Managed Board offsite (two times a year) and Senior Manager offsite (quarterly or as needed) meetings. Organized special events. Researched and wrote new policy on security badges

• Served as Community Investment Fund Coordinator for the Professional and Community Investment Fund (PCI). Researched opportunities for CPS HR as a business to help non-profits through sponsorship of charitable activities, ensured that CPS HR employees were invited to participate in these functions, and acted as the non-profit liaison.

Certifications and Memberships

• Certificate in Public Relations and Marketing from UC Davis Extension

• 2009 Sacramento Public Relations Association Volunteer of the Year

• Former member of the Corporate Volunteer Council of Greater Sacramento

Education

• BA, English, California State University, Pomona
Josh Jones

Profile

Josh Jones has seven years of public sector experience, having worked with both cities and counties in capacities such as City Manager in Utah and Deputy CAO in California. With this direct professional experience, Mr. Jones brings a practitioner's touch to recruitments and understands the unique needs of clients whether they be elected officials or management staff. Combining this knowledge with a sincere interest in the client's success he ensures an exceptional level of service and client satisfaction. Prior to joining CPS HR Consulting, Mr. Jones obtained a Master's of Public Administration from the University of Kansas and has managed recruitment processes for positions such as City Manager, Police Chief, and Utility Director.

Employment History

- Executive Recruiter, CPS HR Consulting
- City Manager, Parowan City, Utah
- Deputy County Administrative Officer/Purchasing Agent, County of Lake, Lakeport, California
- Assistant City Manager, City of Xenia, Ohio
- Assistant to the Village Manager, Village of Oak Lawn, Illinois

Professional Experience

City Manager, Parowan City, UT

- Manages daily operations and strategic planning for full-service municipality with responsibility for areas in Human Resources including safety and risk management, training programs, compensation studies, and performance evaluations.
- Recruited for several difficult to fill niche positions, including Electric Utility Director, and realized employer savings and employee gains through effective benefits administration.
- Developed the City's first HRIS database that was crucial to the budget development process and ongoing employee management.

Deputy County Administrative Officer/Purchasing Agent, County of Lake, CA

- Assisted in the general administration of and budget analysis for half of the County's 24 departments, in addition to management of programs and personnel in the Administrative Office.
- Acted as the County's Purchasing Agent, assisting departments in application of County Code and served as Procurement Manager in a presidentially declared wildfire disaster.
Managed a Board-level project to determine the appropriate fit for a community choice aggregation program in Lake County.

**Assistant City Manager, City of Xenia, OH**

- In conjunction with the City Manager, provided strategic and operational oversight and supervision for nearly 200 employees. Served as Acting City Manager.
- Managed the citywide budget and five-year capital improvement plan processes, identifying operational efficiencies and strategic opportunities with department heads.
- Initiated and managed the City’s first electrical aggregation program.

**Assistant to the Village Manager, Village of Oak Lawn, IL**

- Represented the Village to outside agencies and businesses, including hiring consultants and building partnerships. Key staff member on Village initiatives in core operational areas like economic development, budgeting, and public works. Managed utility franchise agreements.
- Led a committee of staff and elected officials to procure a wireless services contract, new website/social media platform, and a paperless agenda process. Chaired a major planning initiative – a transportation corridor master plan.
- Managed the recruitment process for the Village’s new Police Chief.
- Served as Public Information Officer and Grant Administrator, creating and monitoring Village communications including press releases and website content. Achieved success each year in procuring grants and savings, including $1.8M for residents through electrical aggregation.

**Education**

- Master of Public Administration, University of Kansas, Lawrence, Kansas
- Bachelor of Integrated Studies with Honors, Weber State University, Ogden, Utah
## References

Provided below is a partial list of clients we have recently worked with in providing executive recruitment services. We are confident that these public sector clients will tout our responsiveness and ability to successfully place candidates that were a good fit for their organization’s needs.

