



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

www.ojaisan.org

NOTICE OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that the Ojai Valley Sanitary District Board of Directors will hold a special meeting at **6:00 p.m. on Tuesday March 15, 2011** at the District Office located at 1072 Tico Road, Ojai, California.

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 646-5549. (Govt. Code Section 54954.1 and 54954.2(a).

The Ojai Valley Sanitary District Board of Directors encourages all interested parties to speak on any issue or subject matter subject to the District's jurisdiction. It is the desire of the Board that its business be conducted in an orderly and efficient manner.

PUBLIC INPUT:

All comments from the public are to be addressed to the Board of Directors, not to District Staff, Consultants or District Legal Counsel.

Items Not On The Agenda:

All speakers are requested to fill out a **Speaker Card (Green)** and submit it to the Clerk of the Board. All speakers are requested to present their information to the Board as concisely as possible with a three (3) minute time limit. This time limit may be modified by the Board Chairperson if necessary. If a member of the **public does not wish to speak** but wishes the Board to have benefit of their position on an issue, **they can present a Comment Card (Peach)** which will be acknowledged by the Chairperson. No response will be given or action taken unless an emergency exists as defined in subdivision (b) of the Government Code 54954.2. Items requiring action will be referred to staff or placed on a subsequent agenda.

Items On The Agenda:

All speakers are requested to fill out a **Speaker's Card (Green)** and submit it to the Clerk of the Board before the item is taken up for consideration. All speakers are requested to present their information to the Board as concisely as possible with a three (3) minute time limit. Allowing an individual to speak more than three minutes is at the discretion of the Chairperson of the Board. Speakers are encouraged to refrain from restating previous testimony. If a member of the **public does not wish to speak** but wishes the Board to have benefit of their position on an issue, they can present a **Comment Card (Peach)** which will be acknowledged by the Chairperson.

AGENDA

The agenda is posted at the District Office no later than 24 hours preceding this Board meeting, and contains all items on which Board action will be allowed pursuant to Government Code Section 54956. Action will be taken on unanticipated items only when an emergency (as defined in Section 54956.5) exists or as otherwise allowed under Section 54954.2(b). All Board meetings are tape recorded in their entirety (excluding authorized closed sessions).

The business to be transacted is as follows:

SPECIAL MEETING - AGENDA

March 15, 2011

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1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Additions or amendments to the Agenda (Special Meeting None Permitted)**
5. **Public Concerns** (items not on the agenda - three minute limit).

This is an opportunity for members of the public to speak on items not on the agenda.

6. **Board Concerns** (Items not on the agenda - three-minute limit)

ACTION ITEM:

7. **Succession Planning – General Manager’s Retirement**
 - a. Decide which method of recruitment will be used to fill the position of General Manager following the current Manager’s retirement;
 - b. Direct staff to proceed as the Board deems appropriate.

INFORMATION ITEMS


8. **Discussion** (items not on the agenda - three-minute limit)
 - a. Public - (Public is requested to present completed speaker's card to Clerk of the Board)
 - b. Board Members
 - c. General Manager

9. **Adjournment**

A staff report providing more detailed information is available for most agenda items, and may be reviewed in the District office during regular business hours (Monday through Friday from 8 a.m. to 5 p.m.). Copies of individual reports may be requested from the Clerk of the Board (646-5548).

ATTEST TO POSTING:


Brenda Krout – Clerk of The Board


**Date & Time Posted At
District Office**



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March 11, 2011

Board of Directors
Ojai Valley Sanitary District
Ojai, CA 93023

SUCCESSION PLANNING – GENERAL MANAGER'S RETIREMENT

Attached is a copy of my letter of resignation stating my decision to retire from District employment, with my last working day being May 6, 2011. The Executive Committee met on March 11th to discuss a succession plan for my position.

The Committee identified two methods to conduct a recruitment to fill the general manager position: have the Board and staff conduct the recruitment or hire a consultant. The Committee agreed that the selection of a method is up to the Board.

A consultant will cost between \$20,000 and \$30,000 for this recruitment, but will result in less burden on staff and in better coverage for candidates.

Attached is a list of consultants used by Casitas Municipal Water District for replacement of their general manager a few years ago. If you chose to use a consultant it would be appropriate to request staff to send a request for proposal to each of the consultants on this list.

If you have any questions or need additional information please call me at 646-5548.

RECOMMENDATION

It is recommended the Board:

- a. Decide which method of recruitment will be used to fill the position of General Manager following the current Manager's retirement;
- b. Direct staff to proceed as the Board deems appropriate.


John K. Correa
General Manager



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March 11, 2011

Board of Directors
Ojai Valley Sanitary District

RETIREMENT ANNOUNCEMENT

This letter confirms my decision to retire and end my employment with the District. Accordingly, I submit this letter of resignation.

My last day in the office is anticipated to be on Friday May 6, 2011, following the Board's adoption of the budget. Thereafter, I will be utilizing accumulated vacation time with the effective date of my resignation and retirement to be immediately following the vacation time; I estimate that date to be on or around August 18, 2011.

Sincerely,


John K. Correa
General Manager

Executive Search Firms

CPS Executive Search
241 Lathrop Way
Sacramento, CA 95815
(916) 263-1401
www.cps.ca.gov

Bob Murray & Associates
916 784-9080
www.bobmurrayassoc.com

Alliance Resources Consulting
400 Oceangate, Suite 510
Long Beach, CA 90802
(562) 901-0769
www.allianceresourceconsulting.com/public

Avery Associates
(408) 399-4424
www.averyassoc.net

Koff & Associates
(510) 658-5633
www.koffassociates.com

L.B.Hayhurst
(415) 884-0544
www.human-resource.com

Ralph Anderson & Assoc.
(916) 630-4900
www.ralphanderson.com