

MINUTES
BOARD OF DIRECTORS
SUNNYSLOPE COUNTY WATER DISTRICT
Special Board Meeting
September 12, 2011

A. CALL TO ORDER: The meeting was called to order at 3:20 p.m. by President Meraz at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

B. ROLL CALL: Directors Present: President Dave Meraz, Dawn Anderson, and Danny Villalon. **Absent:** Dave Clapham. **Others Present:** Secretary Bryan Yamaoka, and Attorney Lloyd Lowrey.

Staff Present: Water Superintendent Jim Filice, District Engineer Ken Girouard, Finance & Human Resource Manager Cathy Buck, and Executive Assistant Carol Porteur.

C. APPROVAL OF AGENDA: Upon Motion by Director Anderson, seconded by Director Villalon, and unanimously passed 3-0 (Director Clapham – absent) to accept the September 12, 2011 Special Meeting Agenda.

D. PUBLIC COMMENTS and AUDIENCE INTRODUCTIONS: There were no public comments or introductions for *non-agendized* items.

E. RECEIVE, DISCUSS, AND TAKE APPROPRIATE ACTION FOR CONTRACT WITH BHI MANAGEMENT CONSULTING FOR STRATEGIC PLAN AND FINANCIAL EFFICIENCY ASSESSMENT, COST OF \$19,320.00: President Meraz stated the Finance Committee met and discussed the proposals from Special District Consulting for \$8,600 to \$10,800, BHI Management Consulting \$19,320, and Rauch Communication Consultants, Inc. for \$19,995. After discussing the details and merits of all three proposals, the Finance Committee has recommended accepting BHI Management Consulting's proposal to develop a Strategic Plan and Financial Efficiency Assessment. President Meraz also stated that he knows people that have been happy with their experience with BHI Management Consulting. He added that Secretary Yamaoka has attended a couple of seminars which Brent Ives, from BHI Management Consulting has facilitated. Attorney Lloyd Lowrey stated that he is also currently working with BHI Management Consultants.

Upon motion made by Director Anderson, seconded by Director Villalon, and unanimously passed 3-0 (Director Clapham – absent), the Board accepted hiring BHI Management Consultants for the Strategic Plan and Financial Efficiency Assessment for \$19,320.

F. RECEIVE, DISCUSS, AND TAKE APPROPRIATE ACTION FOR PROPOSAL FROM BHI MANAGEMENT CONSULTING TO ASSIST WITH GENERAL MANAGER RECRUITMENT, COST RANGE \$7,500.00 TO \$12,500.00: President Meraz explained the \$7,500 would be for Support Level 2, which would include helping to develop a candidate profile; advise job announcements placements; advise Board Committee on a sorting process and most qualified to selection activities; and to lead the Board with all selection processes. The \$12, 500 for Support Level 1, would include helping to develop a candidate profile; place job announcements in strategic media outlets and target individuals; screen candidates that meet Director profile; and assist the Board in selecting the most qualified candidates and negotiations with finalists. After discussion about the important steps required in finding a qualified General Manager, it was decided that the additional \$5,000 would be well worth spending to get the professional assistance in making their decision.

Upon motion made by Director Villalon, seconded by Director Anderson, and unanimously passed 3-0 (Director Clapham – absent), the Board approved hiring BHI Management

Consulting to assist with the General Manager recruitment at the cost of \$12,500.

G. RECEIVE, DISCUSS, AND TAKE APPROPRIATE ACTION TO ACCEPT UPDATED GENERAL MANAGER JOB DESCRIPTION AND AUTHORIZE RECRUITMENT: Cathy Buck recommended the Board review the updated GM job description, review the proposed job announcement & recruitment advertising options, and provide feedback on the proposed Supplemental Questionnaire. Once the Board comes to an agreement on the GM job description and proposed recruitment outline, it would become the starting point to submit to BHI Management Consulting.

Director Anderson recommended a change under “Relating to Employee Relations and Human Resources”, the third bullet down, changing “at pleasure” to “at will”. Under the same heading, President Meraz recommended a change to bullet number one by adding “subject to the approval of the Board of Directors” to the end of sentence.

President Meraz pointed out under “Licenses” he would like to have “in lieu of bachelor’s degree or registered civil engineer” added to the end of the sentence on bullet two and three. Cathy Buck stated that she could move the requirement for a valid California Drivers License to a separate category and have a Professional License category which would have a bullet stating, “In lieu of a bachelor’s degree or registered as civil engineer two of the three licenses would be required and the third license would be required within three years after employment”.

On the draft Job Announcement, President Meraz pointed out, now that the Board has agreed to hire BHI Management Consulting, under “Apply By”, the “submit to” name and address would need to be changed replacing Noland, Hammerly, Etienne, & Hoss with BHI Management Consulting.

Ms. Buck explained that due to the cost of advertising, the first couple of paragraphs on the “Draft Job Announcement for Trade Magazines” could be eliminated.

Director Villalon asked who would be named as an “interim” General Manger if the position was not filled prior to Mr. Yamaoka retiring. Director Anderson stated that while Mr. Yamaoka was out due to health issues, that staff stepped in and fulfilled the responsibilities of Mr. Yamaoka. President Meraz added the Board could name someone as interim General Manger but there was plenty of time to do so.

Cathy Buck asked the Board if they wanted to have the Supplemental Questionnaire as part of the employment packet and it was decided to discuss with Brent Ives of BHI Management Consulting as to whether it should be included.

The next regular meeting of the Board is scheduled for Thursday, October 13, 2011.

H. ADJORN: Upon Motion by Director Villalon, Seconded by Director Anderson, and unanimously carried 3-0 (Director Clapham – absent), the meeting was adjourned at 3:50 p.m.

APPROVED BY THE BOARD: s/Dave Meraz
Dave Meraz, President

RESPECTFULLY SUBMITTED: s/Bryan M. Yamaoka
Bryan M. Yamaoka, Secretary