



Santa Clara Valley Water District

File No.: 15-0573

Agenda Date: 12/8/2015

Item No.: 9.1.

BOARD AGENDA MEMORANDUM

SUBJECT:

Review and Accept Letters of Interest for District 1 Board of Directors' Vacant Seat.

RECOMMENDATION:

- A. Review and accept letters of interest submitted for consideration to fill District 1 vacant seat; and
- B. Review interview documents used during prior processes and make modifications if needed.

SUMMARY:

On November 4, 2015, Dennis Kennedy, District 1 Director, submitted a letter of resignation from the Board of Directors, effective immediately

In accordance with Section 7.9 of the District Act, "A vacancy in the office of any director shall be filled pursuant to Section 1780 of the Government Code. "

Section 1780(c) of the Government Code states that the remaining members of the District Board may fill the vacancy either by appointment or by calling an election, within 60 days after either the date on which the Board is notified of the vacancy or the effective date of the vacancy, whichever is later. Sixty days from the effective date of Mr. Kennedy's resignation is January 4, 2016.

At the November 10, 2015 meeting, the Board directed the Clerk of the Board to publish a Notice of Intention to Fill District 1 Vacancy on the Board of Directors and prepare an application with supplemental questions and information packet to be made available to interested parties upon request. The deadline for applications is Wednesday, December 2, 2015, at 4:00 p.m.

Letters of Interest

Due to the 10-day board agenda posting requirement, the letters of interest have not finalized, as the final due date is after the 10-day posting deadline. A supplemental agenda item will be provided containing all letters of interest received by the deadline for Board consider in selecting candidates to interview. If the Board wishes to interview some but not all of the applicants, the selection of candidates must be made publicly during a Board meeting. The interviews are scheduled for December 10, 2015 and December 14, 2015, if necessary.

Interview Documents and Process

Included for Board consideration are forms used in past candidate interview processes:

- Attachment 1 is a schedule of timelines to assist the Board in meeting the 60-day deadline for the Board to appoint a new District 1 Director.
- Attachment 2 is a proposed Applicant Rating Sheet last used by the Board during candidate interviews to rank each individual's experience, sensitivity to the community, knowledge, communication skills and other qualification.
- Attachment 3 is an Interview Notes sheet for use during the interview process. This form was also used by the Board during previous applicant interviews.

The next step in the selection process is for the Board to select candidates to interview from the pool of eligible candidates created from letters of interest submitted to fill the vacant District 1 seat, and determine the process for selecting interview questions.

FINANCIAL IMPACT:

Costs associated with filling this vacancy are those required for development of advertisement, publication, and mailing to acknowledge receipt of applications. The approximate costs for advertising the Notice of Intention to Fill Vacancy is \$4,500. Funds are available in the Fiscal Year 2016 Budget, Clerk of the Board project.

CEQA:

The recommended action does not constitute a project under CEQA because it does not have a potential for resulting in direct or reasonably foreseeable indirect physical change in the environment.

ATTACHMENTS:

Attachment 1: Schedule of Timelines

Attachment 2: Applicant Rating Sheet

Attachment 3: Interview Notes

*Attachment 4: Supplemental Agenda Memo

*Supplemental Attachment 1: Applicant List

*Supplemental Attachment 2: Derry, Jenny (Redacted)

*Supplemental Attachment 3: Dill, James (Redacted)

*Supplemental Attachment 4: Eisenman, Joe (Redacted)

*Supplemental Attachment 5: Fredrickson, Carol (Redacted)

*Supplemental Attachment 6: Gil, Erin (Redacted)

*Supplemental Attachment 7: Haniotis, John (Redacted)

- *Supplemental Attachment 8: Hineser, Trina (Redacted)
- *Supplemental Attachment 9: Huerta, Fernano (Redacted)
- *Supplemental Attachment 10: Perez, John (Redacted)
- *Supplemental Attachment 11: Quemada, Laura (Redacted)
- *Supplemental Attachment 12: Ragghanti, Ken (Redacted)
- *Supplemental Attachment 13: Stansbury, Glenn (Redacted)
- *Supplemental Attachment 14: Varela, John (Redacted)
- *Supplemental Attachment 15: Williams, Forrest (Redacted)
- *Supplemental Attachment 16: Alvarado, Rolando (Redacted)
- *Supplemental Attachment 17: Andrews, Charlie (Redacted)
- *Supplemental Attachment 18: Carrillo, Joseph (Redacted)
- *Supplemental Attachment 19: Cassibba, Joe (Redacted)
- *Supplemental Attachment 20: Constantine, Richard (Redacted)
- *Supplemental Attachment 21: Cristina, Jeffrey (Redacted)
- *Supplemental Attachment 22: Cruz, Tom (Redacted)
- *Supplemental Attachment 23: Handout 9.1-A, Doug Muirhead

UNCLASSIFIED MANAGER:

Michele King, 408-630-2711