

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

April 29, 2019

- 1) **ROLL CALL** - Vice-President Chris Mickelsen called the meeting to order at 9:03 a.m. Present at roll call: Directors Jim Larimer, Bob Feldman, and Glenn Reynolds. President Ken Coverdell arrived at 9:05 a.m. and took over the gavel.

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Patrick Miyaki, Legal Counsel; JoAnne Whelen, Administrative Assistant/Recording Secretary; and Cathleen Brennan, Water Resources Analyst.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT** - There were no public comments.

- 4) **OPEN SESSION**

A. Retirement of General Manager

Mr. Dickson opened discussion of this item by stating that this matter is on the agenda in order to provide public acknowledgement of his impending retirement, effective October 25, 2019.

President Coverdell took the opportunity to briefly thank Mr. Dickson for his incredible service to the District, expressing his appreciation of Mr. Dickson's energy, effort, changes, modifications, staff improvement, internal and external relations, and the overall quietness of the District's presence on the coastsides, which he stated is a tribute to Mr. Dickson.

Director Reynolds stated that he agreed with President Coverdell, adding that he feels that the District is run very smoothly and felt that Mr. Dickson should be very proud of his accomplishments at the District.

Director Feldman read from the recent email he had sent to Mr. Dickson earlier, noting that he felt the hiring of Mr. Dickson by the Board was the best decision the Board could have made, and that the results are there for all to see.

Vice-President Mickelsen stated that he echoes the comments made by the other Board members about Mr. Dickson's contributions to the District and was looking forward to the District's continued success over the next six months leading up to Mr. Dickson's retirement.

Director Larimer stated that his experience was unique in that he was on the Board when Mr. Dickson was first hired by the District, then was off the Board for a number of years and now is back on the Board and can clearly see the comparison from when Mr. Dickson first started and the current overall operation of the District, which he commented, is amazing in every aspect. He referenced noticeable improvements in the operation of the District with the quality of professional staff, an effective budget and the development of an efficient capital improvement program, and he attributed all of these successes to Mr. Dickson.

Mr. Dickson thanked the Board for their generous comments and also acknowledged the devoted efforts of the Board of Directors and staff.

The Board convened into closed session at 9:17pm, with President Coverdell announcing the purpose of the closed session.

5) **CLOSED SESSION**

A. **Public Employment Pursuant to Government Code Section 54957**
Title: General Manager

6) **RECONVENE TO OPEN SESSION**

A. **Public Report of Closed Session Action**

The Board reconvened into open session at 10:07 a.m. with President Coverdell providing a public report that there was no action taken during the closed session.

B. **Next Steps in General Manager Recruitment Process. Possible Action on Retention of Recruiting Firm**

Mr. Dickson reported that in anticipation of this discussion, he had recently contacted Koff & Associates, a firm which is very active in placement of water and wastewater positions. He reminded the Board that Koff & Associates had also performed the last two of the District's recruitments for the Assistant General Manager and the Superintendent of Operations positions, and additionally had performed the District's salary survey. Mr. Dickson also advised that in response to his request, Koff and Associates has recently provided a timeline and a cost of about \$25,000 on a lump sum basis, with payments tied to the recruitment process milestones. Mr. Dickson stated that he felt Koff & Associates would do an excellent job with the General Manager recruitment.

ON MOTION BY Director Reynolds and seconded by Vice-President Mickelsen, the Board voted by roll call vote to direct the General Manager to engage the services of Koff & Associates to perform the recruitment for the General Manager position on the terms reported by Mr. Dickson. An amendment to the motion was proposed by Director Feldman to include that Koff & Associates would provide a presentation at the May 14, 2019 CCWD Board of Directors meeting and include specifications and a timeline with a provision to conduct a closed session meeting as necessary; the amendments were accepted as proposed:

Director Larimer	Aye
Vice-President Mickelsen	Aye
Director Feldman	Aye
Director Reynolds	Aye
President Coverdell	Aye

Additionally President Coverdell requested that staff provide the materials to the Board, including the job description utilized in the previous General Manager recruitment process.

C. **Alternative District Water Supply Sources, Such as Groundwater, Surface Water, Purchasing Water, and Recycled Water. Possible Action or Direction**

President Coverdell opened discussion of this item by stating that this item is on the agenda for the purpose of discussing the security of the District's water sources.

Director Reynolds referenced the District's March 16, 2017 Priority Setting Workshop and commented that he thought it may be helpful for staff to recirculate the Board's priority ranking of long term goals and values developed in that meeting to start discussions on further development of the District's priorities and goals.

Director Feldman commented that he would like to see the follow up meetings to the initial strategic planning session be scheduled in the near future.

President Coverdell expressed his belief of the importance and urgency in pursuing the continued visions of the District established at the strategic planning session. He also commented that he felt it would be valuable to have the District's goals and missions clearly stated, to be referenced and understood by customers and the community and regarded as the District's roadmap for the future.

7) **ADJOURNMENT** - The special meeting was adjourned at 10:21 a.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors