

TUOLUMNE CITY SANITARY DISTRICT

TCSD
18050 BOX FACTORY ROAD
TUOLUMNE, CA 95379

REGULAR MEETING STAFF REPORT OCTOBER 5, 2022

PHONE: 209.928.3517
FAX: 209.928.4550
EMAIL: brendatsd@frontier.com

To: Board of Directors
From: Dave Andres, General Manager
Subject: General Manager Recruitment
Date: September 29, 2022

Agenda Item: V

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.

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. It should also be noted that the Jamestown Sanitary District (JSD) may be seeking a new General Manager as well.

I believe that we have a few options to consider for the recruitment of a new General Manager.

- Option 1. Recruit for a part-time consultant (25 – 50 hours per month) as GM to manage the TCSD
- Option 2. Recruit for a part-time consultant (25 – 50 hours per month) as GM to manage the TCSD, with a background that also includes Park & Recreation.

- Option 3. Recruit for a part-time consultant (50 – 100 +/- hours per month) as GM to manage the TCSD and JSD (assuming that is the desire of both Boards).

Clearly Option 1 would address the needs of the TCSD, but assuming that JSD has an interest in a joint recruitment (Option 3), the additional hours may make the position more desirable to an individual or firm. Option 2 is a possibility, but a new CSD Board would have to determine whether the individual or firm selected is what they want once the Board is seated. Regardless, the individual could serve as interim until a permanent position is filled. I would suggest that staff contact JSD to determine their interest and then proceed to either recruit jointly or just for the TCSD.

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 only.

Attachment(s): None

Recommendation: Discuss and provide direction to staff.

Recommended Motion: I move to authorize staff to consult with the Jamestown Sanitary District to determine if they wish to jointly recruit for a General Manager and based on their response initiate the recruitment process for a new General Manager.

BOARD ACTION:

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