CPS HR CONSULTING

CONSULTING SERVICES AGREEMENT
Reclamation District 1000
General Manager

This Consulting Services Agreement (Agreement) is by and between Cooperative Personnel Services, dba CPS HR Consulting, a California Joint Powers Authority (CPS HR) and the Agency named in the signature block at the end of this Agreement (Agency, hereafter referred to as Client), and is effective as of September 19, 2025 (Effective Date). CPS HR and the Client shall be collectively referred to herein as the "Parties" and individually as a "Party."

A. Purpose. This Agreement defines CPS HR consulting services, policies and procedures.

B. Services. CPS HR will provide certain consulting services (Services) to Client as set forth in the Statements of Work (attached hereto as Exhibit ("A"). CPS HR shall perform only the Services requested by Client, at the times, dates, and locations specified by Client.

C. Compensation.

1. Payment. Client will compensate CPS HR for Services by paying certain fees as set forth in the Statement of Work. If applicable, Client will reimburse CPS HR for business expenses as set forth in the Statement of Work. Client will pay all invoices within thirty (30) days from receipt of invoice.

2. Funding. Client certifies that funding for compensation payable to CPS HR under this Agreement has been approved by Client's governing body, either as a part of the general operating budget or as a specific item. Client further certifies that it anticipates sufficient cash will be available for payment of compensation as required above.

3. Late Payment. Any invoices not paid within thirty (30) days may incur a service charge of the lesser of two percent (2%) or the maximum allowable by law per month on any outstanding overdue balances. In addition, reasonable collection costs may be added to any invoice not paid within ninety (90) days.

D. Taxes. Except as expressly stated in the Statement of Work, the fees listed therein are in addition to, and not in lieu of, any additional fees, assessments, levies, taxes, etc. assessed against the transactions contemplated herein (Taxes). With the exception of Taxes imposed on CPS HR' net income, all Taxes shall be Client's responsibility. Client shall pay any Taxes, which CPS HR may be required to collect and remit, upon invoice.

E. Term and Termination of Agreement.

1. Term. The term of this Agreement is September 19, 2025 through March 31, 2026.

2. Immediate Termination upon Material Breach. Either Party may terminate this Agreement immediately upon any material breach by the other Party.

3. Termination without Cause. Either Party may terminate the Agreement without cause upon thirty days written notice to the other Party.

4. Payment on Termination. Upon termination without cause, Client shall pay CPS HR for all work performed through the effective date of termination. For termination upon material breach, Client shall pay CPS HR for all work performed which is in compliance with the terms of the Statement of Work.

F. Limited Warranty.

1. Warranty. CPS HR represents and warrants that: (i) it has the authority to enter into this Agreement; (ii) it will comply with applicable law; and (iii) it will provide Services in a workmanlike manner consistent with industry standards.

2. Warranty Disclaimer. EXCEPT AS EXPRESSLY SET FORTH HEREIN, CPS HR EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, ORAL OR WRITTEN, WITH RESPECT TO THE SERVICES AND THE WORK PRODUCT INCLUDING, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR IN RESPECT OF ANY THIRD-PARTY PRODUCTS OR SERVICES AND ALL

WARRANTIES IMPLIED FROM ANY COURSE OF DEALING AND NO REPRESENTATIVE OF CPS HR IS AUTHORIZED TO GIVE ANY ADDITIONAL WARRANTY.

G. Work Product.

1. Ownership. Upon CPS HR' receipt of fees due under the Agreement, all studies, reports, documents and other writings prepared by CPS HR and its subcontractors, produced as a result of CPS HR' work, or delivered by CPS HR to Client in the course of performing services (collectively, "Work Product") shall become the property of Client and Client shall have the right to use the materials without further compensation to CPS HR or its subcontractors.

2. Retention of Rights. Notwithstanding Client's ownership of the Work Product, Client acknowledges and agrees that: (i) CPS HR has the right to re-use any of its know-how, ideas, concepts, methods, processes, or similar information, however characterized, whether in tangible or intangible form, and whether used by CPS HR in the performance of Services or not, at any time and without limitation, and (ii) CPS HR retains ownership of any and all of its intellectual property rights that existed prior to the Effective Date including, but not limited to, all methods, concepts, designs, reports, programs, and templates as well as all training materials, testing or assessment products, survey content and copyrightable works.

H. Release of Information to Third Parties. Each Party understands that information provided to government entities may be subject to disclosure under a public records or freedom of information act. Each Party hereto (each, a Recipient) shall protect and keep confidential all non-public information disclosed to Recipient by the other Party (each, a Discloser) and identified as confidential by Discloser, and shall not, except as may be authorized by Discloser in writing, use or disclose any such Confidential Information during and after the term of this Agreement. If CPS HR or Client receives a request for disclosure of Confidential Materials, such as a subpoena or a public records or freedom of information request, that Party shall immediately notify the other Party of the request. Upon request, Client or CPS HR shall maintain the confidentiality of the Confidential Materials pending the grant or denial of a protective order or the decision of a court or administrative body as to whether the requested materials must be disclosed under the applicable public records statute. Client and CPS HR shall cooperate with each other in seeking any relief necessary to maintain the confidentiality of the Confidential Materials. Each Party shall defend, indemnify and hold the other harmless from any claim or administrative appeal, including costs, expenses, and any attorney fees, related to that Party pursuing protection of the Confidential Materials from disclosure.