<table>
<thead>
<tr>
<th>CLIENT/POSITIONS</th>
<th>CONTACT(S)</th>
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<tbody>
<tr>
<td>Fair Oaks Recreation and Park District&lt;br&gt;4150 Temescal St.&lt;br&gt;Fair Oaks, CA 95628</td>
<td>Jennifer Larkin, Administrative Services Coordinator&lt;br&gt;(916) 966-1036&lt;br&gt;<a href="mailto:jlarking@fairoakspark.org">jlarking@fairoakspark.org</a></td>
</tr>
<tr>
<td>District Administrator (2017)</td>
<td></td>
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<tr>
<td>Hayward Area Recreation and Park District&lt;br&gt;1099 E Street&lt;br&gt;Hayward, CA 94541</td>
<td>Louis Andrade, Board member&lt;br&gt;(510) 881-6710&lt;br&gt;<a href="mailto:Louis.Andrade@haywardrec.org">Louis.Andrade@haywardrec.org</a></td>
</tr>
<tr>
<td>General Manager (2016)</td>
<td></td>
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<tr>
<td>Pleasant Hill Recreation and Park District&lt;br&gt;147 Gregory Lane&lt;br&gt;Pleasant Hill, CA 94523</td>
<td>Zac Shess, Board member&lt;br&gt;(925) 682-0896&lt;br&gt;<a href="mailto:zshess@pleasanthillrec.com">zshess@pleasanthillrec.com</a></td>
</tr>
<tr>
<td>General Manager (2016)</td>
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<tr>
<td>East Bay Regional Park District&lt;br&gt;2950 Peralta Oaks Court&lt;br&gt;Oakland, CA 94605</td>
<td>Bob Doyle, General Manager&lt;br&gt;(510) 544-2001&lt;br&gt;<a href="mailto:bdoyle@ebparks.org">bdoyle@ebparks.org</a></td>
</tr>
<tr>
<td>Deputy General Manager (2016)</td>
<td></td>
</tr>
<tr>
<td>County of Santa Clara&lt;br&gt;298 Garden Hill Dr.&lt;br&gt;Los Gatos, CA 95032</td>
<td>Robb Courtney, Director of Parks and Recreation&lt;br&gt;(408) 355-2200&lt;br&gt;<a href="mailto:Robb.courtney@prk.sccgov.org">Robb.courtney@prk.sccgov.org</a></td>
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<tr>
<td>Deputy Director of Parks (2016)</td>
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Professional Fees, Expenses, & Guarantee

Professional Services

Our professional fixed fee covers all CPS HR services associated with Phases I, II, and III of the recruitment process, including the necessary field visits (up to three) to develop the candidate profile and recruitment strategy, assist the District with finalist selection, and facilitate candidate interviews.

Reimbursable Expenses

Actual out-of-pocket expenses for such items as consultant travel, advertising, marketing, printing/copying, and postage/delivery charges are reimbursable at cost. There is no mark-up on expenses and we will work proactively with the District to ensure that the dollars being spent for expenses are in keeping with the District’s expectations. Travel expenses for candidates who are invited forward in the interview process are not included under our reimbursable range. The listed reimbursable expenses range includes a background check on the selected finalist candidate.

<table>
<thead>
<tr>
<th>Professional Fixed Fee &amp; Reimbursable Expenses*</th>
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<tr>
<td>Professional Services Full Recruitment (Fixed Flat Fee)</td>
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<table>
<thead>
<tr>
<th>Reimbursable Expenses</th>
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<tr>
<td><strong>Approximate</strong> recruitment costs include:</td>
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<tr>
<td>▪ Brochure Design and Printing</td>
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<tr>
<td>▪ Advertising</td>
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<tr>
<td>▪ Background check for one candidate</td>
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<tr>
<td>▪ Other recruitment expenses such as supplies, travel, and shipping</td>
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<tr>
<td><strong>$5,000 - $6,000</strong></td>
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<table>
<thead>
<tr>
<th>Not-to-Exceed Total</th>
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<tbody>
<tr>
<td><strong>$23,000</strong></td>
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</table>

*Professional fees and reimbursable expenses would be billed and paid monthly.*
Optional: Recruitment Video

In addition to your customized recruitment brochure, CPS HR can develop a Recruitment Video to attract a wider range of applicants. More than 60% of organizations are now using visual media to attract the attention of job seekers, convey the culture of the organization, and effectively expand the talent pool. For this approximately three-minute video, CPS HR will arrive onsite to film footage of the work place and community, as well as conduct onsite interviews with selected employees. This video is optional and costs $3,000, changing the Not-to-Exceed Total to $26,000.

