

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF SIERRA LAKES COUNTY WATER DISTRICT

Date: Tuesday, January 5, 2023 / **Time:** 6:30 p.m. / **Place:** 7305 Short Road, Serene Lakes, CA

The meeting was teleconferenced as provided by Government Code Section 54953(e), which modified the Brown Act teleconference rules during “State-declared emergencies.”. In-person attendance by the public at the District Office was not be permitted.

I. Open Meeting:

Roll Call:

Directors in attendance at the Sierra Lakes County Water District Boardroom:
Director Jon Harvey

Directors in attendance by Zoom:
Director Dan Stockton
Director Karen Heald
Director Jennifer Jackson
Director David Keatley

Staff members in attendance at the Sierra Lakes County Water District Boardroom:
Anna Nickerson, Financial Consultant

Staff present by Zoom:
Paul Schultz P.E. Inc., General Manager
Patrick Baird, Utility Operator
Jeffrey Mitchell, District Counsel

Guests present by Zoom:
None

Minute Recorder:
Anna Nickerson, Financial Consultant

II. Public Forum: An opportunity for members of the public to address the Board on items that were not on the agenda. There were none.

III. Approve Agenda: The agenda was presented to the Board for approval

A motion was made by Director Jackson and seconded by Director Keatley to approve the agenda as presented. The motion passed by a unanimous rollcall vote: Directors Stockton, Heald, Harvey Jackson and Keatley.

IV. Public Comments: An opportunity for the Board to consider comments received from

the public after the agenda was posted, regarding items on the agenda. There were none received.

V. General Manager Recruitment:

A. Director Jackson said she contacted two recruitment firms and Director Harvey contacted three. Of the five recruitment firms contacted, four proposals were received. She said together, she and Director Harvey called the four firms to inquire about how they would operationalize their proposals and identify who the assigned recruiter would be. Director Harvey said the interviews lasted about 45 minutes each and the information was compiled into a spreadsheet. He also said they performed some background checks on the four firms. Director Jackson said, the four firms were:

1. Bob Murray & Associates
2. CPS HR Consulting
3. Koff & Associates
4. Peckham & McKenney

Director Stockton said he had looked through the materials and asked if a scoring system was used for the information in the spreadsheet. Director Jackson said the information summarized the answers to questions such as cost and who the recruiter would be; the information was more qualitative than quantitative.

Director Heald asked which firm did not respond. Director Harvey said Teri Black & Company did not respond and they were one of three recruiters recommended by a colleague. He said they declined because they were too busy and too small.

Director Jackson said all the firms had great credentials and their proposals were similar. She said the calls were to help determine the level of customer services that would be provided. Director Harvey said Koff proposed a team approach where Peckham and CPS proposed to designate individual recruiter with a support staff. Bob Murray & Associates proposed a team approach of ten people with Murray, a principal of the company with other responsibilities, as one of the ten. The Committee did not feel that was the best choice to meet the District's needs.

Director Keatley said he agreed with Directors Jackson and Harvey. He said the proposals were fairly similar and would support whoever could provide enough time and attention to handle the District's needs. He also said he would follow Directors Jackson and Harvey's recommendation.

Director Heald said she looked at all of the proposals and they were all very similar. She said she also looked at their experience with recruiting for small, isolated, special districts. She also said, based on that criterion, Bob Murray or CPS HR would be good choices. Director Heald said Director Harvey's comments about Bob Murray raised concerns for her. She said she agreed with Director Keatley to follow the Committee's recommendations based on their extensive interviewing. Director Stockton agreed.

Director Jackson said the Committee's recommendation was CPS HR and the next step would be to invite them to the next meeting, scheduled for January 12, 2023, to discuss the process and ask questions. She said they would be developing a brochure of the District and wanted to know what the District's needs were.

Director Harvey said the one thing that gave him pause was that the CPS HR recruiter assigned to the District was located in Chicago but wouldn't know it by the way he had been responding.

Director Jackson said the initial candidate interviews would be held by Zoom but the final interviews would be held in person.

Director Harvey said CPS HR's approach was to get to a place where someone could apply for the position as soon as possible. He also said there was already interest from someone who had heard about the position by word of mouth and wanted to apply.

B. Mr. Schultz said he originally worked with Director Heald on the job description was stopped when the Recruitment Committee was formed. Director Jackson said they had not made any changes to the description. Mr. Schultz said he added one paragraph at the end stating "the Board of Directors reserves it's right to waive a qualification or combination of qualifications or to allow substitution of other qualifications or consider other qualifications as sole discretion."

Director Harvey said he wanted to thank Mr. Schultz for providing a transition and help with filling the position. He also thanked Mr. Baird for his help and support. Mr. Schultz said he enjoyed working for the District and thanked Director Harvey for his comments.

VII. Closed Session: The Board met in closed session in accordance with Public Employment (GOVT CODE §54957)

- A. Appointment – General Manager Position
- B. Evaluation of General Manage

Mr. Mitchell reported out of closed session. He said no reportable action was taken.

Mr. Schultz said the Board asked that Mrs. Nickerson put together a compensation package for a new general manager at \$135,000/year and \$165,000/year including maximum benefits. He said the Board also wanted a summary of the costs for the current staff.

VIII. Adjournment

A motion was made by Director Jackson and seconded by Director Harvey to adjourn the meeting. The motion passed by a unanimous rollcall vote: Directors Stockton, Heald, Harvey, Jackson and Keatley.

The minutes were approved at the Regular Meeting held on February 9, 2023, as part of the Consent Items Calendar. A motion was made by Director Harvey and seconded by Director Jackson to approve the Consent Items Calendar. The motion passed by a unanimous rollcall vote.