I. Indemnification. CPS HR agrees to indemnify, defend, and hold Client, its agents, officers, employees and volunteers harmless from and against loss or damage (including reasonable attorney's fees) arising from or related to a claim of bodily injury or property damage resulting from CPS HR' willful misconduct or negligent performance of this Agreement; provided that, Client notifies CPS HR in a commercially reasonable time, in writing of any such claim and gives CPS HR (at CPS HR' expense) sole control of the defense of same and all negotiations for its settlement or compromise. CPS HR' liability to indemnify Client shall be reduced to the extent that such loss or damage was caused or contributed to by the act, omission, direction or negligence of Client, its agents, officers, employees and volunteers over which CPS HR does not have direct control.

J. Limitation of Liability.
NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, NEITHER PARTY HERETO SHALL HAVE ANY LIABILITY OR RESPONSIBILITY FOR ANY INDIRECT, INCIDENTAL, EXEMPLARY, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, DAMAGES ARISING FROM LOSS OF PROFITS OR DATA), EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. CPS HR' LIABILITY FOR DAMAGES HEREUNDER SHALL NOT EXCEED THE AMOUNT OF FEES PAID BY CLIENT TO CPS HR.

K. Miscellaneous.

1. Notices. Any notice to the parties required or permitted under this Agreement shall be given in writing and shall be sent to the persons at the address listed in the Statement of Work.

2. Dispute Resolution; Remedies.
(a) In the event of a dispute, the parties may agree to pursue mediation or either binding or nonbinding arbitration to resolve their dispute, under such rules as the parties may agree.

(b) If either CPS HR or Client determines it appropriate to file a judicial action, then, in addition to any other remedies available at law or in equity, Client acknowledges that breach of this Agreement may result in irreparable harm to CPS HR for which damages would be an inadequate remedy and, therefore, CPS HR shall be entitled to seek equitable relief, including injunction.

3. Attorneys Fees. If any legal action or arbitration or other proceeding is brought to enforce or construe the term of this Agreement or because of an alleged dispute, breach or default in connection with any provision of this Agreement, the successful or prevailing Party shall be entitled to recover reasonable attorneys fees and other costs incurred in that action, arbitration or proceeding in addition to any other relief to which it may be entitled.

4. Governing Law. This Agreement will be governed by the laws of the State of California without regard to its rules concerning conflict of laws.

5. Force Majeure. Neither Party shall be liable for delays caused by fire, accident, labor dispute, war, insurrection, riot, act of government, superior force, or any other cause reasonably beyond its control.

6. Waiver. The failure of any Party at any time or times to require performance of any provision of this Agreement shall in no manner affect its right to enforce that provision at a later time. Nor shall the waiver by either Party of a breach of any provision of this Agreement be taken or held to be a waiver of the provision itself. No waiver shall be enforceable unless made in writing and signed by the Party granting the waiver.

7. Entire Agreement; Modifications. This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes all other agreements, representations and warranties. All modifications and supplements to this Agreement must be in writing and signed by both parties.

8. Counterparts; Facsimile Signature; Electronic Signature. This Agreement may be executed in any number of counterparts. If this Agreement or any counterpart is signed and then faxed or e-mailed by PDF or otherwise, the faxed or -mailed copy bearing the signature shall be as good as the original, wet-ink signed copy for all intents and purposes.

9. Authority to Sign. The person signing this Agreement on behalf of the Client (the Principal Signer) represents that he or she is the head of the agency or is otherwise duly authorized to sign this Agreement and to bind the Client.

10. Ambiguities. As this Agreement has been voluntarily and freely negotiated by both parties, the rule that ambiguous contractual provisions are construed against the drafter of the provision shall be inapplicable to this Agreement.

Cooperative Personnel Services dba
CPS HR Consulting
2450 Del Paso Rd. Ste 220, Sacramento, CA 95834

By: _____
Authorized Signature

Name: _____

Title: _____

Reclamation District 1000
621 Capitol Mall, 18th Floor, Sacramento, CA 95814

By: _____
Authorized Signature

Name: _____

Title: _____

Exhibit A
Statement of Work

All changes to this SOW must be mutually agreed to and executed in writing by duly authorized representatives of both parties as an amendment to this SOW. Capitalized terms used herein shall have the meanings ascribed to them in the Agreement.

1. SERVICES: CPS HR shall perform the following services: CPS HR shall assist the Reclamation District 900 with executive recruitment services for General Manager as detailed in the CPS HR proposal dated September 17, 2025 included herein as Attachment 1 to Exhibit A.

2. CLIENT RESPONSIBILITIES:

   a. Client must timely perform all those Client roles and responsibilities set forth in this SOW. Successful completion of this project within the time specified depends largely upon an effective working relationship between Client and CPS HR project staff. For this reason, CPS HR requests that Client designate an individual to coordinate communication, meetings, interview schedules, and review of products with the project team. Client's Project Representative will be responsible for the following activities:

      1. Coordinating all meeting schedules, conference calls, facilities and equipment needs
      2. Coordinating interview schedules and facilities and distributing project update information

   b. Any work products developed during the activities described above will be submitted to Client's Project Representative for review, comment and/or approval. This is a critical step to ensure accurate, reliable, and valid products.