Two 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 two years 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 reimbursable expenses. This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the two-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.
About CPS HR

CPS HR Consulting has been assisting organizations with their talent management needs for over 31 years. We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America. Our 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.

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency’s unique needs. Our wealth of recruitment experience has been gained through more than 13 years of placing top and mid-level executives in public agencies throughout the United States.

- Unmatched Recruitment Experience for Government Agencies
  CPS HR has extensive experience in recruiting executive-level professionals for public agencies across the United States. As a public agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.

- Seasoned Executive Recruiters
  Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.

- Detailed Needs Assessments
  We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.

- Vast Pool of Public Agency Contacts
  CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and
non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.

- **Success Recruiting Non-Job Seeking Talent**
  We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.

- **Diversity Sensitivity**
  CPS HR encourages applicant diversity and incorporates a variety of activities to attract the best available candidates. We have successfully recruited and placed minority and female candidates for a variety of executive-level positions.

- **Cost Effective**
  The combination of CPS HR’s seasoned recruitment management and highly qualified staff enable us to reliably deliver successful results on time and on budget.

- **Satisfied Clients**
  *Our executive search client satisfaction rating averages 4.6 on a scale of 5.* While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system? CPS HR Consulting does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.

- **Strong Base of Repeat Clients**
  We make sure we understand our client’s challenges and customize our process to fit their needs. As a result, we have a long and growing list of returning clients who seek our services for multiple engagements.

CPS HR currently has a staff of 115+ full-time employees and more than 1,200 subject matter experts and contract employees who have a wide variety of government, public, and private sector human resources experience. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada.

Our headquarters are located in Sacramento, CA. We have regional offices in Littleton, CO and Austin, TX.

**CPS HR Consulting**

*We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with the Rancho Simi Recreation and Park District in this important endeavor.*
Appendix A: Sample Brochure

GENERAL MANAGER
Proposal to the Rancho Simi Recreation and Park District
Executive Recruitment Services for District Manager

This is a unique opportunity for a dynamic, collaborative servant leader to join our team and lead the largest recreation and park district in California.

MISSION
To enrich the quality of life for our community by providing a variety of recreation activities, parks, and facilities that promote health and wellness, learning, and fun.

THE DISTRICT

The Hayward Area Recreation and Park District, known locally as "HARD," is an independent special use district created in 1944 by public vote to provide parks and recreation services for over 275,000 residents. The District's boundaries encompass 6 square miles, which includes the City of Hayward and the unincorporated communities of Castro Valley, San Lorenzo, Ashland, Cherryland, and Fairview. Today, HARD has become the largest recreation and park district in California.

The District provides recreation with two golf courses and many beautiful facilities and parks that have received national and state recognition for their design, innovation, and beauty, as well as hundreds of educational and recreational classes and programs including:

- After School Programs
- Aquatics
- Arts
- Camps
- Dance & Music
- Fitness
- Gymnastics
- Golf
- Mobile Recreation
- Nature
- Photo Control
- Preschool
- Special Services
- Senior Active Adults (65+)
- Special Needs
- Sports
- Tennis
- Theater Arts

In addition to its incredibly varied array of programs, HARD manages several signature facilities including:

- The Douglas Morrison Theatre is nestled along a creekside and provides year-round live productions, intermixed with community chorus concerts, youth theatre camps in the summer, and occasional special events.

- The Japanese Gardens are the oldest in California designed in the traditional Japanese style with plants, stones, and water for all seasons.

- The Hayward Shoreline Interpretive Center is a natural history and ecology interpretive nature center. The Center focuses on San Francisco Bay wetland and shoreline ecosystems and operates primarily as a resource center for local school's educational field trips.

- Kennedy Park contains a merry-go-round, putting green, pony ride, and a lake. In addition to picnic and activity areas and a snack bar.

- Meek Estate Park is located in Creemore just north of Hayward. Located on nearly 100 acres, the park surrounds the historic Meek Mansion, a Victorian home built in 1859 and listed on the National Historic Register, currently under the management of the Hayward Area Historical Society. The West Terrace and Gardens are available as a wedding facility.

