



## OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

www.ojaisan.org

### **MINUTES OF EXECUTIVE COMMITTEE**

The Executive Committee held a meeting at the District Office at 1072 Tico Road on March 11, 2011, beginning at 8:30 a.m.

**COMMITTEE MEMBERS PRESENT:** William C. Murphy  
Peter M. Kaiser  
Russ Baggerly, Chairman

**STAFF PRESENT:** John K. Correa, General Manager  
Brenda Krout, Administrative Officer  
Ronald E. Sheets, Operations Superintendent

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

1. **Public Comment - (Items not on the agenda - 3 minute limit)**

None

2. **Succession Planning**

Chairman Baggerly announced that Mr. Correa, general manager, has decided to retire and the purpose of this meeting is to discuss how best to handle replacing him.

Each Committee member expressed their best wishes to Mr. Correa in his retirement.

The effective date of Mr. Correa's retirement was discussed; Mr. Correa stated he is willing to stay through the budget process if the Committee would want him to.

The Committee unanimously agreed that it would be beneficial for Mr. Correa to stay with the District through the budget process.

Mr. Correa stated that if his last day to work was May 6, 2011 the budget process would be completed. Mr. Correa explained that he will be taking his unused vacation time prior to his retirement becoming effective.

Mr. Correa agreed to call the other Directors to inform them of his decision to retire and he will submit a letter of resignation stating the date of his last day to work and the effective date of his retirement.

The Committee discussed that there are a couple of ways to handle the recruitment for the general manager; have the Board and staff conduct the recruitment or hire a consultant. Chairman Baggerly distributed a list of consultants utilized by Casitas Water District. It was agreed that how the recruitment is handled will be a decision for the Board to make.

It was agreed that a Special Meeting of the Board will be held Tuesday March 15, 2011 at 6:00 p.m. to discuss succession planning for the replacement of the general manager.

3. **Discussion**

a. Audience

None

b. Committee Members

None

c. General Manager

None

The Executive Committee Meeting adjourned at 9:20 a.m.

Minutes submitted by Brenda Krout, Clerk of the Board.