

**May 15, 2008 Special Meeting Minutes  
San Francisquito Creek  
Joint Powers Authority  
Agenda Item 6.  
July 24, 2008**

Chairperson Abrica called the meeting to order at 4:01 p.m. at the City of Menlo Park Council Chambers 701 Laurel Street Menlo Park, CA

**DRAFT**

**1) ROLL CALL**

Members Present: Chairperson Abrica, City of East Palo Alto  
Director Robinson, City of Menlo Park  
Director Drekmeier, City of Palo Alto  
Director Kwok, Santa Clara Valley Water District

Members Absent: Director Gordon San Mateo County Flood Control

Alternates Present: Director Burt

Associate Members: None

JPA Staff Present: Kevin Murray, Staff  
Miyko Harris-Parker, Staff

Legal Counsel Present: Greg Stepanicich

Others Present: Art Kraemer, Palo Alto Resident; Jason Christie, Santa Clara Valley Water District; Bern Beecham, Palo Alto Resident; Ann Stillman, San Mateo County Flood control District; Trish Mulvey, Palo Alto Resident

**2) APPROVAL OF AGENDA**

Agenda approved 4-0

**3) CONSENT CALENDAR**

None

**4) HIRING PROCESS FOR REPLACEMENT OF JPA EXECUTIVE DIRECTOR**

Chairperson Abrica asked Director Drekmeier to briefly explain the process of developing the ED job description. Director Drekmeier stated that the subcommittee worked with legal counsel and the San Mateo County Human Resources Director, as San Mateo County has agreed to host the ED hiring process.

Director Kwok presented the Board with a written communication detailing his thoughts on the necessary experience for potential candidates applying for ED position. Director Kwok stated that he would like to see the candidate have a degree in environmental law, and have past success in campaigning projects.

Director Drekmeier responded by saying he believes the suggestions are good, however the salary being offered may not allow for all that Director Kwok has stated. Director Drekmeier asked what qualities would be the highest on Director Kwok's list. If his request could be narrowed down we will have a better idea of what the Board is looking for in a candidate.

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Chairperson Abrica asked if the previous job description had the same type of degree mandate as the current revised job description. Director Robinson said that the degree mandate was taken directly from the previous ED job description. Director Robinson suggested going through the requirements line by line.

Director Robinson stated that Director Kwok's desire to have the ED provide advocacy for Measure B is not inline with the role of the Executive Director. Greg Stepanicich, Legal Counsel for the JPA, stated that staff can not advocate any measure on the ballot.

Chairperson Abrica asked if the Board is determined to call the position ED. Director Robinson said to defer the naming of the position until the description is set.

The Ideal candidate

The Board discussed the qualifications and skills they would like to see in ideal candidates for the Executive Director. Director Kwok stated that he would like the ideal candidate to have experience in planning and managing large capital projects. Chairperson Abrica stated that the current description of project management needed to be modified. Greg Stepanicich, JPA legal counsel, suggested listing political advocacy as a separate item within the job description. Chairperson Abrica asked the Board if a Bachelors Degree is sufficient or does the Board want to require a higher degree. Director Kwok stated that he would prefer to hire someone with a law degree. Director Kwok stated that a lot of older engineers and managers may not have a Bachelors degree and we do not want to rule them out. Director Drekmeier suggested adding preferably advanced degree.

The Board discussed the years of experience ideal candidates should have. Director Kwok said he would prefer to see someone with more than five years experience. Director Drekmeier suggested leaving the experience at five years otherwise the potential applicant list will be drastically narrowed.

Compensation and Benefits

The Board discussed whether to put detailed offering of the benefits within the job description or wait and discuss with the top candidate. Director Drekmeier stated that he would prefer to put the benefits description in now. Director Drekmeier stated that Director Gordon also stated that he would prefer adding the benefit information now as potential candidates want to know the salary being offered. Legal counsel suggested that the board list the salary and benefits as to be determined based on experience, but put in what the agency paid in the past for the ED position.

Selection process

Chairperson Abrica asked for clarification of what the subcommittee meant by preliminary interview. Director Drekmeier said that the preliminary interview would be done by phone. Director Drekmeier suggested putting together members from the Management Team and staff from the member agencies for the initial screening of resumes. Director Drekmeier told the Board that all resumes would be submitted to the Clerk of the Board who would then make sure that the Board and the Management Team received copies of each resume submitted. Chairperson Abrica stated the whole Board needs to participate in interviewing the top candidates. Director Robinson agreed and stated that the Board should see all resumes and applications submitted but that it is important to have a subcommittee like the

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Management Team to sort through the initial applications and give feedback to the Board. Director Kwok suggested utilizing the associate members to do the initial screening. Director Drekmeier reminded the Board Stanford is currently the only associate member of the JPA. Director Robinson said that he thinks the public had a right to participate in the selection process as well. Director Robinson said that we have a number of public members who have been with the agency from the beginning and they have good insight on the future direction of the agency.