- Rowell Ranch Rodeo Park is a special event facility that can be rented for rodeos, special events and picnics. The special event capacity is up to 1,000 people.

- The Sulphur Creek Nature Center is a nature and wildlife rehabilitation center with facilities for taking in and providing medical and rehabilitation services for wild animals, including mammals and birds, and a small display of San Francisco Bay Area native reptiles and amphibians.

OPPORTUNITIES

The next General Manager will be joining a dedicated, collaborative staff and a District highly regarded by the communities it serves. In addition, there are several areas of opportunity and growth for the next General Manager to address:

- The District is large and must park district meet Quality Standards in addition to being reasonably distributed
- Aging infrastructure
- Development of new parks and creating recreation opportunities in underserved areas
- In-fill housing may generate park development fees
Proposal to the Rancho Simi Recreation and Park District
Executive Recruitment Services for District Manager

GOVERNANCE

The District is governed by an elected five-member Board of Directors, serving the City of Simi Valley and the unincorporated
valleys.

The Board determines policies, rules, regulations and ordinances necessary for the governance of the District. They meet on
matters related to fiscal responsibility, acquisitions, development, improvement and maintenance of parks and recreation facilities and programs.

When making policy level decisions, the Board operates under a set of Core Values established in their 2008 Strategic Plan:
1. Does it provide cost-appropriate programs to our service area?
2. Does it build on and leverage our network of partners?
3. Does it reflect our commitment to meeting the diverse needs of those we serve?
4. Will it support high quality customer service?
5. Does it clearly protect and enhance our investments in facilities and other assets?
6. Does it support ideas that make it happen everyday - not employees?
7. Will it support best workplace practices?
8. Does it support our ability to govern as a Board team with honesty, openness and respect?
9. Will it support our commitment to public learning?
10. Does it support a sustainable environment?
11. Is it cost-efficient?

THE IDEAL CANDIDATE

The ideal candidate will be an experienced managerial director who is well versed in the management of an organization's
operations including finance, personnel, and long-range planning.
Proposal to the Rancho Simi Recreation and Park District
Executive Recruitment Services for District Manager

Model candidates will be skilled in partnership building both inside the organization and with external stakeholders. Highly qualified candidates will be able to effectively manage within a public agency environment with numerous governmental policies and practices. Successful candidates will possess the ability to fund the organization through positive change. This collaborative, enthusiastic, and results-oriented leader will bring outstanding communication, interpersonal and consensus-building skills and must be able to work cooperatively with the District’s management team and with the District’s elected officials who maintain a keen interest in the workings of the organization. A healthy sense of humor and an optimistic attitude will complement the District’s energetic and dedicated team.

Desirable Qualifications
- Financial acumen and proven experience managing board relationships
- Previous experience with Bond elections
- Publicity abilities and skills
- Demonstrated success in presentations to the community
- Proven cutting-edge problem-solving skills
- Strong public speaking and presentation skills
- Previous experience developing strategic park plans
- Proven ability to work well with community leaders, public agencies and other entities
- Proven ability to manage a staff

Education/Experience
- Completion of Bachelor’s Degree in Park and Recreation Administration, Public Administration, or in a closely related field and seven (7) years of progressively responsible experience in park and recreation administration with at least five (5) years in an administrative or supervisory capacity are required. A Master’s Degree in Park and Recreation Administration or Public Administration or an actively related field is desirable.

Compensation
The salary range for this position is $145,724 - $168,132. Actual salary will be determined on experience and qualifications.

CPS HR CONSULTING
Pam Deily
Tel: 916 / 561-7705 • Fax: 916 / 561-7730
Email: pamm@d365.com
CPS web site: www.cpshrconsulting.com

Supplemental Questionnaire
Please limit your answers to no more than one typewritten page per question.
1. Describe your experience related to planning, organizing, coordinating, and implementing recreation and park programs and facilities.
2. Describe your experience related to budgeting and fiscal management procedures including control analysis of expenditures.
3. Describe your experience in achieving public acceptance and support of Recreation and Parks, as well as revenue enhancement initiatives such as a bond measure or parcel tax.
4. Describe your interaction with elected and/or appointed Board, or Commissions.

