

**CORBETT WATER DISTRICT  
BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING**

**Thursday, June 24, 2021**

**4:30 p.m.**

**Meeting Held Electronically through ZOOM**

**BOARD MEMBERS PRESENT:** Sara Grigsby, Dan Graff , Fred Sanchez, Kelly Piper and Jeff Hargens.

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:** District Manager Tom Edwards, Assistant District Clerk Lynda Ronell, District Clerk Gail Griffith, Utility Worker II Loren Wilton

**AUDIENCE MEMBERS:** Michael Arion, David Jacob of Hydra Engineering and Malcolm Freund

President Jeff Hargens called the Zoom meeting to order at 4:30 p.m.

**APPROVAL OF THE AGENDA**

Fred Sanchez made a motion to approve the June 24, 2021 Special Board Meeting Agenda as presented. Dan Graff seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, F.Sanchez,K.Piper & D.Graff 0 no votes)*

**RESIGNATION DISTRICT MANAGER TOM EDWARDS**

The Board received a letter of resignation from Tom Edwards. His last day is June 30, 2021. Jeff Hargens made a motion to accept the resignation of our District Manager Tom Edwards. Sara Grigsby seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, F.Sanchez,K.Piper & D.Graff 0 no votes)*

Tom Edwards told the Board he is moving to a position as Treatment Plant Manager for the City of Casper Wyoming.

**APPOINTMENT OF DIRECT RESPONSIBLE CHARGE (DRC) effective July 1, 2021 per OAR rules 333-061-0205**

Jeff Hargens recommended that David Jacob of Hydra Engineering be appointed as Direct Responsible Charge (DRC) for the District.

Kelly Piper asked if we will be looking for another District Manager and David Jacob would fill the gap as interim District Manager. Jeff Hargens replied that we must have the DRC to comply with state requirements. Tom Edwards recommended that since there is a Work Lead position available as of July 1 that Loren Wilton be moved to that position. Loren has passed his test for Water Treatment I.

David Jacob stated that as DRC he would be making sure the plant and the system is operating correctly and that administrative decisions and the go to guy for all questions should go to the District Manager. David continued that when he was Interim Manager he worked with Gail more than anything and if Gail were made the interim manger that may make more sense. Tom Edwards noted that was going to be his suggestion as well. The DRC is a state requirement and that person is responsible for the safety of the drinking water. They go on the list with the State saying the person has the adequate licenses for this type of system to be responsible for the water. If someone gets sick or dies from the drinking water the DRC is held responsible. The job is typically filled by the manager, but, it does not have to be.

Sara Grigsby asked for clarification that the recommendation is Gail Griffith be Interim Manager, David Jacob be DRC and Loren Wilton would move into the Leak (corrected to Lead) Utility Worker position.

Discussion of Manager position. Tom Edwards noted that you need someone here making the day to day decisions. Tom continued that for the administrative side of the “house” Gail Griffith is the person for that position. She could be the interim general manager of the District. Someone needs to be here to make the final call and she could do that.

Sara Grigsby made a motion that David Jacob be appointed Direct Responsible Charge for the District effective July 1, 2021 and remain in that position while training Loren Wilton and until the Board thinks Loren can move into the DRC position. Fred Sanchez seconded, all in favor, motion carried. (5 yes votes: F.Sanchez, S.Grigsby, J.Hargens, D.Graff & K.Piper 0 no votes)

David Jacob said he graciously accepts.

### **DISTRICT MANAGER POSITION VACANCY –options for the position and how to move forward**

Discussion of compensation for the Interim Manager position. Tom Edwards said the Interim Manager should get what the Manager is paid which equates to about \$35.00 per hour.

Jeff Hargens asked if 15% would be fair. Gail Griffith agreed that 15% was fair.

Jeff Hargens asked if Loren Wilton would want to work towards the District Manager position. Loren Wilton said he would be interested.

Sara Grigsby made a motion to appoint Gail Griffith as Interim Manager effective July 1, 2021 with an hourly rate increase of 15% while serving in that role. Fred Sanchez seconded, all in favor, motion carried. (5 yes votes: F.Sanchez, S.Grigsby, J.Hargens, D.Graff & K.Piper 0 no votes)

Discussion of how to proceed with District Manager position.

Tom Edwards said he is willing to be a resource for hiring of the new Manager.

Discussion of posting of job announcements. Jobs can be posted internally.

Tom Edwards said there are three options, merit promotion, advertise internally or advertise out to everyone.

Tom said it would be good if he could meet offline with Jeff Hargens and discuss the options.

### **THANK YOU**

Tom Edwards said it was great working here and he has only good memories of working here.

The Board thanked Tom for his service to the District.

### **ADJOURNMENT**

Jeff Hargens made a motion to adjourn the meeting at 5:15 p.m. Dan Graff seconded, all were in favor, motion carried. (5 yes votes: J.Hargens, S.Grigsby, D.Graff, K.Piper & F.Sanchez 0 no votes)