



**BOARD OF COMMISSIONERS SPECIAL BOARD MEETING
VIRTUAL MEETING VIA ZOOM ~ Friday, March 28, 2025, 4:00 p.m.**

BOARD MEMBERS PRESENT: Michael Arion, Dan Graff, Sara Grigsby, Angie Kimpo
Kelly Piper

BOARD MEMBERS ABSENT: none

STAFF MEMBERS PRESENT: District Manager Ana Linden, District Clerk Heather McGivney

AGENDA

1. Call to Order – Board President Kelly Piper called the meeting to order at 4:00pm.

2. Roll Call – All Board members were present. Angie Kimpo and Dan Graff exited the meeting at 5:14pm.

3. Approval of the Agenda –Michael Arion made a motion to approve the Agenda, seconded by Sara Grigsby (*motion passed 5 yes votes: M. Arion, S. Grigsby, D. Graff, A. Kimpo, K. Piper; 0 no votes*)

NEW BUSINESS

1. District Manager Succession Plan – Job Description and Wage Scale

- The meeting was held to discuss the District Manager succession plan following Ana Linden's sending the Board her 30-day notice of resignation. They discussed the importance of a smooth transition. Angie Kimpo asked Ana to document her ongoing projects and community engagements, and Dan asked for a timeline of when items are due to help the office and crew take over. We also need her login information and passwords. There is also the need for a temporary plan to ensure continuity in Ana's responsibilities.
- The Board discussed the process of finding a new District Manager, emphasizing the need for careful planning and decision-making. They considered involving SDAO for assistance in the recruitment of a new manager, weighing the benefits of their expertise against the cost. The Board also discussed the potential for volunteers to continue their projects, taking on some of the leadership responsibilities. Some members of the Board were concerned that we wouldn't be able to find a replacement within the 30-day window, but the Board eventually agreed to slow down the process and make solid decisions, with the possibility of Ana's involvement beyond her 30-day notice to help in the transition. The only concern is the amount of time it will take to find a new manager.
- They discussed the scope of the District Manager job, which includes overseeing the District's operations, applying for and administering grants, and project management. They agreed that the grant projects are finite, so we might want to look for an operations manager and hire separate, temporary project consultants for short durations. Dan Graff feels the District should not be in a huge rush, and should take the time to find a new manager.
- The Board discussed the need for a new job description for a management position. They agreed that they should be responsible for determining the District's needs for the job description and then considered hiring HR Answers to assist in creating a final job description from their rough draft. They agreed to individually review the existing job descriptions and share initial thoughts at the April 9th Special Board meeting, along with considering possible additional expenses to add to the Budget for next year. There will be further discussion about the job description and a plan for

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an interim District Manager at the Regular Board meeting on April 15th.

- The Board members expressed appreciation for Ana's work in organizing the District. They asked Ana to consider staying longer; Angie brought up a possibility of a month-to-month basis or for a set period like 90 days to help smooth the transition. Sara thought an overlapping of Ana and the new hire would be great as well to help the office and the District. Dan feels we need to set a time limit on Ana's assistance so that we don't slow role the whole process.

Kelly Piper moved that we enlist SDAO to facilitate the process for finding a new District Manager: job posting, filtering recruits, and possibly interviewing candidates. Sara Grigsby seconded with the amendment that the help that we seek from SDAO will be determined based on cost and further input from the Board. Kelly accepted the amendment. (*motion passed 5 yes votes: M. Arion, S. Grigsby, D. Graff, A. Kimpo, K. Piper; 0 no votes*) Kelly asked District Clerk Heather McGivney to email SDAO to investigate prices.

Kelly Piper moved to enlist HR Answers to help shape a new job description from the three existing job descriptions, plus any amendments from the Board, and asked Heather to also email HR Answers to solicit a price estimate. Seconded by Dan Graff. (*motion passed 5 yes votes: M. Arion, S. Grigsby, D. Graff, A. Kimpo, K. Piper; 0 no votes*)

PUBLIC COMMENTS

- Community member Michael Wetter believes that Ana is a talented and dedicated Manager, he urged the Board to conduct an exit interview to understand reasons for Ana's departure, and to see if there is anything the District could change to entice her to stay. He said an exit interview might also help to improve retention for future Managers. Dan responded that if we are to do exit interviews, he urges using a third party like HR Answers, and to do interviews with the whole staff. Kelly asked Heather to include a request for an estimate for exit interviews in her email to HR Answers.

Commissioners Angie Kimpo and Dan Graff exited the meeting at 5:14pm.

ADJOURNMENT OF MEETING – Michael Arion made a motion to adjourn the meeting at 5:17pm. Sara Grigsby seconded. (*motion passed 3 yes votes: M. Arion, S. Grigsby, K. Piper; 0 no votes*) The meeting was adjourned at 5:17pm.

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