Selection Process
Recipients will be screened in relation to the criteria outlined in this brochure. Conclusions deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be refined for interviews with the District. The District anticipates making an appointment to the position following final interviews and the completion of reference and background checks to be coordinated with the successful candidate.
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: March 15, 2018

TO: Board of Directors

FROM: District Manager

SUBJECT: Approval of Resolution Directing Preparation of the Engineer’s Report for the Continuation of the Parks, Recreation and Open Space Maintenance and Improvement District of the Rancho Simi Recreation and Park District

INTRODUCTION

In furtherance of the previously adopted maintenance and improvement assessment, the Board must annually direct the preparation of an Engineer’s Report. This action represents one in a series of steps relating to the Board’s consideration of the annual levy of the voter-adopted assessment.

BACKGROUND

On November 18, 1999, the Board adopted Resolution No. 1388, ordering the formation of the Rancho Simi Recreation and Park District Parks, Recreation and Open Space Maintenance Improvement District. Pursuant thereto, an Engineer’s Report was approved and an assessment was levied upon the properties located within the District’s boundaries. Two additional funds were added to the District’s annual budget to separately account for assessment monies, Fund No. 30-0-0000-2 for Oak Park and Fund No. 30-0-0000-1 for Simi Valley. Current year estimates of assessment revenues are $160,924 for Oak Park and $1,641,481 for Simi Valley. All of these monies have been allocated.

Annually, the Board must take various actions to continue the assessment, or levy. The dates by which these actions should occur were incorporated into the Board Approved FY 2018-19 District Budget Calendar. In short, the levy procedure closely tracks the District’s time line for consideration and adoption of the District’s budget, project priorities, and 3-year plan.

On February 15, 2018, the Board approved a three year extension of the District’s contract with SCI Consulting Group (“SCI”), on similar terms for the services to be rendered in each of the following three years. SCI has consistently demonstrated its expertise with assessments and the assessment process as it relates to Rancho Simi Recreation and Park District. It has done so with a high level of competence and professionalism.
The next step of the assessment process requires the Engineer to prepare an Engineer’s Report. This Report will establish the budget for the park and recreation services to be funded with the 2018-19 assessments, and will examine the general and specific benefits received from the park maintenance and improvements by property within the District, as well as the method of assessment apportionment to lots and parcels within the District.

There is ample justification for proceeding with the assessment. The on-going financial needs of the District (that is, the community’s needs for the District’s services), has been the subject of public testimony, Board discussion and District decision making.

The Board adopted budget for the current fiscal year allocated assessment funds towards fundamental maintenance and operations expenditures. Had it not been for these allocations, the District’s ability to adequately maintain vital park and recreation amenities would be jeopardized. These essential allocations include funding for nine full-time and a number of part-time positions (four groundskeeper positions, four crew leader positions, a buildings specialist position and part-time Park Ranger efforts).

Additional allocations of assessment funds were made towards the replacement of the front deck at the Depot, improvement of the disc golf courses, installation of two portable buildings at the Rancho Simi Pool, renovation of various park walkways, replacement of lighting at Oak Park Community Center, sealing of the external walls of the Oak Park Community Center, retention of contract services, replacement of various aged vehicles and capital equipment and payment of a majority of the District’s electricity costs.

The District has and will continue to fully maximize the use of the assessment funds to the betterment of the community. Without it the District would be forced to layoff employees and significantly curtail park development, security, maintenance and renovation expenditures that the community demands, uses, and appreciates. For these reasons and many others staff recommends approval of the attached resolution directing the preparation of an Engineer’s Report which will outline the benefits of the assessment and become the basis of public hearings.

**BOARD ACTION REQUESTED**

Staff recommends the Board approve the attached Resolution directing SCI Consulting Group to prepare an Engineer’s Report for Fiscal Year 2018-19.

