

## OJAI VALLEY SANITARY DISTRICT

A Public Agency

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### MINUTES OF SPECIAL MEETING OF BOARD OF DIRECTORS OJAI VALLEY SANITARY DISTRICT

The Special Meeting of the Ojai Valley Sanitary District Board of Directors was held at the District Office, 1072 Tico Road on March 15, 2011. The meeting was called to order by Chairman Baggerly at 6:00 p.m. roll call taken as follows:

**DIRECTORS PRESENT:** George Galgas  
Peter M. Kaiser  
Russ Baggerly  
Stan Greene  
William C. Murphy  
William D. O'Brien  
John R. (Randy) Burg

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** John R. Correa, General Manager  
Brenda Krout, Clerk of The Board  
Ronald E. Sheets, Operations Superintendent

**OTHERS PRESENT:** Mark Zirbel, District Legal Counsel

3. **Pledge of Allegiance**

Chairman Baggerly lead the pledge of allegiance.

4. **Additions or amendments to the Agenda (Special Meeting None Permitted)**

None

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.

Merle Pitman, resident of Ojai Villa Mobile Home Park, addressed the Board stating he is representing the mobile home owners in the Valley. Mr. Pitman expressed his concern that 6 months has elapsed since his original request to the Board to consider a rate reduction for senior citizens in mobile home parks, and no action has occurred.

Mr. Pitman stated that if the Board has not taken some action to address their request by April 15<sup>th</sup> they will be forming a citizens committee to address it.

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

Chairman Baggerly discussed the fact that Mr. Correa represents the District on a couple of committee/work groups which continue to meet on issues that are important to the District. Chairman Baggerly announced that he is appointing himself and Ron Sheets to fill Mr. Correa's position on the TMDL Stakeholders Group and Director O'Brien to fill Mr. Correa's position on the Ventura River Watershed Council. It was noted that Director O'Brien may not be able to fill this position for a few months due to a prior commitment as the City of Ojai's representative on this Council.

**ACTION ITEMS:**

7. **Succession Planning – General Manager's Retirement**

Chairman Baggerly announced that Mr. Correa, General Manager, has given the District notice that he will be retiring from District employment. Chairman Baggerly reported that Mr. Correa met with the Executive Committee and has agreed to stay with the District through the upcoming budget process. Mr. Correa's last day on the job will be May 6, 2011.

Chairman Baggerly acknowledged that there are 2 methods for conducting a recruitment to fill the general manager's position: recruitment conducted by District staff & Board; or retain the services of a professional executive search company. Chairman Baggerly also noted that the Board needs to consider appointing an interim general manager to fill the gap between Mr. Correa leaving and a new person being hired for that position.

Mr. Correa explained to the Board some of his reasons for deciding to retire, noting there are many factors involved some personal and some professional.

It was agreed that the recruitment process will probably take 4 to 5 months; consequently, there will be a need for an interim general manager.

**ACTION**

Upon motion of Director Greene, seconded by Director Murphy and duly passed Brenda Krout, Administrative Officer and Ron Sheets, Operations Superintendent, were appointed co-interim general managers effective May 7, 2011.

**ACTION**

Upon motion of Director Kaiser, seconded by Director Burg and duly passed the co-interim general managers' salary will be increased by 10 percent during the time they are filling this position.

The method of recruitment to be used was discussed. Staff distributed a list of executive search firms that have been utilized by other local agencies.

**ACTION**

Upon motion of Director Kaiser, seconded by Director Burg and duly passed the services of a professional executive search consultant will be utilized to conduct the recruitment for general manager; staff was directed to mail a Request of Proposal to each of the executive search firms on the list provided to the Board.

It was discussed whether the entire Board should be involved in the recruitment process or if a Board Committee should be formed to handle the preliminary issues involved in the recruitment.

It was the general consensus of the Board that the entire Board should be involved in all of the recruitment process.

It was agreed that the proposals will be submitted to the Board at the Special Meeting set for April 11, 2011.

**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)

Mr. Pitman addressed the Board stating his opinion that with Mr. Correa retiring in the near future, the Board needs to get some action going right away to address his request.

- b. Board Members

Director O'Brien requested that the topic of the reduced rates for mobile home parks be placed on a future Board agenda. Chairman Baggerly explained that the Board formed an Ad Hoc Committee to work on this issue.

c. General Manager

Mr. Correa and Mr. Sheets explained why the metering project to gather information to be used in evaluating the mobile home parks' charges has been stalled waiting for the rainy season to end; the metering needs to be performed in dry weather, with no chance of rain.

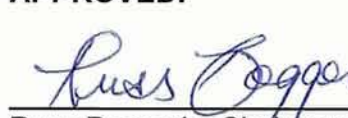
Chairman Baggerly directed staff to develop a one page description of the metering process and the reasons we are waiting and give this to Mr. Pitman to share with the other mobile home residents.

9. **Adjournment**

Chairman Baggerly adjourned the meeting at 6:48 p.m.

  
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William C. Murphy, Secretary

**APPROVED:**

  
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Russ Baggerly, Chairman