

*Mendocino County*

**Russian River Flood Control & Water Conservation Improvement District**

*151 Laws Avenue Suite D, Ukiah, CA 95482 707.462.5278 rrfc@pacific.net*

**AGENDA**

**Board of Trustees-Special Meeting**

**Tuesday September 8th, 2015 5:00 pm @ the District Office**

1. Roll Call
2. Public Expression- See End of Agenda for Information on Public Expression
3. Approval/Correction of Minutes from Special Meeting of August 27<sup>th</sup>, 2015
4. Discussion and Possible Action: General Manager Recruitment
  - a. Presentation by Bob Murray and Associates
  - b. Receive public input on recruitment process and candidate profile
5. Adjournment

PUBLIC EXPRESSION-The Board welcomes participation in the Board meetings. Comments shall include any item not on the agenda that is within the subject matter jurisdiction and authority of the District. No action may be taken on any item not appearing on the agenda; however, the Board may direct such items to be placed on the agenda of a future meeting or may request additional information on any such item. The Board may limit testimony to three (3) minutes per person and not more than ten (10) minutes for a particular subject. All items are considered action items unless otherwise noted. All times and the order of business are approximate and subject to change. (Posted 8/31/15)

**Mendocino County**  
**RUSSIAN RIVER FLOOD CONTROL &**  
**WATER CONSERVATION IMPROVEMENT DISTRICT**  
151 Laws Avenue, Suite D Ukiah, CA 95482  
(707) 462-5278 [rrfc@pacific.net](mailto:rrfc@pacific.net)

**MINUTES**  
**Special Meeting**  
**August 27<sup>th</sup>, 2015**

**1. Roll Call**

President Richard Shoemaker called the special meeting for August 27<sup>th</sup>, 2015 to order at 5:02pm, at the District Offices at 151 Laws Ave. Suite D, Ukiah, CA 95482

Members Present:     Richard Shoemaker, President  
                              Alfred White, Vice President  
                              Paul Zellman, Treasurer

Members Absent:     Judy Hatch, Trustee  
                              Lee Howard, Trustee

Staff Present:         Sean White, General Manager

**2. Public Expression (Audio 01:20)**

No one from the public indicated an interest in speaking.

**3. Approval/Correction of Minutes from Regular Meeting of August 10<sup>th</sup>, 2015**

Vice President White moved to approve the minutes from Regular Meeting of August 10<sup>th</sup>, 2015. Treasurer Zellman seconded the motion. The motion was approved by roll call vote:

Ayes:                 3 (Shoemaker, White, Zellman)  
Absent:                2 (Hatch, Howard)

**4. Approval/Correction of Minutes from Special Meeting of August 19<sup>th</sup>, 2015**

Vice President White noted in the Roll Call of the minutes the meeting is referred to as a “regular” meeting and needs to be changed to “special.”

Vice President White moved to approve the minutes from Special Meeting of August 19<sup>th</sup>, 2015 with the noted correction. Treasurer Zellman seconded the motion. The motion was approved by roll call vote:

Ayes:                 3 (Shoemaker, White, Zellman)  
Absent:                2 (Hatch, Howard)

## **5. Discussion and Possible Action re: General Manager Recruitment (Audio 02:10)**

Chair Shoemaker presented, noting that District legal counsel reviewed the recruitment agency proposal with recommended changes on the warranty. The proposed contract was updated by Bob Murray & Associates as recommended as well as an addition for allowance of four meetings in town.

Vice President White moved to approve and sign the professional services agreement with Bob Murray & Associates. Treasurer Zellman seconded the motion. The motion was approved by roll call vote:

Ayes: 3 (Shoemaker, White, Zellman)  
Absent: 2 (Hatch, Howard)

Discussion was held regarding implementation of the recruitment process. A representative from Bob Murray & Associates will be in Ukiah on September 8, 2015 to conduct face to face meetings with individual Trustees to assist in developing the General Manager profile. The representative will be available from August 28<sup>th</sup> – September 12<sup>th</sup>, 2015 to conduct phone interviews with any Trustees who would prefer this to a face to face on September 8<sup>th</sup>.

Discussion was held reviewing the structure of the September 8<sup>th</sup> meeting with the Bob Murray & Associates representative.

## **6. Discussion and Possible Action re: Strategic Plan Draft (Audio 32:00)**

President Shoemaker reported, noting Legal Counsel has reviewed the items within the Strategic Plan, as requested at the last meeting, and had no recommended changes. President Shoemaker asked staff to notify District customers of the General Manager recruitment by email and postal mailing.

Treasurer Zellman moved to approve the Mission Statement and the Strategic Plan in its entirety as presented. Vice President White seconded the motion. The motion was approved by roll call vote:

Ayes: 3 (Shoemaker, White, Zellman)  
Absent: 2 (Hatch, Howard)

The Board directed staff to place the following items on the next meeting agenda:

- General Manager Evaluation Timeline
- General Manager Self Evaluation Form
- Exit Interview Form

A Special Meeting was scheduled for September 8<sup>th</sup>, 2015 with time to be announced.

## **7. Adjournment**

Vice President White moved for adjournment at 5:50pm. President Shoemaker seconded the motion. The motion was approved by roll call vote:

Ayes: 4 (Howard, Shoemaker, White, Zellman)  
Absent: 1 (Hatch)