Signature

Larry Peterson
District Manager
RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO. 1949

A RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT FOR THE CONTINUATION OF THE PARKS, RECREATION AND OPEN SPACE MAINTENANCE AND IMPROVEMENT DISTRICT OF THE RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLVED, by the Governing Board (the "Board") of the Rancho Simi Recreation and Park District (the "District"), County of Ventura, State of California, that

1. On November 18, 1999 by its Resolution No. 1388, this Board ordered the formation of and levied the first assessment within the Rancho Simi Recreation and Park District Parks, Recreation and Open Space Maintenance and Improvement District (the "Assessment District") pursuant to the provisions of Article XIIIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof).

2. The purpose of the Assessment District is for the installation, maintenance and servicing of improvements to the Rancho Simi Recreation and Park District, as described in Section 3 below.

3. Within the Assessment District, the existing and proposed improvements to be undertaken by the Parks, Recreation and Open Space Maintenance and Improvement District are generally described as installation, maintenance and servicing of public recreational facilities and improvements, including, but not limited to, turf and play areas, landscaping, ground cover, shrubs and trees, irrigation systems, drainage systems, lighting, fencing, entry monuments, basketball courts, tennis courts, gymnasium, senior center, running tracks, swimming pools, other recreational facilities, security guards, graffiti removal and repainting, and labor, materials, supplies, utilities and equipment, as applicable, at each of the locations owned, operated or maintained by the Rancho Simi Recreation and Park District. As applied herein, "Installation" means the construction of recreational improvements, including, but not limited to, land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks and drainage, lights, playground equipment, play courts, recreational facilities and public restrooms. "Maintenance" means the furnishing of services and materials for the ordinary
and usual maintenance, operation and servicing of any improvement, including repair, removal or replacement of all or any part of any improvement; providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury; the removal of trimmings, rubbish, debris, and other solid waste, and the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti. “Servicing” means the furnishing of electric current, or energy, gas or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements; or water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.

NOW THEREFORE BE IT RESOLVED THAT SCI Consulting Group is hereby designated as Engineer of Work for purposes of these proceedings and is hereby ordered to prepare an Engineer's Report in accordance with Article 4 of Chapter 1 of the Act and Article XIIIID of the California Constitution. Upon completion, the Engineer shall file the Engineer's Report with the Clerk of the Governing Board for submission to the Board. The foregoing Resolution was approved by the Board of Directors of the Rancho Simi Recreation and Park District at a special meeting held on March 15, 2018, at 6:30 pm in Simi Valley, California, on a motion by Director

AYES:
NOES:
ABSENT:
ABSTAIN:

Chair of the Board of Directors
Rancho Simi Recreation and Park District
DATE: March 15, 2018

TO: Board of Directors

FROM: District Manager

SUBJECT: Approval of Resolution of the Rancho Simi Recreation and Park District Nominating a Candidate for Election to Serve on the California Special District’s Association Board of Directors

SUMMARY

The District recently received the attached Call for Nominations from the California Special District Association ("CSDA"). CSDA Board member terms are three years in length, and require attendance at approximately ten meetings and two special events per year and completion of all four modules of CSDA’s Special District Leadership Academy. As a member of CSDA Rancho Simi Recreation and Park District is eligible to nominate either a board member or agency manager for election as a director of CSDA.

The California Special Districts Association (CSDA) is a 501c(6), not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts. For over 40 years, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of over 1,000 organizations throughout California. It is the only statewide association representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare and community services districts. CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special districts management, and operational effectiveness.

BOARD ACTION REQUESTED

Staff recommends the Board consider nominating a board member or agency manager for election to the CSDA Board of Directors.

Larry Peterson
District Manager
RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO. 1950

RESOLUTION OF THE RANCHO SIMI RECREATION AND PARK DISTRICT
NOMINATING A CANDIDATE FOR ELECTION TO SERVE ON THE CALIFORNIA
SPECIAL DISTRICT’S ASSOCIATION BOARD OF DIRECTORS

WHEREAS, the California Special District’s Association ("CSDA") has notified the District of a
vacancy on the CSDA Board of Directors; and

WHEREAS, the Rancho Simi Recreation and Park District is a member of CSDA and is therefore
eligible to nominate a board member or agency manager for election as a director of CSDA; and

WHEREAS, _________ is a ___________ of the _____________ District
and would be a good representative for special districts by serving on the CSDA Board of
Directors,

NOW THEREFORE BE IT RESOLVED AND ORDERED, that the Board of Directors of the
Rancho Simi Recreation and Park District hereby nominates _________ for election as a
director of CSDA and directs the District Manager to transmit a signed copy of this Resolution to
CSDA.

