

# Mayer Domestic Water Improvement District

## Minutes of Working Session

### November 16, 2023

1. **CALL TO ORDER** 5:30 p.m.

2. **ROLL CALL OF MEMBERS**

Chairman Kathy King – Present, Clerk Shasta Guthrie – Present, Member Keith Francen – Absent, Member Kevin Jones – Present, Member Jacque Burruss – Present.

#### **STAFF**

Manager Mardi Befort and Project Manager Tom Thurman – Present

Clerk Guthrie called a point of order as roll call of members is just the Board members and not the staff.

**PUBLIC – No public present.**

3. **DISCUSSION ITEMS**

3.1. District Job Description and pay rates

**Chairman King stated that her and Clerk Guthrie met and reviewed the job tasks Ms. Befort had provided to the Board and they both put something together for the Board to review.**

**Categorizing what is an office type requirement and what is a field manager requirement. This is a work in progress. She explained that she already put a few hours into this and has more to add to dial it in. She wants everyone's input on this. She invited other Board members to put something together as well. She emphasized the importance of clarifying what the positions are to better understand future pay and staffing needs.**

**Clerk Guthrie stated that her draft is not completed as well and is organized in a way that she would like to suggest using. She feels that we have not been doing a good job up to this point with regards to human resources. It needs to be more clearly defined what each employee can and cannot do in their job and what the requirements are for each position.**

**Mr. Thurman warned the Board that when you have job descriptions, they become part of your policy that you adopt and if you ask employees to do something that is not in their job description you go against the policy. They can complain, sue, or quit and collect unemployment. He said we are not a big corporation we are a small company where we all jump in to get things done. He pointed out that he had sat in the office, collected payments, and answered the phone because it was needed.**

**Member Jones feels we need to be careful, and he also agreed with what Tom had said. He explained that in a medical flight there are 2 rules. One the pilot does not know medical and two the medical team does not know about flying so each member of the team focuses on their specific task. Clerk Guthrie asked what he meant by that. Ms. Befort said how she understood it was in this term. As a school Board member, I do not write job descriptions that is the responsibility of the superintendent and/or HR Director. They write it up, we review it, ask questions and then we approve it, we do not create the job descriptions.**

**Member Jones asked Ms. Befort how she felt about the whole thing.**

**Ms. Befort stated she feels the responsibility of the Board is to direct the employees, they are not in the field or office on a daily basis. They do not see the day-to-day things. She would**

recommend including staff input on the job descriptions to ensure we are incorporating everything they do. She pointed out an example of engineers, they see how things are on paper and when I tell them it will not work, they do not believe me until they go out in the field and see with their own eyes the obstacles that are out there. She also pointed out there was time when it was just her, Chris and Carla and Chris injured his hand and could not read meters, so Carla drove her around while she (Ms. Befort) read metes. We are a small system. When emergencies happen, we may need the office clerk to go out and direct traffic, chase parts. If it is not in the job description, she is not doing it. We need the flexibility that when we need it all hands are available. Chairman King does not feel it is necessary to get employee input and Member Burruss feels the office clerk does not belong in the field at all.

Chairman King feels the Board needs to step up and be more involved.

Ms. Befort asked if we were going to talk about the other topic pay rate, Chairman King stated no there is no point.

Tom asked if when they get a draft ready, they can provide a copy for review.

#### 4. ADJOURNMENT

Member Jones moved to adjourn at 6:06 p.m. Member Burruss 2nds, Vote – Chairman King – Aye, Clerk Guthrie – Aye, Member Jones – Aye, Member Burruss – Aye – PASSED