Kent Steffens, Public Works Director for the City of Menlo Park, said that the Board had not yet discussed the use of an outside recruiting firm to condense the applicants to a short list. Director Robinson stated that the Board is not planning to use outside firm as SMC Human Resources department will be helping with the process, however they will not be sorting through resumes. Mr. Steffens stated that the Management Team could sort through the applications and develop a short-list for the Board. Director Kwok reminded the Board that time was a constraint and that the process needed to be set in order to have a candidate hired by the July 1 date.

Chairperson Abrica suggested setting up a rotating interview process for the top candidates with the Board in one room and a public subcommittee in another room. up rotating for candidates. Board in one room, public and subcommittee in the other same day same block of time. Director Robinson stated that a facility that can accommodate the meeting requirements needed to be found.

The Board will receive the entire applicant list. The Management Team will handle the initial screening and provide the Board with a shortlist of top candidates.

Timing

The Board discussed their desire to have a new Executive Director in place by July 1. Director Drekmeier said that Director Gordon was concerned about having enough time for applicants to submit their resumes. Director Drekmeier suggested that the Board stick with June 6 as the deadline for application submittal with the Management Team doing the initial screening June 9. Director Drekmeier said that gives the Board two weeks for interviewing and discussion of candidates. Chairperson Abrica suggested moving the hire date to July 10 instead of July 1. Director Drekmeier stated that he did not talk about a timeline with SMC Human Resources. Director Drekmeier stated that he would like to ask SMC Human Resources or a list of where they publish their available jobs. Director Drekmeier said that he agreed moving the hire date is a good idea.

Director Robinson stated that the public/citizen subcommittee needed to be appointed as soon as possible. Director Robinson continued to say that each Board member should select one member from the public to be apart of the citizen subcommittee. Director Robinson said that eh Board should schedule a special closed session no later than June 13 and that the citizen subcommittee needs to be complete by then as well.

Jason Christie, Santa Clara Valley Water District, suggested using a question system for each candidate to answer. Mr. Christie stated that typically there are five questions to have each candidate answer and this will help narrow down the finalist. Mr. Christie explained that just reviewing resumes is sometimes difficult to distinguish which candidate is better.

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Director Robinson and Director Drekmeier agreed. Director Drekmeier stated that a cover letter was also being required as a writing sample. Chairperson Abrica agreed saying that is a good idea to have every candidate who applies answer. Kent Steffens suggested that the Board make it easy to apply leaving the questions to those candidates who make the shortlist. Director Drekmeier asked if the Management Team would be willing to develop the questions. Mr. Steffens responded yes.

Summary

Application Deadline June 6. All resumes forwarded to the Board and the Management team. Management Team meets for initial screening June 9/10 to determine shortlist. Management Team contacts applicants that made the shortlist. Interviews begin the week of June 16 starting with preliminary interviews being done by the Management Team and the public community group. Legal counsel stated that it may be more focused to have the Management Team do the preliminary interview and have the community group interview when the Board interviews the finalist.

Director Kwok asked what would happen if the Board does not agree with the Management Team's shortlist. Chairperson Abrica stated that as a Board member you can say you want to interview. Legal counsel confirmed saying that the Board makes the final decision on who gets interviewed.

Chairperson Abrica asked Kevin Murray to provide a one page summary of the process to send out to the Board, the Management Team and the citizen subcommittee. Mr. Murray stated that he would have the summary reviewed by legal counsel than he would send it out. Legal counsel asked how the job description would be handled. Director Drekmeier stated that he would send the information to legal and the JPA staff with updates and once reviewed he would then send to SMC Human Resources department..

**5) STAFF UPDATE ON OFFICE RELOCATION**

Kevin Murray informed the Board that staff had successfully relocated to the new office site located at 3723 Haven Avenue Suite 127 Menlo Park, CA 94025. Mr. Murray informed the Board that there will need to be a budget adjustment made to cover the increase in office lease expense. Mr. Murray also told the Board that staff is looking into accessing the JPA's own domain. Mr. Murray thanked City of Menlo Park IS and maintenance crew for helping staff with the move.

**6) BOARD AND ASSOCIATE MEMBER REPORTS - *Agendized reports from Board and/or Associate Members requesting Board action.* – None**

**7) BOARD AND ASSOCIATE MEMBER MATTERS - *Non-agendized comments, requests, or announcements by Board and/or Associate members, no action may be taken.* None**

**8) ADJOURNMENT:**

Chairperson Abrica adjourned the meeting at 5 55: pm.  
Minutes prepared by: Miyko Ann Harris-Parker  
Clerk of the Board