



Executive Search Proposal

Marin Municipal Water District

General Counsel

May 15, 2020



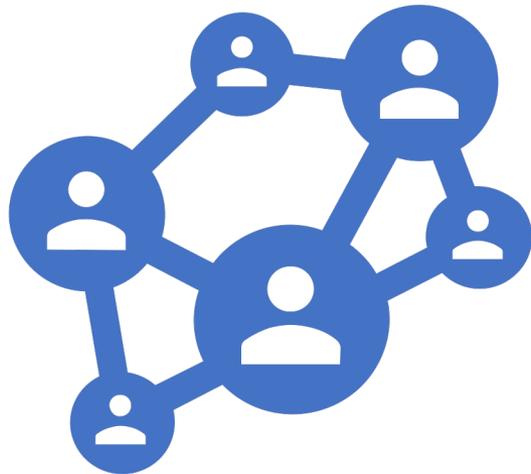
STEVEN JOHN & ASSOCIATES, LLC
Attorney Search Consultants



Contents

- About Steven John & Associates, LLC
- Search Expertise
- Search Process
- MMWD: General Counsel Search
- Search Methodology
- Search Timeline
- Pre-Launch Data Gathering
- Search Announcement
- Market Mapping & Target Identification
- Reporting & Communication
- Diversity & Inclusion
- Fee Structure
- Representative Recent Searches
- Client References
- Consultant Bios
- Contact Information

About Our Firm



Steven John & Associates is a specialized boutique recruiting firm with a singular focus on the legal profession.

Our clients turn to us to help them attract and hire great lawyers and leaders. Whether hiring the first lawyer into a rapidly growing start-up, or refining a maturing legal organization, our search expertise and our extensive professional network make us an ideal partner in that effort.

Our practice is exclusively focused on the legal profession. We know what great lawyers are capable of, and we work to stay abreast of changes in the legal talent market to ensure our clients are meeting people who are highly regarded by their clients and peers.

The firm offers the expertise of a highly specialized functional focus on attorney recruitment and the robust market reach of search consultants who have honed their professional advisory skills within the world's largest executive search firms. This training and focus allows us to provide a truly world class, bespoke search service to every client, regardless of the role for which we are recruiting.

Search Expertise

We partner with our clients to attract and hire the best lawyers available to lead their legal organizations.

Our clients are diverse, geographically distributed organizations and include large public and private businesses, small emerging enterprises, national and regional nonprofits, trade associations, educational institutions, and private foundations.

We have successfully placed many attorneys at all experience levels, including:

Chief Legal
Officer/General Counsel

Deputy General Counsel

Intellectual Property
Counsel

Corporate M&A Counsel

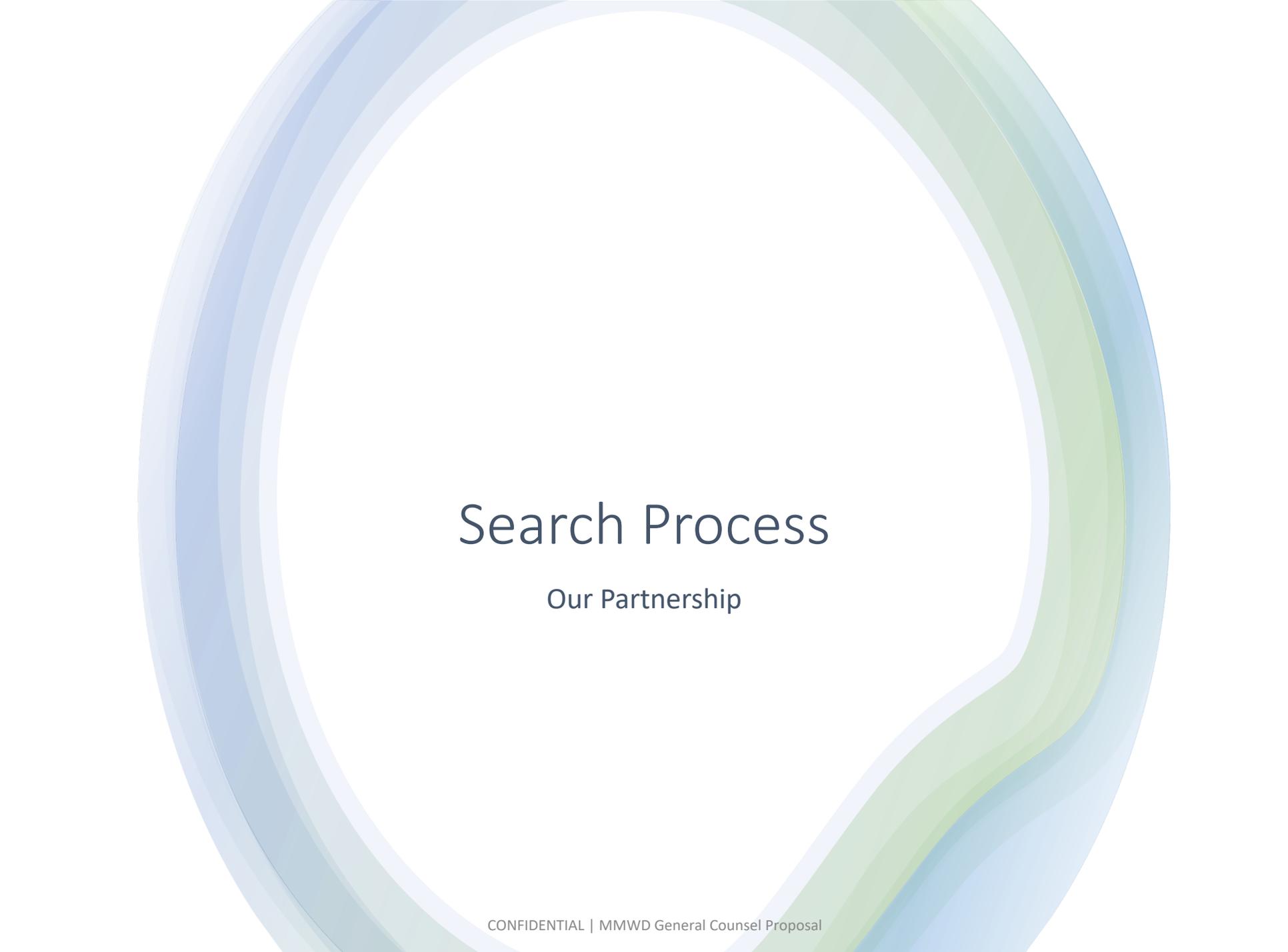
Real Estate Transactions
Counsel

Labor & Employment
Counsel

Regulatory Counsel

We are deeply committed to recruiting the most diverse pool of well-qualified candidates on every search we conduct.

Our focus is you, the client. Our approach and methodologies are tailored to meet the specific needs of your General Counsel search. From initial intake meeting to new hire on-boarding, we are with you at every stage in your recruitment process.



Search Process

Our Partnership

Marin Municipal Water District: General Counsel Search

The District is undertaking a search for its next General Counsel following the retirement of a long-serving incumbent.

The General Counsel will serve as the chief legal advisor to the District, providing oversight and legal advice and representation to the Board of Directors and all divisions within the District.

Your new General Counsel will come with a track record of increasing legal experience in public agency law, including working with government agencies in California, and at least two years handling or managing litigation.

In addition to public agency law experience, the District is interested in candidates with experience in real estate matters, including eminent domain; construction; environmental law; public employment; and labor relations.

Your next General Counsel will be a hands-on practitioner who will take the lead in drafting and reviewing all legal documents coming to, and emanating from, the District. Their combined experience in litigation and municipal law will serve as the foundation on which they serve the District, its Board, and its various divisions.

Search Methodology



Our approach to your search is tailored to meet the unique needs of the institution.



We will work with MMWD to refine a final position description, ensuring the final document accurately reflects the expectations of the role.



We drive an aggressive timeline in an effort to keep your search moving toward a successful conclusion.



We work with you to ensure all constituents are given a voice and to guarantee a fair vetting process.



We leverage technology to streamline communication and support our clients' timely access to search-related documents and data.



Your search will be led by Steve John. Steve is supported by a Managing Director who is experienced with industry leading executive search practices.

Search Timeline

1 Define Objectives & Specifications

- Analysis of MMWD's current operations and culture.
- Interview with the primary stakeholders in the organization, including members of the Board of Directors, and other department leaders.
- Develop position scope and responsibilities, compensation package, reporting relationships and the profile of the General Counsel.
- Select "mission critical leadership characteristics."
- Develop and modify the search strategy based on MMWD feedback.
- Establish a clear and early communication plan for MMWD.

2 Launch Search/Identify Candidates

- Identify and confirm target candidates, including those identified by MMWD.
- Screen and evaluate candidates against specification.
- Conduct ongoing update calls/meetings with MMWD as needed.

