

Mission statement of McKinleyville Community Services District:

“Provide McKinleyville with safe, adequate and reliable utility, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner.”

**NOTICE IS HEREBY GIVEN THAT A SPECIAL MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD AT:**

**McKinleyville Community Services District
Conference Room
1656 Sutter Road
McKinleyville, California**

**Tuesday, March 12, 2013
Time 7:00 P.M.**

AGENDA

A.1 CALL TO ORDER

A.2 ROLL CALL

A.3 PLEDGE OF ALLEGIANCE

A.4 ADDITIONS TO AGENDA

Items may be added to the Agenda in accordance with Section 54954.2(b)(2) of the Government Code (Brown Act), upon a determination by two-thirds vote of the members of the legislative body present at the time of the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the McKinleyville Community Services District after the Agenda was posted.

B. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

*Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the McKinleyville Community Services District; however, any matter that requires action will be referred to staff for a report of action at a subsequent Committee or Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered. **Comments are limited to 3 minutes.** Letters should be used for complex issues.*

C. CONTINUED AND NEW BUSINESS

- C.1 Consider approving CPS HR Consultant's proposal for the Executive Recruitment of the MCSD General Manager and Budget Modification for \$20,000 related to executive search

- C.2 PUBLIC COMMENT: Consider Acquisition of Real Property: Waterline Easement, Cramer Parcel (APN 507-282-001). Under Negotiation: Purchase of all or part of the above-referenced property. MCSD negotiators: Gregory P. Orsini, Interim General Manager; Russell Gans, District legal counsel. Parties with whom MCSD may negotiate: Shirley Cramer, Property Owner. Instructions to negotiators include both price and terms of payment.

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D. REPORTS

No specific action is required on these items, but the Board may discuss any particular item as required.

D.1. ACTIVE COMMITTEE REPORTS

No Committee Reports Scheduled

D.2. STAFF REPORTS

No Staff Reports Scheduled

E. BOARD MEMBERS' COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS

F. CLOSED SESSION DISCUSSION

At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.

F.1 REVIEW PUBLIC EMPLOYEE APPOINTMENT, EMPLOYMENT TERMS (California Government Code Section 54957): Position Under Review: Interim/Acting General Manager, Greg Orsini

F.2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS - (Government Code Section 54956.8) Property: Waterline Easement, Cramer Parcel (APN 507-282-001). Under Negotiation: Purchase of all or part of the above-referenced property. MCSD negotiators: Gregory P. Orsini, Interim General Manager; Russell Gans, District legal counsel. Parties with whom MCSD may negotiate; Shirley Cramer, Property Owner. Instructions to negotiators include both price and terms of payment.

F.3 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION- MCKINLEYVILLE COMMUNITY SERVICES DISTRICT v. COUNTY OF HUMBOLDT, BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT, CASE NO. CV110632 LITIGATION (Pursuant to Government Code Section 54956.9(a).)

G. ADJOURNMENT

Posted 5:00 pm on March 11, 2013

McKinleyville Community Services District

BOARD OF DIRECTORS

March 12, 2013

TYPE OF ITEM: **ACTION**

ITEM: C.1. Consider approving CPS HR Consultant's proposal for the Executive Recruitment of the MCSD General Manager and Budget Modification for \$20,000 related to executive search

PRESENTED BY: Dennis Mayo, Board President

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff recommends that the Board of Directors take public comment and consider approving CPS HR Consulting for the Executive Recruitment of the MCSD General Manager and a budget modification of \$20, 000 related to the search.

Discussion:

During the 6 March 2013 meeting the board voted to explore the practicality of an executive recruiting firm for a permanent replacement for General Manager. A two member committee was selected by the Board of Directors to contact at least one search firm. CPS HR Consulting was contacted and their proposal is attached for reference.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Financial impact of \$20,000. \$18,500 is related to professional fees and probable expenses for the search and additional fees are related to possible costs related to the interview process.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment A - CPS HR Consulting Proposal dated March 7, 2013

March 7, 2013

McKinleyville Community Services District Executive Recruitment for General Manager

CPS HR Consulting
241 Lathrop Way
Sacramento, CA 95815
t: 916-471-3470 f: 916-561-7279
lkegerreis@cps.ca.gov
Tax ID: 68-0067209
www.cps.ca.gov

