

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
Wednesday, January 30, 2019 5:30 PM

1. OPENING

A. Call to Order

President Pierson called the meeting to order at 5:30 p.m.

B. Pledge of Allegiance

President Pierson led the Pledge of Allegiance.

C. Establishment of Quorum

A quorum was established.

Directors present: David Pierson, Harry Farmer, Amanda Rice, Cindy Steidel and Donn Howell.

Staff present: Acting General Manager Monique Madrid, Finance Manager Pamela Duffield and Deputy District Clerk Haley Dodson.

2. PUBLIC COMMENT ON AGENDA ITEMS

Public Comment: None.

3. REGULAR BUSINESS (Estimated time: 15 Minutes per item)

A. RECEIVE AND DISCUSS PUBLIC INPUT ON DESIRED KNOWLEDGE, SKILLS AND ABILITIES OF FUTURE GENERAL MANAGER

President Pierson stated this is the most important thing we are going to do in our tenure and understands hiring is one of the hardest things to do. We are going to be careful about how we do this. About a month and half ago, we advertised for the position and the ad was created by the previous Board. It was a basic advertisement to get resumes in. We have 10 resumes so far. We will review the resumes tomorrow, as stated in the ad. The outcome for today is to get as much input as we can. What do you think we should be looking for in qualities, skills, etc.? What are the most important items? We need to look at the next steps. We need to follow-up with each candidate to let them know where we are in the process.

Public Comment:

Christine Heinrichs

Tina Dickason (spoke and also submitted a written comment to the Board)

Leslie Richards

Laura Swartz

Crosby Swartz

Tina Dickason

Christine Heinrichs

Leslie Richards

President Pierson and Director Rice, the Ad Hoc Committee, will make the first cut to eliminate the applicants who didn't meet the qualifications in the ad.

Director Rice would like to see more resumes come in. We won't perform our own individual background check, but we will have a professional background check done. It would be nice to have someone living in town, but by law, we can't require they live here.

Vice President Farmer stated the wise use of rate payer's money is an absolute priority, trust and openness and harmonious workplace for staff, someone who sees the challenges facing the district, working with the Board as a partnership, harmonious relationship with regulatory agencies, honesty, respect and commands respect as well. Appreciates the good fortune and make a long-term commitment to our community.

Director Howell recommends hiring an interim General Manager.

Director Steidel would like to maintain a cooperative relationship with regulatory agencies and other groups. I would like to take our time with this. It will be the most significant decision the Board makes.

President Pierson agrees there is no rush. We will search until we find someone who meets the requirements. I don't mind posting the ad outside California, but they won't know the rules and regulations of California. They must be superior and understand how the agencies work. A candidate with water, wastewater, rules and regulations of California is going to have a leg up on someone coming from the East Coast. We will review the current resumes and stay in contact with the applicants. We may hold interviews and we can call them public interviews and have a second round of interviews. We have to be careful with how long we take and be in proper communication with the applicants.

Director Steidel recommends the staff be involved in the second interview process.

Director Rice asked if there are time constraints with Ms. Madrid's contract.

Ms. Madrid responded it's 960 hours, which is equivalent to 6-months.

Director Rice stated the previous Board didn't do a thorough job description. We still need to work on the job description.

Director Howell would like to see the resumes. I don't think I'm qualified to pass on their suitability.

Director Steidel stated out-of-state ads should have additional information for the familiarity of the State of California.

Public Comment:
Tina Dickason
Michael Calderwood

Director Howell requested staff post an ad in the Tribune and Cambrian. We need someone skilled in management and complex organizations. We need someone with regulatory knowledge and inspires us about water technologies.

The Board agreed to post an ad in the Tribune and Cambrian.

Director Steidel agreed with Director Howell and Mr. Calderwood.

Director Rice asked if it was necessary to hire someone to do the search.

President Pierson stated he has experience with those firms and it's not good and very expensive. He would be reluctant to spend the money. We are getting good candidates with the current advertisements. If we open it up to the rest of the Country, we could get more resumes. It's a poor use of money to hire someone to do the search.

Vice President Farmer appreciates the fact the Board should be the entity to provide the vision to the General Manager. I'm hoping I can personally trust them and know their word is their bond and to me that's first and foremost.

Public Comment:
Tina Dickason

President Pierson stated we need to work on the contract and review process. We need to discuss the interview process and whether we should be holding it in closed or open session.

Director Howell stated it should be in open session. We might want to do preliminary interviews in closed session and the short list can be in open session.

Director Steidel stated the preliminary interview should include immediate staff.

Vice President Farmer stated department heads should be involved in the interview process.

Public Comment:
Leslie Richards
Michael Calderwood

President Pierson stated the final decision is going to be made by us, but we'd like to get as much input as we can. I think it is permissible to have interviews in open session. My only reservation is purely on the applicant's side.

Public Comment:
Tina Dickason

Director Howell stated the interviews should be in an open meeting but the public shouldn't be able to ask the applicant questions.

President Pierson stated we need to check with legal counsel.

Public Comment
Christine Heinrichs

Director Rice stated we were elected to represent the community as a whole. It's important that if you have thoughts on this, please reach out to the director you feel most comfortable sharing with. President Pierson and I are on the Ad Hoc Committee. The final interview with 1-3 applicants needs to be public, if it's a process we can do publicly. I'd like to see an interview panel which may include department heads.

President Pierson stated staff needs to be involved in the preliminary interviews. We could have two panels and they go from one to the other and compare notes.

Director Rice stated the contract itself must be in an open session. We can't approve a contract in closed session.

Public Comment:
Emily Moffat

President Pierson stated I expect the Board to vote 5-0, not 3-2 on a new general manager. The next step is reviewing the resumes and emailing the resumes to Directors. I will be sending out that information. The next Board meeting is on February 28, 2019. Do we need to hold another meeting prior to February 28th to discuss other issues?

Director Rice stated we need an updated job description. We can use Morro Bay's evaluation form.

President Pierson stated he can call a special meeting after we discuss this tomorrow.

Public Comment:

Leslie Richards

Tina Dickason

4. ADJOURN

President Pierson adjourned the meeting at 7:02 p.m.