3 Calibrate and Refine

- Review comprehensive list of interested candidates (~8-10 vetted prospects) with MMWD.
- Provide detailed report on search consultants' screening results.
- Compare and contrast the relative strengths and weaknesses of the pool and refine our outreach as necessary.
- Come to consensus on a list of "preferred profiles" for further assessment.

4 Conduct Interviews Rounds 1 & 2

- Facilitate MMWD round 1 interviews of top candidates.
- Select "Finalists" to be interviewed in round 2.
- Obtain MMWD and candidate feedback.
- Prepare extended profile report on each candidate, including an analysis of their relative strengths and weaknesses.
- Conduct initial reference and background checks, where authorized.

5 Select Executive

- Provide MMWD with interview guidance for each candidate based on their specific background.
- Conduct finalist interviews.
- Select top candidate.
- Complete reference checks.
- Negotiate compensation and benefits (Steven John & Associates, LLC will participate as needed).
- Communicate the search outcome to all applicants.

6 Follow Up

- Assist MMWD with General Counsel's onboarding plan.
- Provide transition support to the finalist to assist with onboarding.
- Ongoing communication with MMWD and placed candidate throughout first year of employment.

Pre-Launch Data Gathering



The start of every search provides an opportunity for us to learn more about the organization, its people, and the important role the successful hire will fill to advance the District's mandate.



We would like to meet with all stakeholders who have a vested interest in the outcome of the search, including:

Members of the Program Leadership Team;
Human Resources leadership;
Interim General Counsel;
The General Counsel's future legal department peers;
Other leaders and staff with significant interface with the new General Counsel.



If there are external stakeholders who will provide significant support to the Counsel, it may be wise to meet with them as well (community partners, external counsel, etc.)



Our preference is to meet with clients and candidates in-person, rather than by phone, but under the extraordinary circumstances we find ourselves in, we will leverage our Zoom video conferencing capabilities to meet this need.

Search Announcement

- ❑ We take a targeted approach to all our searches, identifying attorneys in peer institutions, and the law firms that support them. We actively reach out to those targets who are typically “passive” prospects.
- ❑ In addition to our market research to identify likely candidates, we publish job announcements on several legal and municipal job boards, including diversity bar association career sites. By doing so, we ensure the broadest possible exposure of the opportunity to a diverse cohort of lawyers.
- ❑ The position will be posted on the District’s career site. We will need access to any applications received through the the District’s career portal.
- ❑ We will also leverage social media, including informal announcements of the General Counsel search via LinkedIn.

Market Mapping & Target Identification



We suggest casting a wide net to identify prospective candidates who possess the requisite years of experience practicing law with demonstrable subject matter expertise.



For your General Counsel search, we will be reaching out to prospective candidates throughout the U.S., but our emphasis will be on attorneys who are already in California.



Our research will be captured in our database and made visible to the the District via a dedicated client portal.



In addition to our research and targeted outreach, we encourage the District leadership team and staff to “nominate” attorneys who are known to them, or to their extended networks.