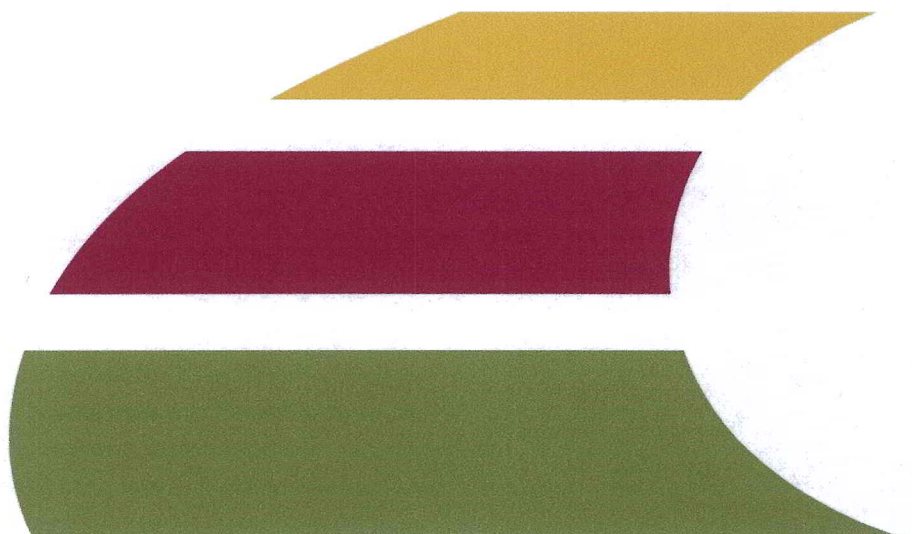


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Project Approach

Phase I - Develop Candidate Profile and Recruitment Strategy

Task 1 - Review and Finalize Executive Search Process and Schedule

A critical first step in this engagement is a thorough review of the search process and schedule with the Board and any other key stakeholders as directed. This will ensure that the Board's needs are met in the most complete manner possible.

Task 2 - Development of Candidate Profile and Recruitment Strategy

In developing recruitment strategy, CPS HR will meet with the Board and other key stakeholders as desired. These meeting(s) will result in the confirmation of the personal and professional attributes required of the new General Manager, and include the following activities:

- The Board will describe the type of working relationship they wish to establish with the General Manager.
- CPS HR will present several recruitment and selection strategies for the Board's consideration, and will assist in choosing the recruitment and selection process most likely to produce the intended results after a discussion of the outcome of the strategies presented.

Task 3 - Prepare Recruitment Brochure

CPS HR will then work with a professional graphic artist to design a recruitment brochure and present it to the Board for review prior to printing (examples of current brochures are available for viewing on our website at www.cps.ca.gov/Search, and we have provided a copy of a sample brochure in Appendix A. In addition, advertisements will be prepared and placed for publication in appropriate magazines, journals, newsletters, job bulletins, and web sites to attract candidates on a nationwide or targeted basis, depending on the preference of the Board.

CPS HR is also focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates. We are proud of our successful record of assisting our clients with placing over 150 minority and female candidates in executive positions over the past five years. CPS HR will specifically research other jurisdictions whose demographics mirror those of the Board and target outreach to those individuals. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within those associations to gain their perspective and referrals of possible candidates.

Before placing ads in publications and websites, we have the final brochure developed and available on our website, so that interested potential candidates can access the brochure (a link to the brochure is listed in the advertising). Additionally, we prepare an e-mail distribution list that is sent to prospective candidates and referral sources. The e-mail will have a direct link to the brochure embedded in the e-mail message. We also send letters and brochures directly to

prospective candidates and referral sources soliciting interest in the position.

Phase II - Recruitment

Task 1 - Identify and Contact Potential Candidates

This very crucial task will include a variety of activities designed to attract the best available candidates. In addition to the placement of advertisements in appropriate professional journals, CPS HR will:

- Contact respected and experienced special district, city, and county executives to identify outstanding potential candidates on a referral basis. We will also conduct specific research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience to garner a diverse and quality pool of candidates. These individuals, as well as potential candidates, are typically contacted very soon after they have received a recruitment brochure to maximize the impact of the multiple contacts.
- Provide each potential candidate with a copy of the recruitment brochure transmitted with a personal letter.
- Contact potential candidates by telephone to explain the career opportunity, answer questions, and encourage them to submit a resume. Oftentimes this component necessitates multiple conversations with the same person to pique their interest and to answer their questions.

