

3 September 2020

TO: NBWA Board

FROM: Judy Kelly, Executive Director

RE: Contract services for Andy Rodgers, West Yost Associates for new ED, Agenda Item 8

This memo provides background on the proposed contract between West Yost Associates and the North Bay Watershed Association to hire Andy Rodgers of West Yost Associates as NBWA Executive Director.

Background. It is the custom for the NBWA to hire an Executive Director under the terms of a yearly contract. After I announced my pending retirement date of September 30th, the NBWA Steering Committee, acting on behalf of the full Board, conducted a search for a replacement Executive Director (ED). After a search and an interview process, the Steering Committee recommended that Andy Rodgers of West Yost Associates be named the incoming ED. The Board voted to approve that recommendation at the June 5th NBWA Board meeting.

As NBWA's fiscal agent, MMWD has developed a contract with West Yost Associates for Andy's services. The initial contract is proposed to cover the remainder of this fiscal year; October 1st, 2020 – June 30th, 2021 for a total of \$83,000. Andy's hours will be billed at \$255.00 per hour and any administrative support will be billed at \$156.00 per hour. Beginning with the new fiscal year on July 1, 2021, an annual contract would be established with West Yost NTE \$112,160 - the amount of the current ED contract.

Terms and conditions of the contract would remain the same as under my current contract. The ED serves at the pleasure of the Board, carries appropriate business insurance, and no overhead or benefits are billable under the contract.

Recommendation. As the Board has selected Andy Rodgers to be the new ED and the contract terms are essentially the same as those under the existing contract, I recommend approval of this contract with West Yost Associates for the hiring of Andy Rodgers as the new NBWA ED.