**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

Office of Board of Directors

December 21, 1992

To: Board of Directors (Legal and Claims Committee)
(Organization and Personnel Committee)

From: Chairman, General Counsel Search Committee

Subject: General Counsel

The Search Committee met on December 15 with Mr. Robert Logan who had been asked to prepare a profile to be used as criteria for the recruitment process for the General Counsel.

This profile is based upon his review of the General Counsel's Department and after interviews with all the attorneys, Mr. Vendig, and Mr. Boronkay.

The committee members feel that the profile is very good; however, if any Director has comments regarding this profile, the committee would welcome them. To be considered, we must receive them by January 11, 1993.

It has become very apparent that the recruitment process must progress as rapidly as possible and be as thorough as possible since this appointment is one of the most important ones that the Metropolitan Board must make.

It is Mr. Logan's recommendation that we obtain the services of a recruitment specialist, since this committee is not able by itself to handle the sizable amount of work needed for this process and also make the personal contacts that are needed to reach the most qualified people.

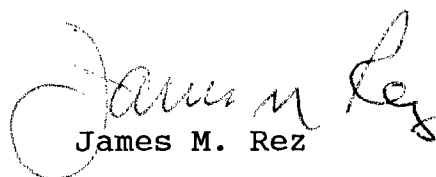
Mr. Logan has recommended a firm in San Mateo -- Hughes-Heiss and Associates, who have done numerous recruitment projects for high level positions in governmental agencies including a large number of City Attorney positions; and this firm is preparing a proposal for the committee to review. The committee considered getting competitive bids for

this service but due to the shortness of time, we believe that it is important that we move ahead; and both Mr. Logan and the Chairman of the Search Committee have had experience with this firm and have confidence in its ability to do a good job for the District.

In order to expedite this recruitment, it is the recommendation of the Search Committee that the Board authorize the committee to proceed with the recruitment in a manner that it sees necessary and appropriate and recommends that:

1. the attached profile-criteria be used for the recruitment;
2. a recruitment firm be employed to assist the committee in the recruitment in order to reduce the number of candidates to a reasonable number for recommendation to the appropriate committees and to the Board of Directors; and
3. the recruitment efforts be directed to both in-house candidates and qualified outside candidates.

It is the intention of this committee to make progress reports to the Organization and Personnel Committee and the Legal and Claims Committee with the next report to be given at the February 1993 meeting.


James M. Rez

Attachment

GENERAL COUNSEL PROFILE

I. GENERAL/PUBLIC AGENCY BACKGROUND

- Active membership in good standing with the California State Bar, admitted to practice in federal courts.
- Experience in representing or appearing before administrative and legislative bodies.
- Ability to work with a politically diverse board of directors with more than fifty members working through a committee system of recommendation/decision-making.
- Working familiarity with California Meeting laws (Brown Act), Public Records Act and Political Reform Act.

II. INTERACTIVE SKILLS

A. Board/General Counsel

- Present a variety of legal options to Board wherever possible.
- Flexible and innovative in providing legal support for Board policy decisions.
- Represent the Water District by furthering the collective policy decisions of the Board without politicizing the office.
- Understand and uphold the role of a major legal office in furthering the District's mission recognizing that final responsibility is to the Board.
- Capable of spotting issues that present a threat to the District and/or Board and take steps to prevent.

B. District Administration/General Counsel

- Ability to maintain independence of legal function yet provide efficient and dependable legal support to administrative staff in achieving District goals.

- Facilitate open discussion of issues and build trust and consensus on resolution of those issues.
- Drafting and lobbying skills in areas of Federal, State and local legislation.
- Knowledge of contracts and ability to anticipate future complications and address them during negotiations and drafting.
- Trial and appellate experience desirable.
- Knowledge of water resource, environmental, hazardous material regulations, personnel/labor relations, public finance, land and public resource issues desirable.
- Ability to administer and work with outside counsel handling special district legal problems.

C. Legal Staff/General Counsel

- Ability to work with and motivate a staff of fourteen lawyers and an overall staff of twenty-five.
- Ability to effectively prioritize, allocate and operate within a budget in excess of \$2,000,000.
- Professional in appearance, demeanor and personal interaction with others.
- Problem-solver

III. PERSONAL TRAITS

- Strong presence
- High Integrity
- Clear And Articulate In Presentations
- Assertive
- Good Advocate and negotiator