As a consulting firm that interacts with hundreds of executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of the client. Communication with these executives, both via personal phone call and e-mail, ensures that an accurate picture of the requirements of the job are apparent and proliferated throughout these executives' professional networks.

- Communicating to candidates, through advertising materials and verbally, a strong sense of the purpose and strategy of the Board. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Providing guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering a move to the area. We have found that potential candidates sometimes make the decision not to apply based on rumored information, rather than facts and research.

Task 2 – Resume Review and Personal Interviews

All resumes will be submitted directly to CPS HR for initial screening. This screening process is specifically designed to assess the personal and professional attributes the Board is seeking, as well as:

- A thorough review of each candidate's resume and other supporting materials and subsequent contact with the most qualified candidates to arrange personal interviews, working in conjunction with the Board, throughout the process.
- Personal interviews with the candidates who appear to best meet the Board's needs will typically include approximately 10-15 candidates. CPS HR will spend quality time ascertaining each candidate's long term career goals and reason(s) why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will also gather data on any other unique aspects specific to this recruitment based upon the candidate profile.
- CPS HR will conduct internet research on each candidate interviewed, to include newspaper articles and blog checks.

CPS HR will conduct as many interviews in person as possible within the timeframe and pricing matrix established with the Board.

Task 3 – the District Selects Finalists

At the conclusion of the previous tasks, CPS HR will prepare a written report on the recruitment that summarizes the results of the process and recommends approximately 5 - 8 candidates for further consideration by the Board. This report will include the candidate resumes and a profile on each candidate's background. The candidate profile includes a summary of current responsibilities and an assessment of each candidate's potential fit. CPS HR will meet with the Board to review this report and to assist in selecting a group of finalists for further evaluation.

This meeting will include the consultants' assessment of each candidate based on the preliminary screening interview conducted with each of the candidates. The report will have candidates categorized into two groups – a top tier (group 1) of those candidates the consultants feel are the most qualified candidates based on the needs of the Board, and a second tier (group 2) that includes candidates who, based on the consultants' assessment, don't possess the requisite qualifications to be a strong candidate for the position/organization. Based on this assessment and discussion, the Board will then decide which of the candidates it wishes to invite to a finalist assessment process.

Phase III - Selection

Task 1 - Design Selection Process

Based on the results of the meeting conducted in Phase I, CPS HR will design a selection process to be utilized by the Board in assessing the most qualified final candidates. This process will typically include an in-depth interview with each candidate, but may also include other selection tools such as oral presentation, preparation of written materials, and problem-solving exercises. CPS HR will meet with the Board to review this process and discuss the best approach to meet the District's

needs.

Task 2 - Administer Selection Process

CPS HR will coordinate all aspects of the selection process for the both the successful and unsuccessful candidates, preparing interview questions and evaluation manuals, facilitating the interview with deliberation of the results of the assessment process.

Task 3 – Arrange Follow-up Interviews, Final Assessment Process (Background Checks)

Following the completion of the selection process, CPS HR will provide the following components:

- **Reference Checks:** the in-depth reference checks are a comprehensive 360 evaluation process whereby we speak with elected officials as well as current and previous supervisors, peers and subordinates. The candidates are requested to provide a minimum of ten reference sources. CPS HR is able to ascertain significant, detailed information from reference sources due to our assurance and commitment to them that their comments remain confidential which leads to a willingness to have an open and candid discussion with CPS HR. A written summary of the reference checks is provided to the Board.
- **Background Checks:** we will arrange for a background records check of an applicant's driving record, court and credit history, education verification, newspaper article research and other sensitive items.

If the candidate is selected and appointed by the Board, as a result of a full executive recruitment, reference and terminates employment for any reason before the completion of the second year of service, CPS HR will provide the District with whatever professional services are required to appoint a replacement. Professional consulting services will be provided at no cost. The District would be responsible for reimbursable

Task 4 – Assist Board in Developing Employment Agreement

Once the Board has made a selection, CPS HR will assist in developing the terms of an agreement that covers compensation and other terms and conditions of employment. This process is typically completed in collaboration with appropriate legal counsel.

Project Schedule

Timeframe for Completion

CPS HR is prepared to begin work upon receipt of a fully executed contractual agreement. Our typical timeline to complete all outreach and screening activities, as described in the preceding pages, is approximately 6 - 8 weeks.

Task	Month 1				Month 2			
Weeks	1	2	3	4	5	6	7	8
Initial Meeting	➤							
Draft Brochure		➤						
Brochure Approved/Printed Place Ads			➤					
Aggressive Recruiting				➤				
Final Filing Date				➤				
Preliminary Screening					➤			
Present Leading Candidates to District / District Selects Finalists					➤			
District Interviews						➤		
Background / Reference Checks							➤	
Appointment								➤
Weeks	1	2	3	4	5	6	7	8



Proposed Cost

Fees for Professional Services

The base professional fee for this executive recruitment service as outlined is **\$12,500**. Our professional fee covers all the consultant services associated with **Phases I, II and III** of the recruitment process, including assisting the District in finalist selection, and facilitating candidate interviews with the District. This fee is a \$4,000 discount from our normal professional fee for a full executive recruitment.

Reimbursable Expenses

Actual out-of-pocket expenses for such items as consultant travel, advertising, marketing, long distance telephone, printing/copying, and postage/delivery charges are reimbursable at cost. There is no mark-up on expenses and we will work proactively with the District to ensure that the dollars being spent for expenses are in keeping with the District's expectations. Travel expenses for candidates who are invited forward in the interview process are not included under our reimbursable range. The listed reimbursable expenses range includes background checks on up to two finalist candidates.

Estimated Range **\$5,000 – \$6,000**

Approximate recruitment costs include:

- Advertising (\$2,500)
- Brochure design/printing (\$1,500)
- Consultant Travel (\$500)
- Mailings (\$300)
- Background checks on 2 candidates (\$800)
- Other recruitment expenses (supplies, shipping, long distance phone calls - \$100)

Professional fees and reimbursable expenses would be billed and paid monthly.

McKinleyville Community Services District

BOARD OF DIRECTORS

March 12, 2013

TYPE OF ITEM: **ACTION**

ITEM: C.2 **PUBLIC COMMENT: Consider Acquisition of Real Property: Waterline Easement, Cramer Parcel (APN 507-282-001). Under Negotiation: Purchase of all or part of the above-referenced property. MCSD negotiators: Gregory P. Orsini, Interim General Manager; Russell Gans, District legal counsel. Parties with whom MCSD may negotiate: Property Owner; Shirley Cramer. Instructions to negotiators include both price and terms of payment.**

PRESENTED BY: Gregory P. Orsini, Interim General Manager

TYPE OF ACTION: Discussion in Open Session; Recess Discussion in Closed Session

Recommendation:

Staff recommends receiving public comment then meet in closed session to continue discussion regarding assignment of negotiators and authorization to negotiate on terms and price.

Discussion:

A utility easement will be required to traverse the pasture land on the north side of the bridge to connect the intertie from the bridge to Ramey Booster Station. Management would like authorization from the Board of Directors to discuss terms and cost for this easement. We have been in contact with the property owner and she is amicable with the arrangement. An appraisal was completed by a reputable firm and agreeable to both parties.

The easement will be approximately 850' long and 30' wide and run from the bridge to North Bank Road along the south property line. Initially the pipe alignment was to stay in the public right of ways but would have caused issues with Cal Trans related to encroachment permits and interference with existing easements. This alternative was determined to be much more feasible and only slightly more expensive.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