3. CPS HR PROJECT MANAGER: Abby Ackers aackers@cpshr.us

4. CLIENT MANAGER: Scott Shapiro sshapiro@downeybrand.com

5. SERVICE FEES: Fixed Fee of $27,500.00

   a. All Services provided to Client by CPS HR hereunder are priced on a FIXED PRICE basis. All amounts are based upon the following assumptions. Any deviations from the following assumptions may result in an increase in the Fees: (i) Client will timely perform its responsibilities as set forth in this SOW; and (ii) Services will normally be performed during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding CPS HR holidays ("Normal Business Hours").

   b. Professional Services Fees: The professional fixed fee of $27,500.00 covers all CPS HR services associated with Phases I, II, and III of the recruitment process.

   c. Additional Expenses Not Included: Travel expenses for candidates who are invited forward in the interview process are NOT included. However, should the Client desire CPS HR's Travel Team to assist with these arrangements, CPS HR can provide assistance. Travel expenses will be billed at cost and in addition to the fixed fee amount not-to-exceed $5,000.00.

   d. Invoices: CPS HR will invoice Client at the fixed fee rate of $27,500.00 billed upon completion of each phase. Phase I: $9,000.00, Phase II: $9,000.00, Phase III: $9,500.00. Client will pay CPS HR within thirty (30) days following receipt of invoice.

   e. One-Year Guarantee: If the employment of the candidate selected and appointed by the Client, as a result of a full executive recruitment (Phases I, II, and III), comes to an end before the completion of the first year of service, CPS HR will provide the Client with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The Client 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 one-year period. Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.

6. In the event the project is terminated early, CPS HR will be paid such amount as is due for professional services performed and out-of-pocket expenses incurred up to and including the effective date of termination.

7. This SOW covers work requested and performed prior to the commencement of this SOW.

PROPOSAL

Reclamation District 1000

Executive Recruitment Services for General Manager

September 17, 2025

Submitted by:

Melissa Asher

Chief of Client 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

CPS HR CONSULTING

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CPS HR CONSULTING

September 17, 2025

Scott Shapiro
Managing Partner, General Counsel for Reclamation District 1000
Downey Brand LLP
621 Capitol Mall, 18th Floor
Sacramento, CA 95814

Submitted via email to: sshapiro@downeybrand.com

Subject: Executive Recruitment Services for General Manager

Dear Mr. Shapiro:

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal to assist the Reclamation District 1000 (District) with the recruitment of a new General Manager. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with executive search, screening, and placement. We have 40 years of experience providing human resources services to state and local government agencies and non-profit organizations, and over 20 years of experience placing top executives in public agencies throughout the United States.

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.

CPS HR offers a broad spectrum of human resource services while delivering personalized, results-oriented services, utilizing best practice methods of recruitment and selection strategies from our team of recruitment experts. Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important this transition is for you and are perfectly placed to assist you in this endeavor. Once this project begins, we will work with the District to tailor our process to highlight this exciting opportunity and attract the best possible candidates.

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 do not hesitate to contact me at (916) 471-3358 or via email at masher@cpshr.us.**

Sincerely,

Melissa Asher

Melissa Asher, Chief of Client Services

Recruitment Experts

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 20 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.
- **Focus on Diversity Recruiting.** In the past three years, 57% of the candidates placed by CPS HR were female, members of ethnic minorities or both. To continue this trend, CPS HR is constantly assessing the best methods for reaching the broadest network of possible candidates. To that end, we have just signed a contract with Zoom Info, a new sourcing platform, that includes a diversity sourcing filter.
- **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.
- **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.
- **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.

- **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.
- **Retention/Success Rate.** Our success rate is tied to the longevity of the candidates we place, currently more than 95% of our placements are still in their position after two years.
- **Partial list of recruitments.** Below is a list of recent executive recruitments to showcase our experience in leading searches of similar scope.

Agency	Title	Year Completed
Tahoe-Truckee Sanitation Agency, CA	General Manager	2025
Town of Discovery Bay Community Services District, CA	Assistant General Manager	2025
Southwest Ohio Regional Transit Authority, OH	Chief Executive Officer / General Manager	2025
Goleta West Sanitary District, CA	General Manager	2025
My Sister's House, CA	Chief Executive Officer	2025
El Dorado Irrigation District, CA	General Manager	2025
Grand Rapids General Retirement Systems, MI	Executive Director	2025
City of Sacramento, CA	Executive Director Water Forum	2025
South Suburban Park and Recreation District, CO	Executive Director	2025
Alameda County Transportation Commission, CA	Executive Director	2025
HTDC - Hawaii Technology Development Corporation, HI	Executive Director	2025
Southwest Ohio Regional Transit Authority, OH	Chief Executive Officer/General Manager	2025
Housing Authority of the County of Alameda (HACA), CA	Deputy Executive Director	2025
Stanislaus Animal Services Agency, CA	Executive Director of Animal Services (Outreach only)	2025

