



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: December 17, 2013

Agenda Item 6H
Approvals:
City Manager RJS
Dept. Head WAC
Attorney SAG
Finance [Signature]

Department: Public Works / Engineering
Prepared By: David Rebensdorf, Assistant City Engineer

Subject: ***APPROVAL OF THE METROPOLITAN WATER DISTRICT (MET) REPRESENTATIVE SELECTION PROCESS FOR SOUTH COUNTY AGENCIES.***

Fiscal Impact: None.

Summary: Staff recommends the City Council approve the Metropolitan Water District MET Representative Selection Process for South County Agencies.

Background: In 2010, Municipal Water District of Orange County (MWDOC) and ten of its South Orange County member agencies, including San Clemente entered into an Agreement to facilitate a continued working relationship. One stipulation of the Agreement includes a provision to allow South County Agencies to nominate a candidate of its choosing to represent MWDOC on the MET Board of Directors.

The South County Agencies formed a subgroup in early 2012 to develop a process of selecting a candidate and make its recommendation to the South County Agencies. The subgroup reviewed the 2010 Agreement, researched other agencies processes and met with MWDOC and MET to discuss the process.

The goal of creating the MET Representative Selection Process is to develop a clear, comprehensive, collaborative process that is agreed upon by South County agencies involved in advance of any vacancy of a MET Director position. At this time, there are no MET Director vacancies for MWDOC.

Discussion: The nomination process begins with the South Orange County Agencies forming a nomination committee consisting of one member from each agency. Agencies will have four weeks to submit qualified candidates to the nomination committee. Interviews will be conducted and a candidate will be selected by majority vote of the nominating committee based on a consideration of the five criteria as described below:

1. Ability to effectively represent the interests of MET
2. Ability to effectively represent MWDOC interests
3. Ability to effectively represent the interests of South Orange County
4. Ability to forge relationships and partnerships
5. Time commitment

Upon selection of the nominee, each committee member will sign a nominating letter to MWDOC.

Recommended

Action: STAFF RECOMMENDS THAT the City Council Approve the Metropolitan Water District (MET) Representative Selection Process for South County Agencies.

Attachments: MET Representative Selection Process for South County Agencies.

Notification: None.

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MET Representative Selection Process for South County Agencies Recommendation from the South County Agencies Subgroup

Subgroup members

Paul Cook
Joyce Crosthwaite
Laura Freese
Scott Goldman
Larry McKenney

Facilitation

Joone Lopez

Coordination

Kelly Winsor

Background

In 2010, Municipal Water District of Orange County (MWDOC) and ten of its South County member agencies entered into an agreement to facilitate a continued working relationship and “accommodate interests of all.” Section 7 of the agreement outlines the selection of the next Metropolitan Water District of Southern California (MET) director, who will be nominated by the South County Agencies.

The agreement requires that the nomination process be agreed to by all of the South County agencies. The South County Agencies agreed to form a subgroup to develop a process and make its recommendation to the full membership. The subgroup has met three times since November 2012.

The subgroup reviewed the 2010 agreement, researched other agencies’ processes in selecting their MET directors, and reached out to MWDOC in developing the following recommendations.

Goal

Develop a clear, comprehensive, collaborative process that is agreed upon by agencies involved in advance of any vacancy of a MET director position.

RECOMMENDATION:

Overview

When a nomination is needed, the South County Agencies will form a nomination committee of one member from each agency. Candidates will submit letters of interest to South County Agencies, who will vet their candidates and submit nominees to the nominating committee within four weeks. The agencies and the nominating committee will consider five

criteria as described below. The nominating committee will select the nominee, and each committee member will sign the nominating letter to MWDOC.