The foregoing Resolution was approved by the Board of Directors of the Rancho Simi Recreation
and Park District at a special meeting held on March 15, 2018, in Simi Valley, California on motion
made by

Ayes:

Noes:

Absent:

Abstain:

__________________________
Chair of the Board of Directors
Rancho Simi Recreation and Park District
DATE: February 16, 2018

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS SEAT A

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2019 - 2021 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:
- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento. (CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected. (CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).
Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district’s Board of Directors), for election to the CSDA Board of Directors.

- A copy of the member district’s resolution or minute action and Candidate Information Sheet must accompany the nomination.

- Deadline for receiving nominations is April 18, 2018. Nominations and supporting documentation may be mailed or emailed to Beth Hummel. No faxes please.

Mail: CSDA Attention: Beth Hummel
1112 I Street, Suite 200, Sacramento, CA 95814
E-mail: bethh@csda.net

Once received, nominees will receive a candidate’s letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

Expiring Terms
(See enclosed map for Network breakdown)

Northern Network  Seat A-Ralph Emerson, GM, Garberville Sanitary District*
Sierra Network     Seat A-Noelle Mattock, Director, El Dorado Hills CSD*
Bay Area Network   Seat A-Robert Silano, Director, Menlo Park Fire Protection District*
Central Network    Seat A-Joel Bauer, GM, West Side Cemetery District*
Coastal Network    Seat A-Ellaine Magnier, Director, Pleasant Valley Recreation & Park District*
Southern Network   Seat A-Jo MacKenzie, Director, Vista Irrigation District* (* = Incumbent is running for re-election

If you have any questions, please contact Beth Hummel at 877-924-CSDA or bethh@csda.net.

NEW THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 18, 2018. All votes must be received through the system no later than 5:00 p.m. August 10, 2018.

Districts can opt to cast a paper ballot instead; but you must contact Beth by e-mail Bethh@csda.net, by April 18, 2018 in order to ensure that you will receive a paper ballot on time.

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 10, 2018.

The successful candidates will be notified no later than August 14, 2018. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2018.
2018 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: ________________________________________________

District: _________________________________________________________

Mailing Address: ________________________________________________

________________________________________________________________

Network: ________________________________________________________ (see map on back)

Telephone: ______________________________________________________
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: ____________________________________________________________

E-mail: _________________________________________________________

Nominated by (optional): _________________________________________

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail, or email to:

CSDA
Attn: Beth Hummel
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732       (916) 442-7889 fax

bethh@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – April 18, 2018
2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: ________________________________________________

District/Company: _______________________________________

Title: _________________________________________________

Elected/Appointed/Staff: _________________________________

Length of Service with District: ___________________________

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

   _____________________________________________________

   _____________________________________________________

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

   _____________________________________________________

   _____________________________________________________

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

   _____________________________________________________

   _____________________________________________________

4. List civic organization involvement:

   _____________________________________________________

   _____________________________________________________

**Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.
RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: March 15, 2017
TO: Board of Directors
FROM: District Manager
SUBJECT: Approval of Resolution Accepting a Quitclaim Deed from Robert L. Robertson, Trustee of the Gail Laidoner Trust for APN 620-0-260-175

SUMMARY

The District’s Marr Ranch open space includes within it a number of smaller parcels owned by other property owners. The Park District has been acquiring the smaller parcels, sometimes on a voluntary negotiated basis and sometimes through a tax default sale conducted by the County. Removing the fractional interests in the otherwise publicly owned open space is in the long-term interests of the community in order to help ensure the land is preserved and protected as open space. One of the owners of the small lots recently approached the Park District to learn of its interest in acquiring the parcel at a negligible cost, and agreement was thereafter reached between the District Manager and the owner for a purchase price of $1,411.84, subject to the Board’s approval and acceptance of the Quitclaim Deed. As this step is consistent with long-standing District direction staff recommends approval of the attached resolution and acceptance of the Quitclaim Deed. Staff anticipates the signed Quitclaim Deed will be received prior to the time of the meeting.