Agency	Title	Year Completed
Personal Assistance Services Council (PASC), CA	Executive Director	2025
Santa Cruz County Regional Transportation Commission, CA	Executive Director	2025
My Sister's House, CA	Chief Executive Officer	2025
Stege Sanitary District, CA	District Manager	2024
Ojai Valley Sanitary District, CA	General Manager	2024
Santa Lucia Community Services District, CA	General Manager	2024
South Placer Municipal Utility District, CA	General Manager	2024
Ironhouse Sanitary District, CA	General Manager	2024
City of San Jose, CA	Regional Wastewater Facility General Manager	2024
Stanislaus County Housing Authority, CA	Executive Director (Outreach only)	2024
San Diego Ethics Commission, CA	Executive Director	2024
San Joaquin Area Flood Control Agency, CA	Executive Director	2024
San Diego Association of Governments, CA	Chief Executive Officer	2024
Ventura County Employees' Retirement Association, CA	Retirement Administrator	2024
Contra Costa County Employees' Retirement Association, CA	Chief Executive Officer	2024
Fresno Council of Governments, CA	Executive Director	2024
Orange County Power Authority, CA	Chief Executive Officer	2024
California Student Aid Commission (CSAC), CA	Executive Director	2024
Harlingen Waterworks Systems, TX	Assistant General Manager	2024
City and County of San Francisco, CA	Assistant General Manager, Wastewater Enterprise (Outreach)	2024
Utah Transit Authority, UT	General Manager	2024
County Welfare Directors Association of California, CA	Executive Director	2024
Southern California Public Power Authority (SCPPA), CA	Executive Director	2024
California Building Standards Commission, CA	Executive Director	2024

Agency	Title	Year Completed
North San Joaquin Water Conservation District, CA	General Manager	2023
Coastside County Water District, CA	Assistant General Manager	2023
Sierra Lakes County Water District, CA	General Manager	2023
Central Contra Costa Sanitary District, CA	Deputy General Manager	2023
Sonoma County Transportation Authority, CA	Executive Director	2023
Mayor's Fund for Las Vegas LIFE, NV	Chief Executive Officer	2023
Sacramento County Employees' Retirement System, CA	General Counsel	2023
North of the River Recreation & Park District, CA	General Manager	2023
Selma-Kingsburg-Fowler County Sanitation District, CA	General Manager	2023
East Bay Regional Park District, CA	Assistant General Manager of Acquisition, Stewardship, and Development	2023
East Bay Regional Park District, CA	Assistant General Manager of Operations	2023
Northern Sierra Air Quality Management District, CA	Executive Director (Outreach Only)	2023
Municipalities, Colleges, Schools Insurance Group (MCSIG), CA	Executive Director	2023
Schools Insurance Group (SIG), CA	Executive Director	2023
Metropolitan Transportation Commission, CA	Executive Director	2023
Housing Authority of the City of San Luis Obispo, CA	Executive Director	2023
City of San Diego, CA	Executive Director	2023
Imperial County Transportation Commission, CA	Executive Director	2023
Special District Risk Management Authority (SDRMA), CA	Chief Executive Officer	2023

Our Approach

Key Stakeholder Involvement

The Board of Trustees on behalf of Reclamation District 1000 must be intimately involved in the search for a new General Manager. Our approach assumes their direct participation in key phases of the search process. At the discretion of the Board of Trustees, other key stakeholders may also be invited to provide input for the development of the candidate profile.

The District's Needs

A critical first step in a successful executive search is for the Board of Trustees to define the professional and personal qualities required of the General Manager. CPS HR has developed a very effective process that will permit the Board of Trustees to clarify the preferred future direction for the District; the specific challenges the District is likely to face in achieving this future direction; the working style and organizational climate the Board of Trustees wishes to establish with the General Manager; and ultimately, the qualities required of the General 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.).

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 led to opportunities to assist them with multiple recruitments.

CPS HR's communication continues once you have selected a candidate, and will contact the Board of Trustees and the newly appointed General 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.

We use advertisements, directly email the outreach brochure, post messages and connect with potential candidates on business media such as LinkedIn, and of course, pick up the phone and call qualified individuals and referral sources.

Diversity Outreach Process

CPS HR strives to attract the most highly qualified, diverse candidate pool possible. We are pleased that our diligent efforts have resulted in more than 57% of our executive level placements being people of color and/or female candidates within the past three years.

We accomplished this by advertising with organizations like the National Forum for Black Public Administrators, the National Association of Asian American Professionals, and the Local Government Hispanic Network in order to reach these specific population groups. We also seek candidate referrals from local subject matter experts and the national leadership of groups like Women Leading Government. By taking the time to directly contact these influential industry experts, we ensure that we capture the maximum number of distinguished candidates – particularly those who are well-known in their industries, but who may not be actively looking for a new job.

Our recruitment process results in an exceptionally diverse candidate pool and a high level of client satisfaction.

Methodology and Scope of Work

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 General Manager is uniquely suited to the District's needs. *CPS HR can perform Outreach Only or Partial Recruitment services if a Full Recruitment is not needed by the District.*

Phase I: Our consultant will meet with the Board of Trustees 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 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 Trustees to determine the process best suited to Reclamation District 1000.

