



# **LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

Special Meeting  
Monday, August 28, 2017, 2:30 p.m.  
Administration Building  
16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

## **MINUTES**

CALL TO ORDER: 1:30 p.m.

LSCSD Board Roll Call: Cupp\_\_\_✓\_\_\_ Layne\_\_\_✓\_\_\_ MacIntosh\_\_\_✓\_\_\_ Thompson\_\_\_✓\_\_\_ Thomsson\_\_\_✓\_\_\_

Also present: AGM Wilson. SAC Nelle and AA Charvez.

There were approximately 8 people in the audience.

PLEDGE OF ALLEGIANCE: Dir. Layne led the Pledge of Allegiance.

PUBLIC COMMENTS: None

### DISCUSSION / ACTION ITEMS:

1. Establish Board goals and parameters for General Manager position: AGM Wilson stated that it is imperative for the Board to communicate clear directions and expectations to any GM. Dir. Thompson spoke about several issues for discussion (employee or contractor, residency or close proximity requirement, part-time or full-time and a review of the current job description) and key skills for this position (strong communication, leadership, customer service and problem solving). Pres. Cupp spoke about several issues for discussion (number of hours, rate of pay, importance of background checks, experience in engineering, public works and public agency management). Dir. Layne spoke about the position being part-time and a management style of working with and listening to department heads. The Board discussed salary exempt versus hourly, estimated number of hours, education and experience requirements.

**Motion by Dir. Cupp second Dir. MacIntosh to set the following parameters for the General Manager position: 1) individual to be an employee, 2) the position will be salary exempt, 3) a residency requirement to live within 30 minutes of the District, 4) a Bachelor's degree preferred, and 5) experience (five years) in public agency management.**

**Ayes: Directors Cupp, Layne, MacIntosh, Thompson and Thomsson**

**Noes: None**

**Absent: None**

2. Establish advertising budget for recruitment of General Manager: The Board discussed.

**Motion by Dir. Layne second Dir. Thompson to approve a GM recruitment advertising budget of \$1,500.**

**Ayes: Directors Cupp, Layne, MacIntosh, Thompson and Thomsson**

**Noes: None**

**Absent: None**

3. Appoint committee for recruitment of General Manager: Pres. Cupp appointed a General Manager Recruitment Committee of two, at this time: Pres Cupp and Dir. Thompson.
4. Cal/OES Hazardous Mitigation Grant Program Application: update on SHN quote and details of grant; consideration of whether or not to proceed with application: Pres. Cupp reported that SHN submitted a quote of \$6,500 to work with the GM on preparing the grant application. The Board discussed. Additional information is needed regarding the applicability of this grant for the District.

**Motion by Dir. Thomsson second Dir. Layne to table this item for the September 20, 2017 Board meeting.**

**Ayes: Directors Cupp, Layne, MacIntosh, Thompson and Thomsson**

**Noes: None**

**Absent: None**

BOARD MEMBER COMMENTS: Two Directors.

ADJOURNMENT: With no objections by the Board, Pres. Cupp adjourned the meeting at 3:38 p.m.

The next LSCSD Regular Board Meeting is scheduled to be held on September 20, 2017, 1:00 p.m. at the Administration Building.

Approval Date: \_\_\_\_\_

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Carol Cupp, President

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Debbie Nelle, Deputy Secretary