

## TUOLUMNE CITY SANITARY DISTRICT

TCS  
18050 BOX FACTORY ROAD  
TUOLUMNE, CA 95379

### REGULAR MEETING STAFF REPORT DECEMBER 7, 2022

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To: Board of Directors  
From: Dave Andres, General Manager  
Subject: General Manager Recruitment  
Date: November 30, 2022

Agenda Item: VI

Background: As I previously mentioned at a Board meeting I would like to retire as General Manager (GM) during the first half of the 2023 calendar year. I was hoping that the formation of the Community Services District (CSD) would have been completed by now, but due to the roadblocks that the Tuolumne County Local Agency Formation Commission (LAFCo) has put up, actual start-up of the new district within the next six-months is unlikely. If LAFCO processed our application in a timely manner it would have allowed for the new Board of the CSD to select a new GM. As a result, we need to formulate a Plan B.

In addition, Jamestown Sanitary District (JSD) has decided that they do not wish to jointly recruit for a part-time General Manager. As you may recall, staff contacted JSD to inquire as to whether they wished to jointly recruit and share a General Manager. As a result, the District will need to proceed on its own.

Discussion: Currently I provide GM services on a consulting basis. This generally involves providing anywhere from 25 to 50 hours per month in service. It also involves me being generally available during business hours to respond to emails and phone calls. I anticipate the CSD will initially require up to 3 days a week of on-site work to get it started, but after the first three to six months the job could be handled on a two-day a week on-site schedule, or 50 to 100 hours a month basis. This, of course would be dependent on the level of service the new Board of Directors wants and the capabilities of the staff members. It also assumes that the new CSD Board does not want to hire a part-time employee rather than a consultant / individual contract.

I believe that the only option to consider for the recruitment of a new General Manager is to recruit for a part-time consultant / Individual (25 – 50 hours per month) as GM to manage the TCS. Staff has prepared a recruitment flyer for your review and comment. We have established a January 13, 2023 as the cutoff date for the receipt of applications.

Fiscal Impact: Recruitment will probably cost up to \$1000; Cost for the new GM would depend on the proposals received, but should not exceed \$60,000 annually for the TCSD.

Attachment(s): Jamestown Sanitary District letter and Draft Recruitment Flyer.

Recommendation: Discuss and provide direction to staff.

Recommended Motion: I move to authorize staff to initiate the recruitment process for a new General Manager in accordance with the attached flyer.

**BOARD ACTION:**

<input type="checkbox"/> Resolution No _____	Moved by: _____	Second by: _____
_____ AYES	_____ NOES	_____ ABSTAINED
_____ ABSENT	<input type="checkbox"/> No Action Taken	