Below is a breakdown of the services included in each recruitment option.

Task	Description	Outreach	Partial	Full
Phase I - Develop Candidate Profile and Recruitment Strategy				
1	Finalize Schedule		**X**	**X**
2	Hold Key Stakeholder Meetings	**X**	**X**	**X**
3	Develop Candidate Profile	**X**	**X**	**X**
4	Develop Recruitment Brochure	**X**	**X**	**X**
Phase II – Aggressive, Proactive, and Robust Recruitment				
1	Place Ads	**X**	**X**	**X**
2	Identify and Contact Potential Candidates	**X**	**X**	**X**
3	Review Application Materials		**X**	**X**
4	Conduct Screening Interviews		**X**	**X**
5	Submit Client Report		**X**	**X**
6	Client Meeting to Select Semifinalists		**X**	**X**

7	Notify Candidates		**X**	**X**
Phase III – Selection				
1	Prepare Assessment			**X**
2	Schedule Candidates; Coordinate Travel			**X**
3	Prepare Evaluation manuals			**X**
4	Facilitate Finalist Selection Process			**X**
5	Conduct Reference and Background Checks			**X**
6	Assist in Negotiation (if requested)			**X**

Phase I - Develop Candidate Profile and Recruitment Strategy

Task 1 - Review and Finalize Executive Search Process and Schedule

Task 2 - Key Stakeholder Meetings

Task 3 - Candidate Profile and Recruitment Strategy Development

Task 4 - Develop Recruitment Brochure

The first step in this engagement is a thorough review of the District's needs, culture and goals; the executive search process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges that will face a new General Manager. Activities will include:

- Identifying key priorities for the new General Manager and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the type of working relationship the Board of Trustees wishes to establish with the General Manager.
- Generating lists of specific competencies, experiences, and personal attributes needed by the new General Manager in light of the discussions above.
- Discussing recruitment and selection strategies for the Board of Trustees' consideration to best produce the intended results.

CPS HR will provide a summary to the District stemming from these activities as an additional source of information for developing the candidate profile and selection criteria.

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. Please refer to **Appendix A** for a sample brochure. Additional brochure examples are available on our website at https://www.cpshr.us/executive-level-recruitment-job-listings/.

Phase II - Aggressive, Proactive, and Robust Recruitment

Task 1 - Place Advertisements

Task 2 - Identify and Contact Potential Candidates

Task 3 - Resume Review and Screening Interviews

Task 4 - Board of Trustees Selects Finalists

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.

CPS HR will prepare, submit for your approval, and publish advertisements on professional and affiliate websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy.

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.

CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates. 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.

Within the past three years, more than 57% of our executive level placements have been minority and/or female candidates.

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

CPS HR maintains a comprehensive, up-to-date database of industry leaders and experienced professionals; however, we do not rely solely upon our current database. We also conduct 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.

We will:

- Convey 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.
- Provide 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.
- Actively seek highly qualified candidates who may be attracted by the prospect of collaboration with other departments, providing exceptional leadership to the District or continuing to ensure the public confidence in the integrity of the District.

CPS HR will directly receive and initially screen all resumes. 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. CPS HR will personally speak to selected candidates during a preliminary screening interview and 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 gather data on any other unique aspects specific to this recruitment based upon the candidate profile, as well as conduct internet research on each candidate interviewed.

CPS HR will prepare a written report that summarizes the results of the recruitment process and recommends candidates for further consideration by the Board of Trustees. 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 Trustees to review this report and to assist them in selecting a group of finalists for further evaluation.

Phase III - Selection

Task 1 - Design Selection Process

Task 2 - Administer Selection Process

Task 3 - Final Preparation for Appointment

Task 4 - Contract Negotiation (if requested)

CPS HR will design a draft selection process based on information gathered in Phase I. We 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.

We 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 successful and unsuccessful candidates.

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-degree 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.) Candidates are requested to provide a minimum of five references. CPS HR is able to ascertain significant, detailed information from reference sources due to our commitment to each individual of confidentiality, which leads to a willingness to have an open and candid discussion and results in the best appointment for the District. A written (anonymous) summary of the reference checks is provided to the District.
- ***Conduct Background Checks:*** Upon a conditional job offer, we will arrange for a background check of a candidate's records on driving, criminal and civil court, credit history, education, published news, 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.
- ***Contract Negotiation (if requested):*** Successful negotiations are critically important, and we are available to serve as your representative in this process. With our expertise, we can advise you regarding current approaches to various components of an employment package. We can represent your interests with regards to salary, benefits, employment agreements, housing, relocation, and other aspects, with the ultimate goal of securing your chosen candidate.

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 General Manager can be completed in 14 to 16 weeks. Partial recruitments can be completed in 10-12 weeks and Outreach Only projects in 4-6 weeks. The precise schedule will depend on the placement of advertising in the appropriate professional and affiliate websites, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

Task Name	Month 1				Month 2				Month 3				Month 4			
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Meeting/ Candidate Profile	➤															
Draft Brochure			➤													
Brochure Approved/ Printed & Place Ads				➤												
Aggressive Recruiting					➤											
Final Filing Date							➤									
Preliminary Screening									➤							
Present Leading Candidates										➤						
Semi-finalist Interviews													➤			
Reference/ Background Checks														➤		
Final Interviews															➤	
Appointment																➤
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Our Executive Recruiting Team

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. ***Ms. Aby Ackers*** will serve as your dedicated project manager throughout this recruitment process. ***Ms. Ackers*** will leverage the knowledge and experience of our entire recruitment team in order to provide you with the best possible recruitment experience. We are committed to providing each of our clients with the same level of service excellence, and we take great care not to take on more work than this commitment allows. We will not utilize subcontractors for these services. No staff member will be removed or replaced without the prior written concurrence of the District.

Project Manager

Abby Ackers, Senior Executive Recruiter

As a senior executive recruiter and talent acquisition consultant with over 15 years of professional management experience, Abby has a passion and a track record for connecting talented public service professionals with exciting and rewarding leadership opportunities. The majority of her executive search experience is dedicated to the public sector, placing steadfast government leaders in municipalities, counties, metro districts, and supporting agencies across the United States. In doing so, she firmly believes that recruiting and retaining top talent for public service positions positively contributes to the long-term success of the organization and the community it serves.

With a background in sales and marketing, hospitality, and executive search, she's well-equipped with solid skills in project management, strategic planning, negotiation, communication, relationship building, and problem-solving. Most recently, in addition to being the Managing Member of her own talent acquisition consulting business, she was the Vice President of Executive Search at her previous organization, responsible for overseeing the recruiting team and completion of recruitment projects, ranging from City Managers and C-Suite positions to Department Directors, Assistant Directors, and Managers. She specializes in full-cycle recruitments and works with her clients through the recruiting process to develop creative, client-specific strategies, processes, and best practices for talent acquisition and retention, including ways to reduce instinctual biases and overcome recruiting challenges in an ever-changing employee-employer market. She appreciates working with diverse and dynamic teams and candidates who share the same vision and values of serving the public interest and improving organizational performance.

Professional Fees and Guarantee

Professional Services

Our professional fixed fee covers all CPS HR services and deliverables associated with **Phases I, II, and III** of the recruitment process. We are also providing the fees associated with **Partial (Phase I and II only) and Outreach only services.**

Travel expenses for candidates who are invited forward in the interview process are not included in our flat fee price; however, an option to make those arrangements can be included in our agreement for a not-to-exceed cost of $5,000.

Professional Fixed Fee Per Recruitment*	
Service	**Pricing**
Full Executive Recruitment	$27,500 Flat Fee
Partial Executive Recruitment	$20,000 Flat Fee
Outreach Only Services	$10,000 Flat Fee (includes brochure and direct advertising)
Optional Reimbursement for Candidate Travel	**NTE $5,000**

**Professional fees for a Partial and Full recruitment will be billed and paid at the completion of each phase. Professional fees for an Outreach/Advertising project will be billed and paid in full after the completion of the project.*

One-Year Service Guarantee

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

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 Reclamation District 1000 in this important endeavor.

SAN JOAQUIN AREA FLOOD CONTROL AGENCY

Executive Director

Mission:
Reduce and manage the region's flood risk.

ABOUT SJAFCA

SJAFCA is a Joint Powers Authority (JPA) that was created in May 1995 between the City of Stockton, San Joaquin County and the San Joaquin County Flood Control and Water Conservation District for the purpose of addressing flood protection for the City of Stockton and surrounding county area. On November 16, 2017, the Joint Exercise of Powers Agreement (JEPA) was expanded to include the Cities of Lathrop and Manteca. SJAFCA now has a nine-member Board of Directors with two (2) members from the San Joaquin County Flood Control and Water Conservation District and from the Board of Supervisors of the County; two (2) members from Stockton City Council; two (2) members from Lathrop City Council; two (2) members from Manteca City Council; and one (1) member of the public who resides or works within the boundaries of the Agency, appointed by a simple majority of the other Board members.

The mission statement is a concise description of the Agency's overall charge. SJAFCA endeavors to reduce the region's flood risk through lowering the likelihood of flooding. SJAFCA recognizes that this goal is not achieved without local, regional, state and federal partnerships. In many instances local flood agencies are the first line of defense and provide an invaluable, boots-on-the-ground perspective. Regional interests, such as upstream stakeholders, resource agencies, and the San Joaquin County, play important roles as do State and Federal agencies. SJAFCA, in some cases, will lead projects and programs but will also serve as support to other agencies that deliver flood risk management services.

