

**ALPINE SPRINGS COUNTY WATER DISTRICT
MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING**

Pursuant to notice given, the Special Meeting of the Board of Directors, Alpine Springs County Water District, was held Wednesday, April 6, 2005, at 1:00 p.m. and continued Thursday, April 7, 2005 at 1:00 p.m., District Board Room, 270 Alpine Meadows Road

1 **1. CALL TO ORDER**

2 President Danz called the meeting to order at 1:00 p.m., Wednesday, April 6,
3 2005, and again at 1:03 p.m., Thursday, April 7, 2005.

4 **PLEDGE OF ALLEGIANCE**

5 Those attending joined in reciting the Pledge of Allegiance.

6 **ROLL CALL**

7 Directors Present: Barbara Danz, President; Tony Stefani, Vice President; Janet
8 S. Grant; Jon Northrop; Virginia Quinan

9 Directors Absent: None

10 Staff Present: Jancis Martin, Recording Secretary (Wednesday); Pamela Zinn,
11 Recording Secretary (Thursday)

12 Guests Present: John Collins/General Manager applicant (Wednesday); Jason
13 Plecker/General Manager applicant (Wednesday); Cara Guynup/General
14 Manager applicant (Thursday); Paul Bancroft/Staff and General Manager
15 applicant (Thursday)

16 **2. PUBLIC PARTICIPATION**

17 None.

18 **3. ITEMS FOR BOARD DISCUSSION & ACTION**

19 **A. Format of Interviews:** The Board discussed the format, questions, etc.
20 to be used when interviewing the candidates for General Manager.

- 21 • The Directors agreed that the general format would be: 1) Pam
22 introduces each candidate upon his/her arrival, 2) President Danz
23 initiates the questioning, starting by asking the candidate to give a
24 brief description of his/her education and experience, 3) Directors ask
25 questions as they arise, in a free-flowing give-and-take format, and 4)
26 President Danz asks periodically if the Directors have any further
27 questions to make sure issues that have not yet arisen can be
28 addressed.
- 29 • Director Grant said that, for each candidate, the Board will want to
30 know about computer skills, finance skills, personal skills, their desire
31 for the job, and their availability. In making his choices, Manager
32 Shaw used four criteria: operations, finance, management and
33 engineering. Director Quinan had a list of attributes, including
34 education, water and sewer experience, finance skills, interpersonal
35 skills, knowledge of public agencies, computer skills, and grant
36 writing, which she thought were important.
- 37 • Some of the suggested questions were:
 - 38 ○ "Are you comfortable with an annual evaluation by the Board?"
 - 39 ○ "What type of activities do you enjoy outside your profession?"
 - 40 ○ "Are you comfortable with the advertised salary range in the ad?"
 - 41 ○ "Do you expect latitude in hours worked?"
 - 42 ○ "If you were selected, when would you be able to start?"
 - 43 ○ "What questions do you have for us?"
 - 44 ○ In response to Director Stefani's question about whether or not to
45 ask about previous litigation, President Danz recommended not
46 asking, pointing out that the information can be obtained from a
47 background check.

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- The Committee has already asked each candidate whether or not they plan to move here if they live far enough away.
- President Danz reported that two interviews would be held on Wednesday and two on Thursday. The Board should postpone discussing the candidates until Friday's regular Board meeting and make their selection at that time. She stated that, if any of the Directors preferred to go into closed session today and/or tomorrow's meeting, that would be fine. Director Grant suggested, and President Danz agreed, that Directors refrain from discussing the candidates in private conversation between now and then.
- The Board discussed the steps that need to take place after the new manager is selected (which will probably happen at Friday's Board meeting):
 - An offer letter needs to be drafted. The letter would include seeking permission from the candidate to perform a drug test and/or background check, if such tests are deemed necessary by the Board.
 - The Board needs to decide how and when the job offer will be made.
 - The Board needs to decide whether or not to have the candidate take a drug test and whether a background check (which might include checking employment, education, arrest record, and litigation record) needs to be performed. Permission needs to be obtained from the candidate to perform the tests.
 - The Board needs to draft a contract for the new manager; District legal counsel has been asked to provide such material to the Board to be evaluated at Friday's Board meeting.
 - The Board needs to decide who will send the offer letter.
- President Danz pointed out the earliest the new manager could start would probably be around May 1st but it might well be more like the second week in May if s/he has to give notice at his/her current job. Therefore, there will be a period of time - between the time Manager Shaw leaves (April 12) and the new manager starts - when the District will be without a general manager. Manager Shaw recommended that during the interim Buz act as the focal point for District business, and that everything operational that can be delayed (budgets, contracts, etc.), should be, so the new manager can be involved. Manager Shaw has provided a proposed contract for his consulting services, to be discussed at Friday's regular Board meeting; he can potentially help with engineering or other services in the interim.

B. Interview Candidates for General Manager Position

The Board interviewed the following candidates for General Manager:

- i. **John M. Collins:** interviewed Wednesday, 1:50 - 2:50 p.m.
- ii. **Jason K. Plecker:** interviewed Wednesday, 3:00 - 3:40 p.m.
- iii. **Cara Guynup:** interviewed Thursday, 1:30 - 2:00 p.m.
(The Board took a break Thursday from 2:00 – 2:13 p.m.)
- iv. **Paul Bancroft:** interviewed Thursday, 2:15 - 2:43 p.m.

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1 **4. CLOSED SESSION**

2 GOV'T CODE SECTION 54957: EMPLOYEE APPOINTMENT

3 Title: General Manager.

- 4 • Wednesday, 3:40 – 3:55 p.m.: The Board reviewed candidates for the
5 position of General Manager. No action was taken.
6 • Thursday, 2:45 – 3:15 p.m.: The Board reviewed candidates for the position
7 of General Manager. No action was taken.

8 **5. DIRECTORS COMMENTS**

9 None.

10 **6. ADJOURNMENT**

- 11 • Wednesday: The meeting was adjourned at 3:55 p.m., to be resumed
12 Thursday, April 7, 2005 at 1:00 p.m.
13 • Thursday: The meeting was adjourned at 3:15 p.m.

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16
17 Respectfully Submitted,

Approved 6-10-05

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21 Jancis Martin
22 Recording Secretary