RECOMMENDATION

Staff recommends the Board approve the attached Resolution Accepting a Quitclaim Deed from Robert L. Robertson, Trustee of the Gail Laidoner Trust for APN 620-0-260-175.

Larry Peterson
District Manager
ACCEPTANCE OF QUITCLAIM DEED TO PURCHASER OF TAX-DEFAULTED PROPERTY

This is to certify that the interest in real property conveyed by the foregoing Quitclaim Deed from Robert L. Robertson, Trustee of the Gail Laidoner Trust to the Rancho Simi Recreation and Park District ("District") is hereby accepted by District Resolution No. 1951 dated March 15, 2018, and the District consents to the recordation thereof by its duly authorized officer – Chair of the Board of Directors.

Dated: _______________  RANCHO SIMI RECREATION AND PARK DISTRICT

By _______________
  Mark Johnson, Chair of the Board of Directors
  Rancho Simi Recreation and Park District

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Ventura

On _______________, before me, _______________________________________,
Notary Public, personally appeared Mark Johnson, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his/her authorized capacity and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature ____________________________
RANCHO SIMI RECREATION AND PARK DISTRICT

RESOLUTION NO. 1951

RESOLUTION ACCEPTING A QUITCLAIM DEED FROM ROBERT L. ROBERTSON, TRUSTEE OF THE GAIL LAIDONER TRUSTE FOR APN 620-0-260-175

WHEREAS, a good and sufficient Quitclaim Deed has been submitted to the Rancho Simi Recreation and Park District ("District") by Robert L. Robertson, Trustee of the Gail Laidoner Trustee conveying to the District a small parcel that is located within the District’s Marr Ranch Open Space and that is within the County of Ventura, State of California, described as Assessor Parcel Number 620-0-260-175 and legally described in the attached Quitclaim Deed; and

WHEREAS, said Quitclaim Deed is presented to the District in exchange for its payment in the amount of $1,411.84; and

WHEREAS, this acquisition is consistent with the District’s standard practice of purchasing the various small parcels located within the District’s Marr Ranch Open Space,

NOW, THEREFORE, BE IT RESOLVED that said Quitclaim Deed presented to the Board of Directors conveying to the District ownership of Assessor Parcel Number 620-0-260-175 which is legally described in the attachment hereto be, and the same is, hereby accepted, and that said Quitclaim Deed be recorded in the Official Records of Ventura County, California and Board of Directors Chair Mark Johnson is authorized to sign an Acceptance of said Quitclaim Deed and the District Manager is authorized to take all additional steps necessary to complete this transaction.

The foregoing Resolution was approved by the Board of Directors of the District at an appropriately scheduled special meeting held on March 15, 2018, at 1692 Sycamore Drive, Simi Valley, California on a motion by Director __________, seconded by Director __________, and carried with the following roll-call vote:

Ayes:

Noes:

Absent:

Abstain:

Chair of the Board of Directors
Rancho Simi Recreation and Park District
QUITCLAIM DEED

For a valuable consideration, receipt of which is hereby acknowledged,

Robert L. Robertson, Trustee of the Gail Laidoner Trust, Established February 15, 2017 ("Grantor"),

does hereby release, remise and forever quitclaim to

Rancho Simi Recreation and Park District ("Grantee"), a California Governmental Entity,

any and all rights, title and interests in and to all those certain real properties in the County of Ventura, State of California, specifically described as:

Lots 56 and 57, Book 1 of Marrland, Unit "A" as per map thereof recorded in the office of the County Recorder of Ventura County, in Book 11, Pages 118 to 126 inclusive of Miscellaneous Records (Maps), in the Office of County Recorder of Said County. Except Easements and Mineral Rights of Record.

Name of Granting Party

Date: __________________________

By:

Robert L. Robertson, Trustee of the Gail Laidoner Trust established
February 15, 2017
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of Hawaii  


County of ____________________________

On ______________________ before me, ______________________________________

Notary Public, personally appeared ____________________________
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

__________________________________________  (Seal)

Signature of Notary Public