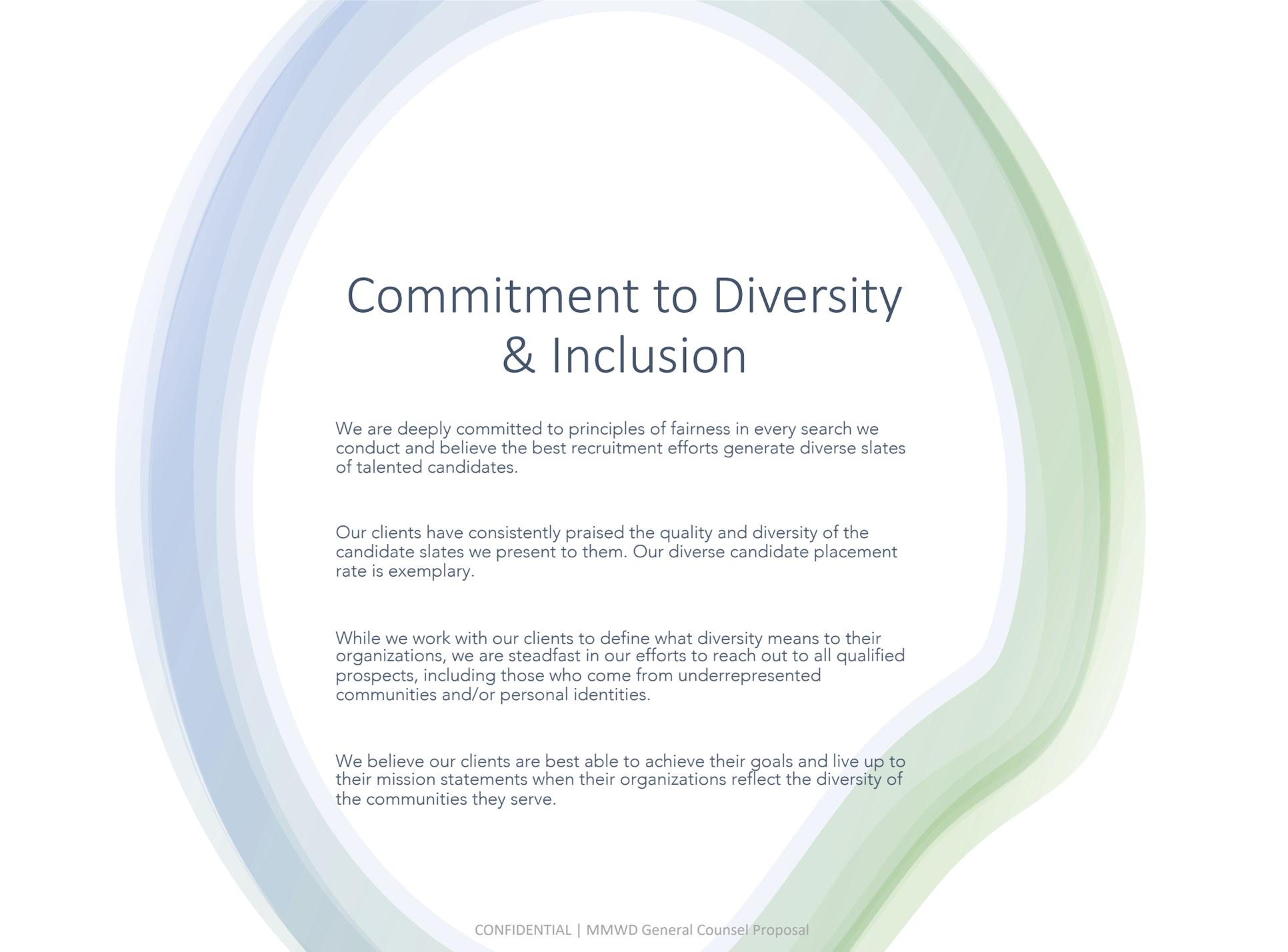
We will make every effort to contact all who are identified.

Reporting & Communication



From the outset, we will establish a protocol for regular and consistent reporting on the status of your search. Typically, this includes a recurring status update call with your Search Committee and/or Board of Directors to review the candidate slate and the milestones reached on the search timeline.

Throughout the search, each member of the Search Committee and/or Board of Directors will have access to our proprietary search database via a secure, dedicated client portal. The client portal will contain all the candidate materials we gather throughout the search, as well as note fields that allow you to comment on the candidates you are reviewing. You may use it as much or as little as you like.



Commitment to Diversity & Inclusion

We are deeply committed to principles of fairness in every search we conduct and believe the best recruitment efforts generate diverse slates of talented candidates.

Our clients have consistently praised the quality and diversity of the candidate slates we present to them. Our diverse candidate placement rate is exemplary.

While we work with our clients to define what diversity means to their organizations, we are steadfast in our efforts to reach out to all qualified prospects, including those who come from underrepresented communities and/or personal identities.

We believe our clients are best able to achieve their goals and live up to their mission statements when their organizations reflect the diversity of the communities they serve.

Typical Fee Structure

- Our Fees are based on a percentage of the placed General Counsel's annual base salary.
- Our search fees are billed in three installments.
- The first fee installment is a non-refundable retainer.
- Subsequent fee installments are billed upon successfully reaching search milestones.
- Out-of-pocket expenses, including any candidate travel, lodging, and video-conferencing will be pre-approved by the client and billed as incurred.*
- Either party may discontinue the search process at any time.
- Adjustments are calculated at the conclusion of the search.
- Fees will be billed to date of cancellation and pro-rated up to 60 days.
- * We do not charge an additional "Administrative Fee" on top of the agreed upon search fee.

Representative Recent Searches



Placement

General Counsel



ALEXANDER & BALDWIN, INC.

