

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
Friday, November 23rd, 2021 4:00 p.m.
Meeting Held Electronically through ZOOM**

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

BOARD MEMBERS ABSENT: none

STAFF PRESENT: Interim Manager Gail Griffith, Lynda Ronell, District Clerk Ana Linden

AUDIENCE MEMBERS: Loren Wilton, Gordon Sletmoe, and Malcolm Fruend

Jeff Hargens called the meeting to order and opened up the meeting for goodbyes and congratulations from the board. Jeff thanked Gail for her years of service to the district. Fred Sanchez remarked on her abilities that might one day translate to a party planner. Sara Grigsby thanked her and gave her a card; Kelly thanked her for being available. Gail Griffith remarked that of all the years of meetings and hours preparing for them she had one request of the board: to please read the minutes that Ana writes in the future.

APPROVAL OF THE AGENDA

Kelly Piper made a motion to approve the November 23, 2021 Special Board Meeting Agenda as presented. Sara Grigsby and Fred Sanchez seconded, all were in favor, motion carried. (*5yes votes: S Grigsby, F.Sanchez,K.Piper, D.Graff and J.Hargens 0 no votes*)

DISTRICT MANAGER HIRING PROCESS- FINALIZE EMPLOYMENT AGREEMENT

The district changed the start date, the salary, and the benefit package in the contract. All changes were Okayed by attorney. They plan on sending the new manager the contract tonight. There was discussion about the packet of information that has been seen by the board and will be given to potential manager. Gail Griffith said that the only issue that the Law firm found with the agreement was the confidentiality part. However the agreement was not allowed to be completely private because we are a public entity. The law reference that defines the reasoning behind the lack of confidentiality was added to the agreement.

Jeff H. said that the contract needs to be approved today. Sara Grigsby questioned some of the evaluation language. Fred Sanchez reminded the board that this was a one year contract, and that was sufficient for Sara Grigsby, as the contract can be changed for the next level of contract. Kelly Piper suggested that new hire district clerk Ana Linden should bring up the verbiage in the contract next year. Gail Griffith suggested that the evaluation language be updated. Sara Grigsby suggested that they use the old evaluation form as a starting point. Gail Griffith wanted to make sure that Ana Linden added the evaluation forms to the October 2022 board meeting packets. Gordon Sletmoe suggested that the annual evaluation be started by the employee as a “self evaluation”. He said that the language in the contract could say something like “the employee shall submit a self evaluation no later than 60 days from annual evaluation”. Gordon offered to email a format for the evaluation that works really well. Jeff Hargens motioned to approve the employment agreement for Adam Medford with a starting wage of \$75,000 a year and a start date of December 15th, 2021, Sara Grigsby seconded. (*5yes votes: S Grigsby, F.Sanchez,K.Piper, D.Graff and J.Hargens 0 no votes*)

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

District Clerk Ana Linden asked if the board would like to appoint an interim manager for the period of time between Gail Griffith’s retirement on November 30th and incoming Manager Adam Medford’s start date of December 15th. Kelly Piper noted that there would be a lapse between the outgoing and incoming managers and that it would make sense to appoint someone as interim manager. Gail Griffith suggested that she knew of at least one looming personnel issue that would need solving in the week after she retired. Jeff Hargens thought that someone needs to be here; he made a motion to approve David Jacob as a full interim manager, until the new manager, Adam Medford, starts. Dan Graff seconded the motion. (*5yes votes: S Grigsby, F.Sanchez,K.Piper, D.Graff and J.Hargens 0 no votes*)

Jeff Hargens thanked Gordon for his time and help. Gordon Sletmoe wished the board well, and said he hoped they wouldn’t have to go through the hiring process for a District Manager in a very long time. The board agreed.

ADJOURNMENT

Jeff Hargens made a motion to adjourn the meeting at 4:42 p.m. Sara Grigsby seconded, all were in favor, motion carried. (*5 yes votes: J.Hargens, S.Grigsby, K.Piper, D.Graff & F.Sanchez 0 no votes*)