

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
Wednesday, August 4, 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: Assistant District Clerk Lynda Ronell, Interim Manager/District Clerk Gail Griffith

AUDIENCE MEMBERS: Michael Arion, David Jacob of Hydra Engineering, Malcolm Freund, Cloudy Sears, Mike Griffith, George Dunkel of Special Districts and Shanta Carter of Special Districts.

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

APPROVAL OF THE AGENDA

Sara Grigsby made a motion to approve the August 4, 2021 Special Board Meeting Agenda as presented. Fred Sanchez seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, F.Sanchez,K.Piper & D.Graff 0 no votes)*

RECRUITMENT PROCESS OVERVIEW - SDAO CONSULTING

Jeff Hargens stated we did lose our regular District Manager on June 30, 2021 and our current Interim Manager/District Clerk will be retiring this Fall. Jeff continued that he is aware other District's are re-organizing their employees and putting DRC duties on someone other than the Manager. We need a discussion into what are the options now that we are hiring a Manager and a District Clerk.

Georg Dunkel of SDAO addressed the Board about options. He stated there are ORS190 agreements where the District actually contracts for services with someone else. It is not uncommon for Districts the size of Corbett.

Sara Grigsby noted we were lucky that in our last interview process we got someone who had managerial and administrative skills and technical field knowledge skills. Unfortunately the person only stayed 7 ½ months. Sara Grigsby continued that we need all those skill sets and if we can get that in one person that would be great, but, if we can't then she is open to seeing who is out there when we advertise the job.

George Dunkel responded that there are people out there that have all the skills needed, but, it is the question of whether Corbett can attract them with the size of the District, the benefits package and the salary.

The title of the position is determined by the Board. The Direct Responsible Charge (DRC) does not have to be the Manager of the District.

More discussion of options.

Jeff Hargens said however we go we will have to review our salary. The market is going to be much harder to attract people. We may need to put the DRC skills with the lead utility person and the other administrative duties be assigned to the Manager position. Kelly Piper said an Administrative Manager position may not require as high a salary. Fred Sanchez said we need to get more applicants this time if we can.

Shanta Carter said it is possible if you take the Water Certifications out you would get more applications.

Dan Graff expressed concern that if a General Manager has no water certifications they would have to work well with the Operator who is DRC. The responsibilities would need to be very clear.

Discussion of a possible “incentive to stay” so that we can keep a manager longer.

George Dunkel recommended that SDAO work with staff and a couple Board members to come up with two or three options of what would work best for the District. That could take thirty to sixty days and include job descriptions for all of the range of jobs.

Jeff Hargens said he would like to advertise the job by September 1 for 30 days and try to hire someone by the end of October. Shanta Carter responded that is possible. She reminded the Board this is the hardest time to advertise for a job people are not applying for jobs. Jeff Hargens continued that we need to finalize the job duties and get the job advertised. Salary information would be helpful.

SDAO CONSULTING AGREEMENT FOR HIRING

Jeff Hargens made a motion we enter into a Consulting Services Agreement with SDAO for hiring a Manager. Fred Sanchez seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, F.Sanchez, K.Piper & D.Graff 0 no votes)*

Once the Board decides on the Manager position description then they will have a better idea of the District Clerk position and be able to advertise it.

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

Sara Grigsby said the Gorge Commission has reviewed their plan on all the rules and regulations related to the scenic area as administered by the County. There is a section that may affect the Water District in Multnomah County. There is a public comment period coming up. District Clerk will forward email information to Board Members.

ADJOURNMENT

Jeff Hargens made a motion to adjourn the meeting at 5:30 p.m. Fred Sanchez seconded, all were in favor, motion carried. *(5 yes votes: J.Hargens, S.Grigsby, D.Graff, K.Piper & F.Sanchez 0 no votes)*