

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
July 7, 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: District Clerk Gail Griffith

AUDIENCE MEMBERS: George Dunkel of SDAO Consulting, Greg D'Lareto of SDAO Consulting. Malcolm Freund, Cloudy Sears and David Jacob

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 July 7, 2020 Agenda as presented. Sara Grigsby seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, B.Gaughan, F.Sanchez & D.Graff 0 no votes)*

RECRUITMENT PROCESS OVERVIEW SDAO CONSULTING

George Dunkel of SDAO consulting introduced himself. He is filling in for Bill Anderson who will be working with the District during the recruitment process. George introduced Gred D'Lareto who has an extensive water background and is a senior consultant with SDAO.

George Dunkel stated he is here to answer questions on the timeline and the process.

The Board reviewed the timeline for the recruitment process. The following changes were discussed.

Change August 10, 2020 to August 11, 2020 for candidate resumes to Board Members for review and ranking.

Change August 14, 2020 to August 18, 2020 Hold executive session prior to regular Board meeting to create a list of semi-finalists. Meeting start time would be 4:00 or 4:30 p.m. This meeting will take time to go through the candidates and settle on three to five candidates for interviews.

Change August 17, 2020 to August 19, 2020 for the date that candidates will be notified.

Change September 7, 2020 to September 14, 2020 for interview and assessment process. This will start at 7:00 or 7:30 a.m. with an orientation and then interviews in executive session. This will be a long day of interviews.

George Dunkle explained this is a half day for the Board. The SDAO recommends there are two interview panels one being community members and the other a technical committee made up of people who work in the water industry. The Board can decide if they want to have one, both or neither of these panels. These panels would interview all of the semi finalists and make a recommendation of the top two or three candidates to the Board for interviews, or the Board can interview all five semifinalists. That is again up to the Board. If the Board interviews all of the semi finalists they then discussed with the other two panels and then make their final decision.

Change September 8, 2020 to September 15, 2020 Regular Board meeting.

Change October 1, 2020 to October 15, 2020 for start date of new Manager.

Jeff Hargens made a motion to approve the timeline, as modified tonight, for the District Manager hiring process. Bob Gaughan seconded, all were in favor, motion carried. *(5 yes votes: S.Grigsby, D.Graff, F.Sanchez, B.Gaughan & J.Hargens, 0 no votes)*

5:20 p.m. George Dunkel and Greg D'Lareto left the meeting at this point.

REVIEW AND AMEND JOB DESCRIPTION DISTRICT MANAGER

The Board received a copy of the District Manager Job Description as amended by the HR Answers group.

The Board reviewed the job description and made the following changes:

1. Under Purpose of Position: change the last sentence to add the “s” to Plan, supervise, direct and review. Should read Plans, supervises, directs and reviews.
2. Under Essential Job Functions and Responsibility, Management and Responsibility : the third bullet there should be an “s” added to the work Monitor. In the same section the sixth bullet add contractors after governmental agencies. Sentence should read: Coordinates projects with various utilities , governmental agencies and contractors.
3. Under Essential Job Functions and Responsibility, Staff Supervision Responsibility: change the second line to list sub-bullets to emphasize supervisory responsibility. Line should read:
Supervises District employees including:
 - assigning and reviewing work
 - establishing work schedules
 - evaluating performance
 - training
 - recommending compensation
 - recommending promotions and disciplinary actions within established policy
4. Under Purpose of Position: Add a second paragraph that reads, “The overall purpose of this position is to assure a safe and adequate drinking water supply to the customers of the Corbett Water District.”

Fred Sanchez made a motion to approve the District Manager job description as modified tonight. Bob Gaughan seconded, all were favor, motion carried. *(5 yes votes: S.Grigsby, D.Graff, F.Sanchez, B.Gaughan & J.Hargens, 0 no votes)*

SALARY AND BENEFITS PACKAGE DISTRICT MANAGER

The Board reviewed information sent out regarding salaries for District Managers at other Water Districts. Extended discussion.

Sara Grigsby made a motion that we advertise a range of salary from \$65,000 to \$75,000 for the District Manager position. Fred Sanchez seconded, all were favor, motion carried. *(5 yes votes: S.Grigsby, D.Graff, F.Sanchez, B.Gaughan & J.Hargens, 0 no votes)*

COVID-19 EMERGENCY PLAN

The next Board Meeting the Board will review the adjusted schedule due to COVID-19.

SIGN AT WELL SITE

Research requirement for sign with wording about partial financing from OWRD grant. Add this item to the next regular meeting.

ADJOURNMENT

Jeff Hargens made a motion to adjourn the meeting at 6:21 p.m.. Dan Graff seconded, all were favor, motion carried. *(5 yes votes: S.Grigsby, D.Graff, F.Sanchez, B.Gaughan & J.Hargens, 0 no votes)*