

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, July 10, 2012**

- 1) **ROLL CALL** - Vice-President Reynolds called the meeting to order at 6:01 p.m. Present at roll call: Directors Ken Coverdell, Bryan Hannegan, and Chris Mickelsen. Also present: David Dickson, General Manager; Patrick Miyaki, Legal Counsel; Cathleen Brennan, Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary; and Gina Brazil, Office Manager. Everyone then stood for the Pledge of Allegiance.

2) **PUBLIC COMMENT**

Steve Johnson - 12 Ashdown Place, Half Moon Bay, CA - Introduced himself as a candidate for the Board position and commended the Board and Staff for the transparent manner in which the District is pursuing the process of filling the Board vacancy. He advised the Board that he would not be available for an interview if the July 17, 2012 date was scheduled, but would welcome any questions from the Board this evening. He expressed an interest in serving on the District's Board and indicated that he was planning to run for the election in November of 2013. He congratulated the Board again on their continued emphasis on transparency and focus on the commitment to doing what is best for the community.

3) **SPECIAL ORDER OF BUSINESS**

**A. Process for Filling Vacancy on the Board of Directors by Appointment and Potential Appointment to Fill Vacancy**

Mr. Dickson reviewed the requirements and alternatives available to the Board in the process of filling the vacancy. He then summarized the notes from the June 7, 2012 meeting of the Human Resources Committee (Attachment B), which included the Committee's suggested procedure for the interview process. He noted that the District had received a total of seven statements of interest and qualifications, but that candidate Dan

Haggerty had contacted the District earlier in the day to withdraw, leaving a total of six candidates for consideration.

Vice-President Reynolds thanked the District's Human Resources Committee for meeting and preparing the suggestions. The Board then began discussion of the candidate evaluation and selection process and the scheduling of the interviews.

**ON MOTION BY Director Mickelsen and seconded by Vice-President Reynolds, the Board voted as follows, by roll call vote, to schedule July 18, 2012, with an alternate date proposed of July 17, 2012 for a Special Board meeting for the purpose of interviewing the candidates and making a possible appointment to the vacant Board position:**

Director Coverdell	Aye
Vice-President Reynolds	Aye
Director Hannegan	Aye
Director Mickelsen	Aye

Mr. Miyaki indicated that he was not planning to attend the Special Meeting, at which point Vice-President Reynolds requested that Mr. Miyaki provide the Board with some guidelines concerning the Board candidate interviews and selection process prior to the date of the Special Meeting.

The Board then discussed the remaining suggestions from the Human Resources Committee as provided in Attachment B, the notes from the June 7, 2012 Human Resources Committee meeting and agreed upon a few revisions.

**ON MOTION BY Director Mickelsen and seconded by Director Hannegan, the Board voted as follows, by roll call vote, to accept the suggestions provided in the document provided by the Human Resources Committee (Attachment B) as guiding principles in the selection process to fill the vacancy on the Board at this time with the following revisions incorporated: (Item 1) eliminate the reference to the number of candidates; (Item 4) to state that each Director will provide one question and at least one additional backup question (Item 5) to reflect that interview time will be 15 minutes per candidate, allowing a 3 minute candidate opening statement and an allowance of 3 minutes per question; (Item 8) was addressed in the previous motion regarding the selection of a date for the Special Meeting and (Item 9) to state that no follow-up questions will be allowed:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Vice-President Reynolds</b>	<b>Aye</b>
<b>Director Hannegan</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>

**4) ADJOURNMENT**

**ON MOTION BY Director Hannegan and seconded by Vice-President Reynolds, the Board voted as follows, to adjourn the July 10, 2012 Special Meeting of the Coastside County Water District's Board of Directors:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Vice-President Reynolds</b>	<b>Aye</b>
<b>Director Hannegan</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>

The meeting was adjourned at 6:38 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the Board

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Chris R. Mickelsen, President  
Board of Directors