



SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
MARCH 16, 2017 SPECIAL MEETING MINUTES

MEETING HELD AT DISTRICT OFFICES
1150 MISSION STREET
SAN MIGUEL, CA 93451

I. Call to Order:

Meeting called to order by President Kalvans at 6:02 PM

II. Pledge of Allegiance:

Director Buckman was asked to lead the Pledge of Allegiance.

III. Roll Call: Directors Present: Buckman, Kalvans and Reuck. Absent: Green and Parent

District Staff Attending: General Manager Gentry,
District General Counsel: Helane Seikaly and Karl Sweikert participated via
Skype video conference call.

Others in Attendance: None

IV. Adoption of Special Meeting Agenda:

Director Buckman made a motion to adopt Special Meeting Agenda as presented,
Seconded by Director Reuck. Motion was approved by voice vote of 3 AYES, 2 ABSENT
and 0 NOES.

V. Public Comment and Communications (for items not on the agenda):

There were no public requests or persons wishing to speak to the Board.

VI. BOARD ACTION:

1. Review and Confirm General Manager's recommendations for selected candidates—Utility Services Department.

President Kalvans asked the General Manager to introduce this Item and state the Staff Recommendation. General Manager announced that this item was to fulfill an urgent need for 2 vacant positions in the Utility Services Department. One position is the replacement of Utility Operator 2, full time and the second position is a budgeted, new position of Utility Worker, part time.

A written report was submitted for the Board's review addressing the qualifications and experience of the selected candidates for the 2 positions. Both candidates have water distribution and/or treatment certifications but will need to obtain wastewater certificates within a year from date of hire to meet District operational needs.

Both candidates were interviewed by the District Engineer/Utility Services Manager and Utility Services Supervisor. There were a total of 6 interview candidates and all candidates were scored and ranked. The 2 selected candidates were scored and ranked higher than other interviewed candidates by having strong construction and water industry experience.

GM has recommended Board authority to make job offers to both select candidates with higher Step Level compensation as noted in the report. GM stated that there are some increase in cost due to the proposed higher compensation level, but believes the higher rates are warranted based on their existing certifications, if the proposed job offers are accepted and all pre-hire requirements are satisfactory.

The Board's action to authorize making the job offers as proposed will initiate immediate action to complete pre-hire screening as soon as possible. If pre-hire screening is completed in a timely manner, it is possible that one or both candidates would be starting work on or about the first week in April.

President Kalvans asked if there were any Board questions of General Manager. There were no other questions.

VII. BOARD COMMENT:

There were no further Board comments.

VIII. ADJOURNMENT:

President Kalvans adjourned the Board meeting at 7:04 PM.

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