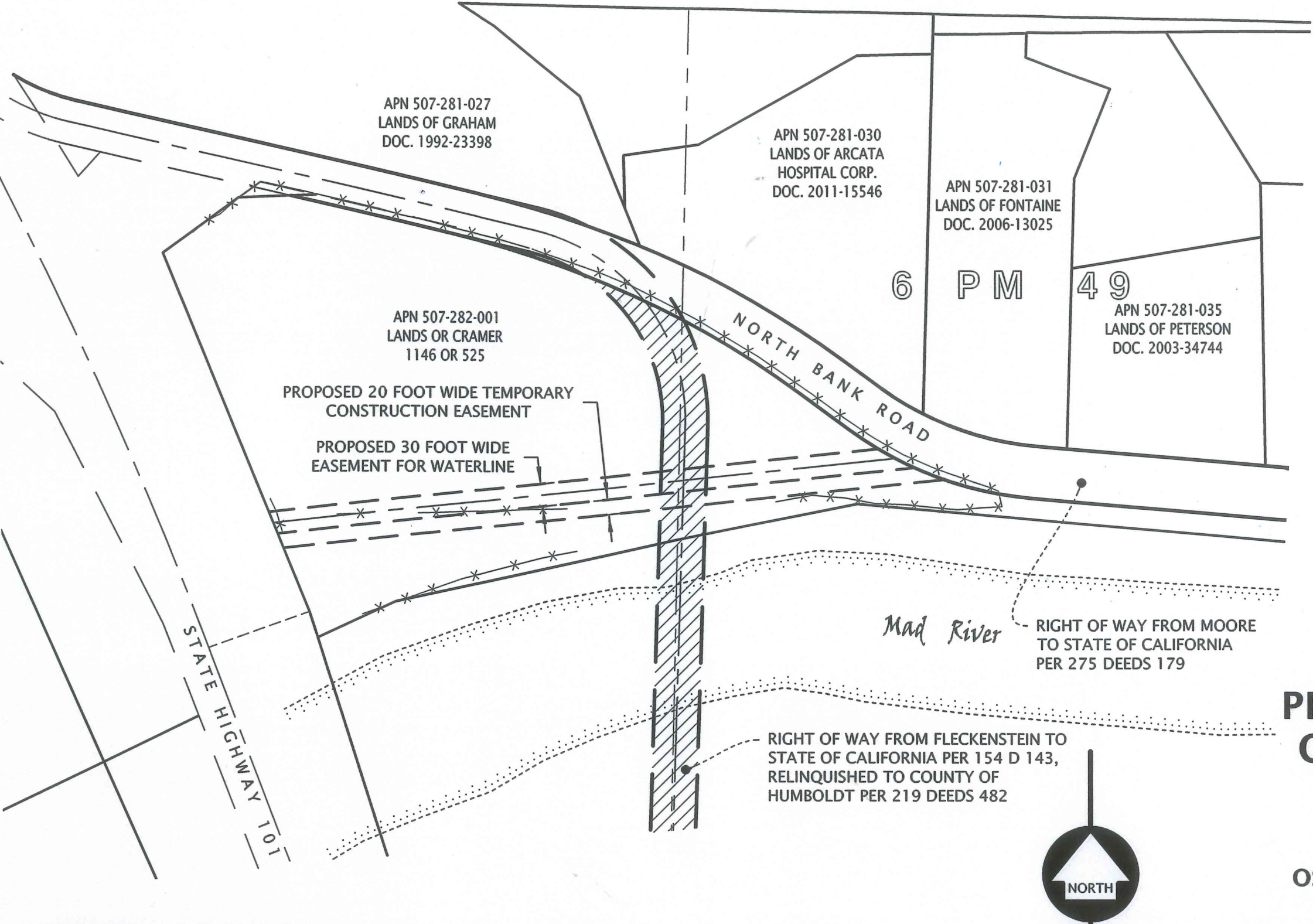
None to report at this time, potential Proposition 50 Grants funding for a portion of this expense.

Environmental Requirements:

All environmental requirements are completed.

Exhibits/Attachments

- Attachment A - Map



EASEMENT NOTE:

Property lines for the Cramer property are shown based on the survey by Oscar Larson recorded in Book 21 of Surveys, Pages 98-100. The section lines determined on that survey do not agree with those called for in the Caltrans right of way documents. Caltrans right of way is shown based on a survey recorded in Book 69 of Surveys, Pages 62-65.

The proposed easement over the southerly portion of the Cramer property is based on an alignment provided by Oscar Larson & Associates dated 12/14/2012.

**PROPOSED EASEMENT
CRAMER PROPERTY**

**North Bank Road
Proposition 50 Intertie**

for
OSCAR LARSON AND ASSOCIATES
IN THE COUNTY OF HUMBOLDT,

SCALE: 1" = 150' STATE OF CALIFORNIA SHEET 1 OF 1
JANUARY 2013

POINTS WEST SURVEYING CO.
5201 Carlson Park Dr., Suite 3 - Arcata, CA 95521
707-840-9510 - Phone 707-840-9542 - Fax

EASEMENT INFORMATION:

Length of centerline of 30' easement:	835 feet
Area contained within 30' easement:	25094 square feet (0.58 acres)
Area contained within 20' temporary construction easement:	17418 square feet (0.40 acres)