

MAYER DOMESTIC WATER IMPROVEMENT DISTRICT
13193 Central Avenue
Mayer, AZ 86333

Special Meeting Minutes
October 23, 2004

1. Call to Order

Chairperson Alison Atwater called the meeting to order at 10:15 a.m.

2. Roll Call of Board Members

All Board members were present.

3. Call to the Public

There was no public comment.

4. Old Business

a. Filling vacant Board position

The Board agreed to allow the position to remain vacant until filled by the November general election.

b. Review resumes for field manager position

The Board reviewed resumes received, chose the top six potential candidates to interview, and discussed possible interview times.

Mike King moved to take item 4.h. out of order. Joanne Coe seconded the motion. The motion carried with all in favor.

h. Pay structure for field manager

Discussion included possibly pay for future field manager, including possibility of salary vs. hourly. Joanne Coe provided information pertaining to required job functions in order to place an employee on salary. The Board discussed waiting to consider an applicant's current wages before solidifying a wage for the position, and decided to keep the \$30-40,000 range used in the job advertisement for purposes of interviewing. The Board felt it was appropriate to keep the field manager position at an hourly wage instead of a salary.

Mike King moved to take item 4.g. out of order. Joanne Coe seconded the motion. The motion carried with all in favor.

g. Overtime Pay

Discussion included use of a time clock to help keep track of overtime hours worked. Board members agreed that the time clock should be used in cases of overtime emergencies, such as in the middle of the night.

Dave Albins moved to authorize Joanne Coe to buy a time clock for the district, spend no more than \$500.00, and see that it is installed. Joanne Coe seconded the motion. The motion carried with all in favor.

Mike King moved to take items 4.f. and 4.i. out of order. Dave Albins seconded the motion. The motion carried with all in favor.

f. Employee Manual / i. Holiday and vacation pay review

Discussion included what amount of sick and vacation benefits would be fair and which holidays are appropriate to keep. Some Board members felt the district currently offered too many holidays, sick days, and vacation days per year. Members discussed which holidays, if any, should be eliminated. Also considered was the fact that the district employs only one person in the office and in the field, which makes running the district difficult when any employee is absent.

Regarding the employee manual, Mike King said he had worked on the manual in the past and does not feel it was ever completed, and that it is an incomplete draft that was never adopted by the board.

Mike King left the meeting at 12:30 p.m.

Joanne Coe moved that the District offer ten paid holidays, to include MLK Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas, and New Year's Day. Dave Albins seconded the motion. The motion carried with all in favor.

Joanne Coe moved to table discussion of sick leave until the next regular meeting. Dave Albins seconded the motion. The motion carried with all in favor.

Joanne said she would look into sick leave policies elsewhere and report back to the Board.

Joanne Coe moved that the employee manual not be considered an official manual because it is in the process of being revised and is not yet considered official Board policy. Dave Albins seconded the motion. The motion carried with all in favor.

Discussion continued on the topic of vacation benefits and whether the District should offer one or two weeks of paid vacation during the first year of employment. It was pointed out that two weeks would make the district competitive with other places of

employment, while one week leaves room for increased cooperation on the part of employees and gives the board room to offer increased benefit to match increased employee output.

Joanne Coe moved to change the structure of vacation pay as follows:

1st year: 5 days (after 90 day probation)

2nd year: 10 days

after 5th year: 15 days

Dave Albins seconded the motion. The motion carried with all in favor.

j. Plan for office operation

Joanne Coe moved to table discussion on this item until Mike King and the office manager could be present. Dave Albins seconded the motion. The motion carried with all in favor.

5. New Business

a. Letter from suppliers as to not providing gifts to get a discount for ordering

Dave Albins explained that some of the district's suppliers offer buyers gifts if purchases are made, and that this can lead to unnecessary purchases because gifts are being offered.

Dave Albins moved that management be advised that gift programs made available to them or the district based on purchasing items or services for the district need to be reported to the Board Chair. Joanne Coe seconded the motion. The motion carried with all in favor.

(Items 4.c, 4.d, and 4.e were never discussed because they were inadvertently skipped.)

6. Adjournment

Chairperson Alison Atwater adjourned the meeting at 2:15 p.m.