Placement

Associate General
Counsel, Real Estate



Placement

General Counsel



Placement

General Counsel

The logo for Wells Fargo, consisting of the words "WELLS FARGO" in yellow, bold, sans-serif font, centered within a solid red square.

WELLS
FARGO

Placement

Senior Counsel, Real
Estate Finance



FIRST REPUBLIC
It's a privilege to serve you!

Placement

VP, Associate General
Counsel, Corporate

The logo for BBA Aviation, featuring the text "BBA Aviation" in blue, with "BBA" in a bold, sans-serif font and "Aviation" in a script font, all above a blue wavy line.

BBA Aviation

Placement

Divisional General
Counsel, North America



Placement

General Counsel, North
America

Representative Recent Searches



Placement

Vice President,
Corporate Counsel



Placement

Senior Vice President and
General Counsel



Placement

General Counsel



Placement

Vice President, Patent
Litigation



Placement

Director of Legal
Affairs, Latin America



Placement

Chief Campus
Counsel, UC Berkeley



Placement

Senior Vice President,
General Counsel



Placement

Chief Campus
Counsel, UC Davis

Client References

Abdi Soltani – Executive Director, ACLU of Northern California

We were retained by Abdi and his Board of Directors to lead the ACLU of Northern California's search for its first General Counsel.

Email: asoltani@aclunc.org

Phone: (415) 621-2493

Jeff Malloy – Chief Operating Officer, Heising-Simons Foundation

We were retained by Jeff and his Board of Directors to lead the Heising-Simons Foundation's search for its first General Counsel.

Email: jmalloy@hsfoundation.org

Phone: (650) 397-9991

Son-Jai Paik – (former) Vice President of Human Resources, Alexander & Baldwin

We were retained by Son-Jai and his General Counsel to lead Alexander & Baldwin's searches for two Associate General Counsel for Real Estate. This was a particularly challenging search engagement because of the complexities of recruiting attorneys in the Hawaii market.

Email: spaik@silvergatebank.com

Phone: (858) 362-6302 x1379

Ed Eynon – Senior Vice President and Chief Human Resources Officer, KSL Resorts

We were retained by Ed and his CEO to lead two General Counsel searches. We successfully led their searches for the General Counsel of KSL Resorts as well as the General Counsel for Outrigger Hotels & Resorts.

Email: EEynon@kslresorts.com

Phone: (760) 564-8033

Steve John's Biography

Steve is Principal and Founder of Steven John & Associates, LLC, a boutique executive search firm with a functional focus on law department leadership roles, including General Counsel/Chief Legal Officers for a diverse mix of organizations.

After several years with both a leading attorney search consultancy as well as one of the worlds leading executive search firms, Steve brings deep expertise to the recruitment of talented attorneys serving clients' in-house counsel needs. His experience reflects a broad range of industries and includes both private and public companies as well as academic and not-for-profit institutions.

In addition to his General Counsel search practice, Steve has placed attorneys who are subject matter experts in intellectual property, higher education, and philanthropy. Additionally, he regularly leads searches on behalf of civil rights organizations and other public advocates.

Steve currently serves as a member of the Board of Directors of [Philharmonia Baroque Orchestra & Chorale](#) in San Francisco where he serves as a member of the Executive Committee, Strategic Planning Committee, and Chair of the Governance Committee.

His past service includes a three-year term as a Trustee of the University of California, [Hastings College of the Law Foundation](#).

Steve is a graduate of the University of Utah (B.A., Philosophy) and the University of California, Hastings College of the Law (J.D.).

Jason Snyder's Biography

Jason joined Steven John & Associates in 2016 and serves as the firm's Managing Director. He currently leads the firm's key operational functions including research, marketing, and finance. In addition to his operational role, Jason is actively involved in all search execution strategies, working closely with our firm's clients and candidates.

Mr. Snyder began his career in executive search nearly two decades ago as a research professional with one of the world's largest executive search firms, supporting the growth of that firm's West Coast Technology Practice. Throughout his career, Jason has been a member of client-facing teams delivering high-touch service to a diverse group of stakeholders. He is particularly expert at developing efficiencies to address the increasingly complex demands placed on professional services organizations. In other words, he brings order to chaos.

Jason is actively involved in a number community organizations as a member, volunteer, and donor. He currently serves as a member of the Board of Directors of the Philharmonia Baroque Orchestra & Chorale, known the world over for its historically informed performances.

Mr. Snyder is a graduate of the University of Utah where he earned his B.A. in Film.

Contact Information

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