

FAIRFAX WATER
Minutes of Executive Search Committee Meeting
March 2, 2026

At 5:30 p.m. on Monday, March 2, 2026, a Meeting of the Fairfax Water Executive Search Committee was held in the Bill G. Evans Boardroom at 8570 Executive Park Avenue, Fairfax, with the following in attendance:

Committee Members: Allin, Dotson, Ginyard-Jones (Chair), Roberson

Other Members: None Present

Wholesale Representative: Bahceci (absent)

Staff: Dooley, Hedges

Counsel: N/A

Others: N/A

Upon separate motions duly made, seconded, and unanimously carried, unless otherwise noted, the following actions were taken:

Discussion of General Manager Roles and Responsibilities

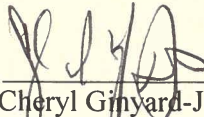
The Committee reviewed the most recent job description for the General Manager/Chief Executive Officer and discussed potential revisions. Chair Ginyard-Jones will prepare an updated job description for discussion at a future Committee meeting.

Procurement of Executive Search Firm

Ms. Dooley reviewed the procurement procedures relevant to the engagement of an executive search firm. A request for qualifications (RFQ) including a scope of work would be developed and issued to a minimum of four firms identified by the Committee, followed by proposal/quote review, interviews of shortlisted firms, and then contract negotiation and award. The Committee reviewed a draft scope of work for the RFQ and a schedule for the procurement. The Committee established a preliminary schedule that included proposals being due on March 27 and a Committee meeting on April 2 to review and shortlist firms for interviews. Interviews would be conducted on April 9, 2026, with a back-up date of April 13, 2026, if needed. Staff will work with Chair Ginyard-Jones to provide answers to any questions raised by prospective offerors that relate to the scope of work.

Adjournment

There being no further business, the Meeting was adjourned at 6:45 p.m.



Cheryl Ginyard-Jones
Committee Chair