

# North San Joaquin Water Conservation District

P.O. Box E  
Victor, CA 95253  
209-368-2101  
<http://www.nsjgroundwater.org>

November 16, 2015

Re: **Request for Qualifications: General Counsel**  
**Deadline to Submit 1-14-16**

The North San Joaquin Water Conservation District (NSJWCD) is a special district in San Joaquin County, California. NSJWCD delivers Mokelumne River water to agricultural and municipal customers within its service area.

During the month of January 2016, NSJWCD will be conducting interviews with qualified law firms and/or attorneys to provide legal services as General Counsel. You and or your law firm have been identified as potential candidates to provide legal services to NSJWCD.

NSJWCD seeks an attorney with prior experience in all facets of the general types of legal issues that might arise with respect to the operation of a water district. The general counsel is expected to be current in all aspects of the law relevant to special districts and provide counsel to the Board of Directors in the areas of legal compliance, ethics, liability and risk avoidance. Prior experience in water law and special districts is highly desirable, as is knowledge of local water purveyors and issues, but is not required.

## **List of NSJWCD General Counsel's Duties, Responsibilities and Scope of Work (provided on an as-needed basis):**

1. Attendance at NSJWCD Board meetings for the purpose of providing legal services and consultation. The Board meets the last Monday of each month at the Lodi Public Library for approximately two hours.
2. Attendance at other meetings as requested by the Board.
3. Preparation of resolutions, contracts, public hearing documents, legal opinions, letters, and other documents as requested by the Board.
4. Analysis of proposed and enacted legislation, published legal opinions and other matters that may impact NSJWCD.
5. Review of contracts, bid specifications and purchasing documents for the purpose of legal and policy compliance, appropriate risk transfer, analysis and avoidance.
6. Advise the Board as to whether to file claims or commence litigation.
7. Recommend the need for and potentially supervising special counsel.

8. Provide advice and assistance to the Board relating to governance including, and not limited to, the Brown Act, Government Code, conflict of interest statutes, Public Records Act, Political Reform Act, and assisting the Board in seeking advice from regulatory agencies such as the Fair Political Practices Commission, as necessary.
9. Such other activities as directed by the Board.

**Information Required - If you and/or your law firm seek to be considered for retention as General Counsel to NSJWCD, you must provide the following information by 1-14-16, two pages maximum:**

1. A resume detailing qualifications, experience, services provided and accomplishments.
2. A description of the law firm to include office location, size of firm, support staff and a brief description of the backup attorney(s) within the firm who could be available in your absence.
3. A description of any potential conflicts of interest, regulatory action, tax liens or legal sanctions taken against the attorney and firm.
4. Two references with emphasis on special districts. References must include names and contact information.
5. A brief description of any potential “value added” information and services provided by the firm such as a firm newsletter or membership in water or special district organizations.

**For additional information contact:**

David Simpson, Secretary  
North San Joaquin Water Conservation District  
209-479-0653  
simpson4grapes@gmail.com