Strategic Goals:

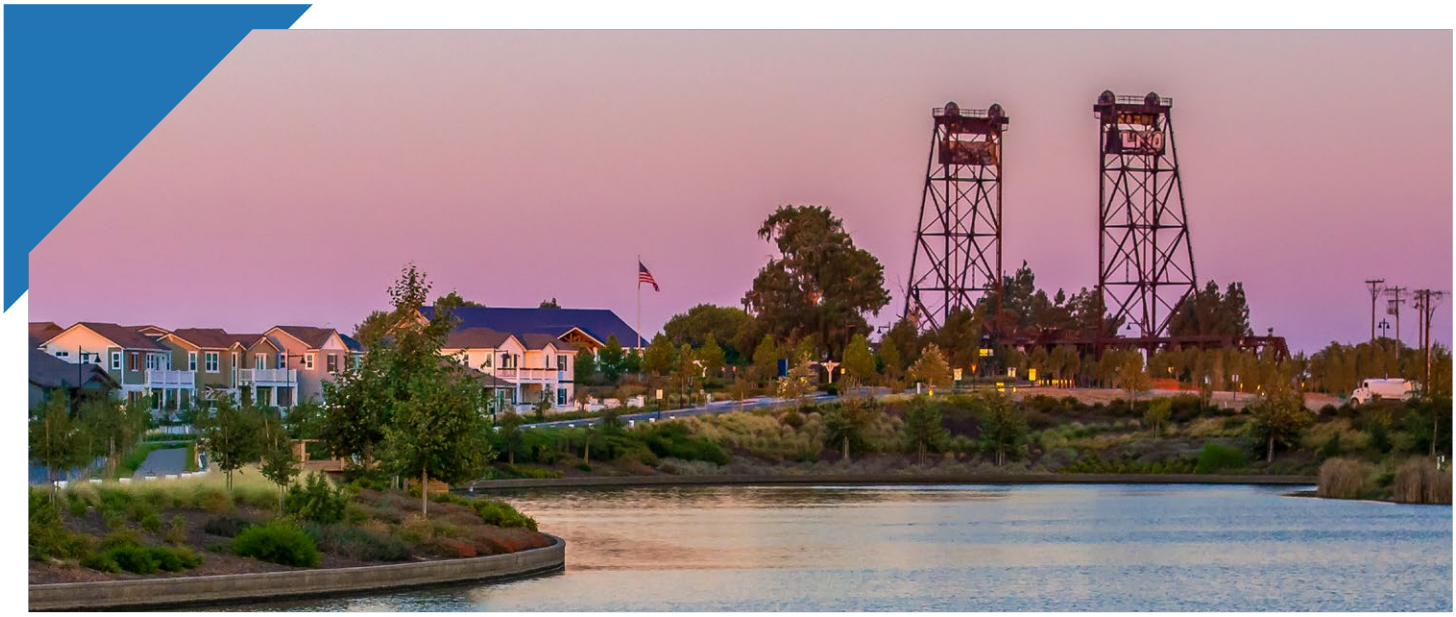
- Plan for and Implement System Resiliency
- Drive for Operational Transparency
- Facilitate Funding Structures that are Most Beneficial to Local Interests
- Support Appropriate, Mutually Beneficial Partnerships
- Promote Public and Institutional Awareness

Visit San Joaquin Area Flood Control Agency Strategic Plan to review the 2024 Priority Action Update.

THE REGION

The County resides at the lower end of the San Joaquin River Basin and at the front end of the southern portion of the Sacramento San Joaquin Delta in the Central Valley of California. The basin contains a system of levees, channels, bypasses, reservoirs, and other flood conveyance facilities to reduce flooding in the basin. Commingled floodplains are characteristic of this region, especially near metropolitan Stockton, growing portions of Manteca and Lathrop. Delta water levels are also a concern because high flows from the Sacramento River may "fill" the Delta prior to a peak inflow on the San Joaquin River placing additional pressure on the Delta front levees.

To learn more about SJAFCA, please visit: https://www.sjafca.org/home



THE POSITION

The San Joaquin Area Flood Control Agency (SJAFCA) is seeking an experienced and dynamic Executive Director to lead its efforts in flood management and mitigation. The Executive Director will be responsible for overseeing the development and implementation of strategic priorities and mega infrastructure projects to protect the San Joaquin area from flood risks, coordinating with local, state, and federal agencies, and ensuring compliance with relevant regulations. A critical component of this position is supporting the continued advancement of the federal Lower San Joaquin River Project, the Mossdale Tract Urban Flood Risk Reduction Project, and closing out the Smith Canal Gate Project through close partnerships with the State of California and the U.S. Army Corps of Engineers.

This role demands a leader of action with a strong background in civil engineering, environmental science, or public administration, coupled with extensive experience in flood control or water resource management. The Executive Director will manage a dedicated team, develop and administer budgets, and engage with the community to promote awareness and preparedness. They will be highly engaged with the Board, member agencies, constituents, and state and federal agencies, possessing exceptional communication and organizational skills, a proven track record in project management, and the ability to effectively advocate for the agency's needs and goals. This is an exciting opportunity to make a significant impact on the safety and resilience of the San Joaquin area.

THE IDEAL CANDIDATE

The ideal candidate for the Executive Director position at the San Joaquin Area Flood Control Agency (SJAFCA) is a seasoned leader with a proven track record in strategic planning, project management, and stakeholder engagement within the context of flood control and water resource management. This role demands a visionary leader who can maintain the momentum of current projects, ensure accountability through regular public updates, and consistently represent the agency across various forums. The successful candidate will be someone who embodies dedication, strong communication, and the ability to deliver on the agency's mission to enhance flood control infrastructure for the San Joaquin area.

