

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
Wednesday, September 1, 2021
4:30 p.m.**

Meeting Held Electronically through ZOOM

BOARD MEMBERS PRESENT: Sara Grigsby, Kelly Piper and Jeff Hargens. Dan Graff arrived late as noted in body of minutes.

BOARD MEMBERS ABSENT: Fred Sanchez

STAFF PRESENT: Assistant District Clerk Lynda Ronell, Interim Manager/District Clerk Gail Griffith

AUDIENCE MEMBERS: David Jacob of Hydra Engineering, Malcolm Freund, Cloudy Sears, Loren Wilton Michael Arion arrived at 5:00 p.m.

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

APPROVAL OF THE AGENDA

Kelly Piper made a motion to approve the September 1, 2021 Special Board Meeting Agenda as presented. Sara Grigsby seconded, all were in favor, motion carried. *(3 yes votes: S Grigsby, J.Hargens, K.Piper 0 no votes)*

PUBLIC COMMENTS

Victoria (Cloudy) Sears asked if we can ask questions or comment later. Jeff Hargens replied as long as the comments are short.

Malcolm Freund commented that he was pleased to see the job description is being reviewed. It is long overdue. He continued that Bob Colclessor had asked for a “desk audit” of the job in the past because the Clerk had made a statement they were bored. There has never been a desk audit.

REVIEW AND APPROVE AMENDED DISTRICT CLERK JOB DESCRIPTION

Discussion of job description the Board received in their Board packets.

Page 1 – Section : Customer service administration, including but not limited to: Second bullet- do not change. Clerk does have autonomy to “resolve problems”.

Page 2 – Section: Office management, including but not limited to: Fourth bullet- add the phrase “according to records retention requirements.”

Page 3- Section: As Clerk of the Board of Commissioners Second Bullet -leave as is.

- Section: Specific Knowledge, Skill and Ability: Knowledge of: remove bullet three and bullet six
(Dan arrived at this point in the meeting)

Page 4- Section: Desired change bullet two: “Previous experience with utility billing software”

Section: Job Conditions: Bullet two change to: Work schedule is 32 hours per week, Monday through Thursday during regular office hours with some variance to include attendance at evening meetings.

Bullet three- remove

REVIEW WAGE SCALE DISTRICT CLERK POSITION

Wage scale listed is the most current as approved by the Board effective July 1, 2021. No changes made.

Kelly Piper made a motion to amend the District Clerk job description as discussed. Dan Graff seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, K.Piper & DGraff 0 no votes)*

ADVERTISING AND HIRING PROCESS

Board reviewed the recommendation for the hiring process as outlined in a memo included in the Board packets.

Interviews will be done through ZOOM. The Board agreed the interview committee will be the Interim Manager, Assistant Clerk and a Board member. Dan Graff made a motion to appoint Sara Grigsby as the Board representative on the interviews of the District Clerk applicants.

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

Dan Graff asked if there could be boulders or logs at the well site so we can stop the people driving on the well site area making a mess on the road. Interim Manager Gail Griffith stated we are working on getting some boulders.

ADJOURNMENT

Jeff Hargens made a motion to adjourn the meeting at 5:15 p.m. Dan Graff seconded