

ROUND MOUNTAIN WATER AND SANITATION

BOARD OF DIRECTORS SPECIAL MEETING

**Friday, February 9, 2024
2:00 p.m. – Third Street Gallery**

Call to Order at 2:01 p.m.

Roll Call: Charles Bogle, Steve Lasswell, Randy Wilhelm, Mark Dembosky, Connie Thompson, Peggy Quint, Dave Schneider (zoom) Carlan Cardenas (zoom) No Public in attendance.

Pledge of Allegiance led by Steve Lasswell

Charles Bogle opened the Special Meeting with a brief summarization of the status of the administrative procedures and functions of the district. The evaluation process could use some review and would like to suggest that this meeting is brief and to the point.

1. Introduction – Connie Thompson

Connie stated that she was looking over the district policies and found that the management had never had reviews. She feels it is time to look at the job descriptions of District Manager and Assistant District Manager. Dave had suggested that two board members form a committee to present a formal evaluation form to be used annually. However, she added that the Assistant District Manager may need an evaluation sooner due to issues regarding the transition from Office Manager to Assistant District Manager. She suggests that all board members look over the job descriptions and put together what they believe would make good evaluations.

2. Review Personnel Manual regarding annual evaluations of District Manager and Assistant District Manager

Job descriptions have changed significantly in the last 5 years for Dave and Peggy. They have been updated and copies were given to each board member. These evaluations, once designed, could also be used for other staff members.

3. Review Job Descriptions of District Manager and Assistant District Manager

Mark Dembosky would like to see a more abbreviated list of what each position entails. Connie stated that it covers all that they do so that board members know what is included in their day-to-day operations.

4. Evaluation procedures

With each board member's input, due by February 15th, Connie will take all the suggestions and email her results to the board. Evaluations will be conducted and completed by the end of July so that the budget can reflect the recommendations for wages.

5. Review Committee

Charles recommended that a committee be formed. Connie Thompson and Steve Lasswell will form the Review Committee. They will have a report at the next meeting.

6. Discussion

With the forming of the new Review Committee, Connie will present the facts and figures that she would like the board to examine. This will be added to the Board Meeting Agenda for February 15, 2024, with an executive session as well.