The ideal candidate will be an "engineering diplomat" — someone who is not only technically proficient but also adept at rolling up their sleeves to pool resources and deliver projects. They must be able to engage effectively with residents, property owners, and local stakeholders, as well as maintain robust relationships with state and federal agencies. This role requires a local presence, exceptional communication skills, and the ability to explain complex technical information to both laypersons and technical partners.

Critical to this role is the ability to build and sustain trust with the Board of Directors through regular, transparent communication and consistent delivery of project milestones. The candidate must be a reliable project manager with the acumen to oversee multiple concurrent projects, balancing the interests of various constituencies while ensuring timely completion. Ideally, this candidate will be a resident with an integral knowledge of the local area, facilitating the necessary formal and informal relationships essential for project success.

Additionally, the candidate should have a solid background in the public sector, familiar with the intricacies of governmental processes, funding sources, budgeting, and procurement. They must navigate the systems of government effectively and leverage a network of consultants and in-house experts to maintain the agency's lean operational model.

Key characteristics:

People Leadership: Demonstrated ability to provide administrative, management, and professional leadership, overseeing a diverse team of employees and external project consultants and fostering a collaborative work environment. Experience in selecting, supervising, and providing leadership for a varied team, ensuring effective performance, training, and development opportunities.

Strategic Vision: Ability to develop, implement, and administer goals, objectives, and procedures that contribute to the effective and efficient programs, projects, and strategic plans of the Agency. Must understand how the work of SJAFCA integrates and contributes to the larger goals and vision of the member agencies and the region.

Technical Project Management: Proven ability to administer engineering and construction mega projects, contracts, and consultants, ensuring quality assurance and successful project delivery. Advanced knowledge of technical project engineering and operational characteristics, practices, and activities related to comprehensive functions, including design, engineering, and construction of flood management and mitigation projects.

Collaboration and Communication: Strong interpersonal and communication skills, with the ability to represent SJAFCA to various stakeholders, participate in committees, and foster effective team collaboration. Must have the political acumen to establish and maintain cooperative working relationships with internal and external stakeholders, including member agencies, government officials, community groups, and the public, all of which have different motives and missions.

Analytical Thinking: Analytical and problem-solving skills, including the ability to analyze problems, identify alternative solutions, and implement recommendations that balance the organization, project, and stakeholder goals.

Budget Administration: Experience in preparing and administering large and complex budgets, allocating resources in a cost-effective manner, and forecasting and securing additional funds as needed.

Legal and Regulatory Knowledge: In-depth knowledge of federal, state, and local laws, codes, and regulations pertinent to capital projects and programs, ensuring compliance and necessary reporting in all activities.

Adaptability: Ability to work in a fast-paced, professional environment, balancing multiple projects and deadlines effectively. Must lead by example; be a sounding board and mentor that provides advice and solutions to project managers with issues and concerns regarding the demands of project deadlines and budgetary constraints.

Continuous Improvement: Commitment to continuous monitoring and evaluation of program/project delivery methods, identifying opportunities for improvement, and implementing changes as necessary.

WHY THE CENTRAL VALLEY?

The Central Valley region of California offers a unique blend of advantages that make it an attractive place to live. Known for its agricultural bounty, the Central Valley boasts a rich and diverse landscape, providing residents with access to fresh, locally-grown produce year-round. The cost of living in the Central Valley is generally lower compared to the coastal cities of California, offering more affordable housing options without compromising on quality of life.

The region enjoys a warm Mediterranean climate, with hot, dry summers and mild, wet winters, making it ideal for outdoor activities such as hiking, biking, skiing, and enjoying the numerous parks and natural reserves. The Central Valley's central location within California provides convenient access to major cities like San Francisco, Sacramento, and Los Angeles, as well as world-class beaches and skiing, all within a few hours' drive, allowing for a balanced lifestyle with both urban and rural experiences.

Culturally, the Central Valley is home to a diverse population, resulting in a rich tapestry of cultural events, festivals, and community gatherings that celebrate this diversity. The region also offers a strong sense of community, with friendly residents and a slower, more relaxed pace of life compared to the hustle and bustle of larger metropolitan areas. The presence of reputable educational institutions and healthcare facilities further enhances the quality of life for residents.

SAN JOAQUIN AREA FLOOD CONTROL AGENCY

COMPENSATION AND BENEFITS

The annual salary range for this position is **$235,000-$255,000** and is commensurate with the selected candidate. The Agency also offers generous health and wellness benefits, paid time off, relocation, and retirement benefits.

TO APPLY

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (who will not be contacted in the early stages of the process) by the application deadline on **Friday, August 9, 2024**. Your resume should reflect the years and months of employment with beginning/ending dates.

Please go to our website to submit your application: www.cpshr.us/recruitment/2372

Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited will be invited to participate further in a formal assessment process. An appointment is anticipated upon the completion of comprehensive reference and background checks.

For further information contact:

CPS HR CONSULTING

Abby Ackers
Senior HR Consultant
E-mail: aackers@cpshr.us
Website: www.cpshr.us

SJAFCA is an equal-opportunity employer committed to creating a diverse and inclusive workplace. We welcome applications from candidates of all backgrounds and experiences.