

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

**June 3, 2020 – 4:30 p.m.**

Meeting held electronically through Zoom

**BOARD MEMBERS PRESENT:** Sara Grigsby, Dan Graff, Bob Gaughan, Fred Sanchez and Jeff Hargens

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:** Assistant District Clerk Lynda Ronell and District Clerk Gail Griffith

**AUDIENCE MEMBERS:** David Jacob

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

**APPROVAL OF THE AGENDA**

Sara Grigsby made a motion to approve the June 3, 2020 Agenda as presented. Dan Graff seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, B.Gaughan, F.Sanchez & D.Graff 0 no votes)*

**TEMPORARY MANAGER STATUS**

President Jeff Hargens addressed the Board. District Manager, Jeff Busto, received a medical excuse to not work from May 26 through June 21, 2020. Jeff Hargens said he spoke with Jeff Busto and Jeff Busto does not feel he is capable of fulfilling the duties of District Manager moving forward. This would be effective immediately. Jeff Hargens stated he would like to move to a Temporary Manager with David Jacob. Jeff Hargens stated, he spoke with Spencer Rockwell the Attorney for SDAO, about moving forward with the Manager. The SDAO Attorney suggested the District part ways with District Manager Jeff Busto with a severance package and a hold harmless letter. Attorney, Spencer Rockwell, suggested a three months severance package was standard. Jeff Hargens proposed that the Board approve a severance package for Jeff Busto of two months pay since he may be eligible for unemployment and we are a reimbursing employer for that. David Jacob said he has heard a standard severance package is one week per year of service. Jeff Busto has been with the District for almost 11 years. The District Clerk reported the gross payroll for two months for the District Manager, not including the District's portion of payroll taxes, is \$10,584.64. Jeff Hargens suggested with the District's portion of taxes it would work out to about \$18,000 for 11 weeks which would not include any unemployment costs. Unemployment benefits are determined by the Employment Department. Fred Sanchez asked who would be preparing the contract for the severance pay. Jeff Hargens responded Attorney Spencer Rockwell would prepare the agreement which would include a hold harmless statement.

Bob Gaughan made a motion the District offer Jeff Busto a severance package of 1 week of pay for every year of service, for a total of 11 weeks, in exchange for a hold harmless agreement with the District. Dan Graff seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, B.Gaughan, F.Sanchez & D.Graff 0 no votes)*

Sara Grigsby made a motion that Jeff Hargens work with SDAO Attorney Spencer Rockwell to draw up a hold harmless agreement with the severance package for Jeff Busto. Bob Gaughan seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, B.Gaughan, F.Sanchez & D.Graff 0 no votes)*

Jeff Hargens continued that he did authorize David Jacob to work up to 16 hours a week to help us out. That is the amount of time that David Jacob is able to give the District at this time. David Jacob, Dan Graff, Gail Griffith and Jeff Hargens did have a ZOOM meeting on Monday (authorized previously by the Board) to get the succession process started. That meeting changed to what David could do to help us through this time.

Sara Grigsby made a motion to support Jeff Hargens's decision to bring David on as interim manager for 16 hours per week for up to six months with thanks. Dan Graff seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, B.Gaughan, F.Sanchez & D.Graff 0 no votes)*

David Jacob will be our Direct Responsible Charge (DRC) so we fulfill State requirements and we continue to provide safe drinking water for our customers. Jeff Hargens continued that David Jacob is willing to serve in the role of temporary manager for up to six months. The other jobs David will work on are things like cleaning the filter ponds, repairing leaks and new service installation. Those would be covered under his original agreement with the District and not part of the interim manager position.

Bob Gaughan asked if this is like a retirement for Jeff Busto and if so would he qualify for unemployment. Jeff Hargens stated that whether someone receives unemployment or not is out of our control. That is a decision made by the State of Oregon Employment Department. Anyone can apply for unemployment. Bob Gaughan asked why don't we activate Steve Smith for light duty since he is watching the treatment plant during the day and at night anyway. Jeff Hargens said we do not know that Steve has been released from his Doctor for light duty.

David Jacob has a computer to monitor the treatment plant and Steve Smith has been monitoring the plant from a laptop at home but is not making any adjustments. David Jacob said he does not know how Steve Smith is being compensated. Jeff Hargens said he did not think Steve Smith should be doing anything until he has a light duty release from his Doctor. The District Clerk, Gail Griffith, will check with Steve Smith and ask if he has a light duty release from his Doctor with restrictions listed.

District Clerk Gail Griffith asked for clarification of David Jacob's duties as interim manager. Specifically will he be a DRC only or will his job include administrative work at the District. The District Clerk pointed out that right now no employees have a supervisor. Jeff Hargens said his opinion is that the District Clerk is second in charge and would be supervising. Further discussion. Sara Grigsby asked that David Jacob write up a list of what his duties will be as interim manager (not a legal document) just an outline and include what he will not be doing in the position. Dan Graff suggested there be one point person over the water system side and one point person on the administration side. The duties would be split. That way the District Clerk would hold a leadership role day to day so other employees have someone to report to in the interim until a District Manager is hired. Bob Gaughan said we should be able to use common sense for the next few weeks to keep things going. Sara Grigsby said she agreed with the idea of "point person" and dividing the job if the District Clerk is willing. More discussion. Jeff Hargens said there is a big difference between taking care of the system versus managing employees of the District.

Jeff Hargens stated that Jeff Busto has said he would be willing to help the District when he can during the transition.

## **DISTRICT MANAGER SUCCESSION PLAN**

President Hargens said we need to move forward more quickly with hiring of a new District Manager. Hopefully within the next three to four months. Jeff Hargens, Dan Graff, David Jacob and Gail Griffith can meet to review job duties and prepare a proposed job description for the Board.

Sara Grigsby will work on researching where Water Districts advertise for a Manager type position. We will also prepare a salary scale comparisons with similar Water Districts.

David Jacob will take the large maps of the water system and have them digitized. This will allow them to be placed on the computers and

## **PUBLIC COMMENTS**

No comments

**ADJOURNMENT OF THE MEETING** Jeff Hargens made a motion to adjourn the meeting at 7:39 p.m. Dan Graff seconded, all were in favor, motion carried. (5 yes votes: S Grigsby, J.Hargens, B.Gaughan, F.Sanchez & D.Graff 0 no votes)