Process

- When a South County nomination is needed, the coordinator will send an email to the South County Agencies' city managers and general managers.
- Each of the ten (10) signatory South County Agencies must name a representative to the nomination committee within four (4) weeks of the vacancy notification.
 - Nomination committee representative must be a current member of the agency's governing body.
 - An agency can choose not to participate in the process of reviewing nominees, but its nominating committee representative must sign the letter to MWDOC.
 - Six members of the nomination committee will constitute a quorum.
 - The nomination committee will select its own chair.
 - Voting will be based on a simple majority.
 - The nomination committee will develop a method for any ties.
- South County Agencies will have four (4) weeks to submit qualified candidate(s) to the nomination committee. No limit on number of candidates.
- Candidates must submit a letter of interest to the governing body of at least one of the ten South County Agencies. Each agency will vet its own candidates as determined by its board.
- Each agency will conduct a background check on its candidate(s) – agencies should coordinate their HR departments to perform the checks efficiently and affordably
- Each agency's board will submit its candidate(s) to the nomination committee accompanied by a brief written statement and/or material that addresses the five criteria, and how the candidates meet those criteria.
- Depending on the number of candidates, the nomination committee will interview the candidates or form a subgroup to further narrow the

candidate pool for the interviews. The selection process will be guided by the five criteria described below.

- Simple majority vote to determine the nomination to MWDOC, which will be signed by all members of the nomination committee.

Questions for the five criteria

The questions set forth below are intended to explain the criteria and serve as suggestions for the nominating committee.

1. Ability to effectively represent the interest of MET

- 1) What do you know about MET and their current major issues? And, what is your understanding of their mission and do you agree with it? Why or why not?
- 2) What do you see as MET's highest priorities now and in the future?
- 3) How have you been involved with MET?
- 4) What is your understanding of current issues facing MET?
- 5) What do you feel is the most important asset that you possess to be able to work with the exceptionally strong and diverse group, which is the composition of the MET Board of Directors at this time?
- 6) Who do you consider to be MET's allies and opponents?

2. Ability to effectively represent MWDOC interest

- 1) What do you see as MWDOC's unique role at MET, if any?
- 2) How do you see Orange County being more effective at MET?
- 3) Do you see an opportunity to improve MWDOC's way of conducting business by being a MET representative from Orange County? If so, how?
- 4) How would you strike a balance when interests of agencies in Orange County conflict?

3. Ability to effectively represent the interest of South County

- 1) What skills do you possess which allows you to represent all South County agencies, from the small to the very large?
- 2) What do you see as Orange County's highest priorities at MET, and what key issues do you see emerging in the near future that will significantly impact us?
- 3) How would you keep the South County Agencies informed and involved in what's happening at MET?

- 4) How would you go about fostering partnerships when alignments on issues are necessary among Orange County agencies as well as between Orange County and MET?

4. Ability to forge relationship and partnerships

Discussed some measure of ability as:

- Be actively involved
- Understand State/Federal water issues
- Experience and knowledge
- Proven political involvement in MET affairs

- 1) Please give an example of your past history of forming relationships and/or partnerships?
- 2) What relationships do you have now with other MET agencies and directors?
- 3) There are seven representatives from Orange County, how would you try to meet with and involve them?
- 4) What do you see as Los Angeles and San Diego's main goals with MET?

5. Time commitment

- 1) What is your understanding of the time commitment to effectively carry out the responsibilities of a MET representative?
- 2) How would you educate yourself to be an effective MET Representative?
- 3) What are your other commitments and priorities?

PASS/FAIL: Time commitment
Criminal record (pass/fail for felony)
Conflict of interest (pass/fail)

Ranking

100 point weighted system
Criteria #1– 30 points
Criteria #2 – 20 Points
Criteria #3 – 10 Points
Criteria #4 – 40 Points
Criteria #5 – Pass/Fail
Conflict of interest – Pass/Fail
Criminal record (felony conviction) – Pass/Fail

TOTAL POINTS: 100

Hypothetical timeline

(60 days)
Email announcement: Day 1
Submit candidates to nomination committee: Day 30
<i>Based on the number of candidates, the nomination committee will determine if a subgroup to narrow the pool is needed</i>
Nomination committee reviews written material for candidates: Day 30-40
Invite candidates to an interview: Day 45- 50
Deliberate and vote on the group's final selection for nomination to MWDOC: Day 50-60
Sign the nomination form to MWDOC and submit to MWDOC: Day 60