

MINUTES
BOARD OF DIRECTORS
SUNNYSLOPE COUNTY WATER DISTRICT
Special Board Meeting
September 27, 2011

- A. CALL TO ORDER:** The meeting was called to order at 4:35 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, Dave Clapham and Danny Villalon. **Others Present:** Attorney Lloyd Lowrey. **Absent:** Secretary Bryan Yamaoka.
- Staff present for Open Session:** Finance & Human Resource Manager Cathy Buck, Executive Assistant Carol Porteur, and Water Superintendent Jim Filice.
- Members of the Public present for Open Session:** Judi Johnson.
- C. APPROVAL OF AGENDA:** Upon Motion by Director Villalon, seconded by Director Anderson, and unanimously passed 4-0 to accept the September 27, 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 ON RECRUITMENT CRITERIA FOR GENERAL MANAGER REPLACEMENT:** President Meraz introduced Brent Ives from BHI Management Consultants. Mr. Ives commented to the Board that he works with Special Districts throughout the State on a weekly basis for recruiting of a variety of positions. His purpose today is to determine what criteria the Board of Directors has for filling the General Manager position and to establish the process.

Mr. Ives asked for the Boards vision for the General Manager over the next five years. In the discussion, the Directors expressed what they would like to see as follows:

- Get the community to see the District as more efficient.
- Ability to get the projects that have been started over the past 20 years completed.
- Set/follow clear plan to meet the requirements set by the Regional Water Quality Board.
- Good communication skills with staff, the public, the Board of Directors, and the many public agencies we work with.
- Ability to solve problems & think outside of the box.
- Have good collaboration skills to maintain good working relationships with the City of Hollister, San Benito County Water District, and any other agencies we collaborate with.

Next, Mr. Ives asked the Board, “Tell the story: In [the year] 2016, the District will be... will have... will have done...” what? How would they fill in the blanks? The consensus of the Board was to have large projects such as the Ridgemark Wastewater Treatment Plant, the surface water treatment plant, and the pipeline to Ridgemark for the good quality surface water completed.

Challenges for the General Manager position could entail, money needed to fund large projects, having good communication, openness, and transparency with collaborating agencies, and being able to work with the Federal government on the water projects. Mr. Ives asked the Board to consider what the working relationship would be for the General Manager with the Board of Directors. Mr. Ives explained that generally the relationship

starts out well, but trouble could arise if either the Board and/or the General Manger are not clear on expectations.

As Mr. Ives explained, the General Manager candidates are going to inquire as to the different motivating aspects of working for the District and living in this area. The Board members felt that the District was in a good central location with a geat climate, that Hollister is a family oriented town, has a great country atmosphere, has a slow pace, and that the District has a good/professional staff to work. They felt it could also be motivating to have the challenge of and show the ability to pull off completion of big projects currently underway or planned for the District.

When Mr. Ives inquired as to some of the daily tasks and challenges that may be presented to the General Manager each day, the Board recommended the General Manager be approachable with a good communicating style of work and at the same time have strong management skills.

As for personal attributes, the Board is looking for a General Manager that is experienced in public speaking and a person who will be active in the community and loosen up when appropriate.

Some pre-requisites of importance when searching for the General Manager candidate would be: BA/BS or higher in relevant field, organization leader, have fiscal/budget expertise, community involvement, long range planning, a strategic thinker, good communication with the Board, consensus builder as well as a team builder. In addition, the applicant would need to have five to ten years in upper management, with five years water/wastewater specific.

Mr. Ives explained the selection method for the General Manager position would begin in early November with reviewing the Resumes, selecting the candidates, recommending the A band which would consist of 10-12 candidates, as well as the B and C bands. The next step would be to have a telephone interview with the candidates from the A band so as to narrow down the selection to 3-5. At this point, a reference check would be done on the selection of 3-5, and begin setting up interviews with the Board of Directors. Mr. Ives informed the Board of a couple of additional options for reviewing the candidates such as a Leadership/Management test, and having a social vetting which would be an additional cost to the District. He suggested that the Board to entertain the idea of having senior staff review the candidates. In addition, Mr. Ives stated that the background check on education, criminal, DMV, and etc. would begin and could be done by either BHI Management Consultants or by District.

Mr. Ives explained the consulting firm will be placing on-line ads as early as September 28th, or 29th and run through November 4, 2011 with the following agencies: Western Cities, My Water Plant Jobs, CSDA, PS Jobs, CWEA, BC Water Job, and Water/Wastewater Jobs. In addition to the on-line advertising, the ad will be published in Jobs Available, Normal District Ad Spots, and on the Sunnyslope County Water District website. Mr. Ives added that all applicants need to go through BMI Management Consultants.

Mr. Ives explained that the ad would contain the salary range of \$140,000 to \$160,000, which the Board of Directors had discussed and agreed upon. He confirmed that there should be a contract with the new General Manager, and briefly discussed the employee benefits package. It was determined that the fringe benefits and housing allowance would need to be discussed as well as a severance provision, which could be done at a later time.

Mr. Ives concluded with his projected time schedule for presentation of the candidates to the Board, which should be on November 7th, and the selection activities should take place on November 16th and 17th.

F. ADJORN: Upon motion by Director Villalon, seconded by Director Clapham, and unanimously carried 4-0, the meeting was adjourned at 7:00 p.m.

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

RESPECTFULLY SUBMITTED: s/Cathy L. Buck
Cathy L. Buck, Secretary Pro Tem