



## SPECIAL Meeting of CVSWMD's Executive Board (EB)

Tuesday, October 18, 2022

6:30 p.m.

### Minutes

1. Call to Order
  - Chair Fred Thumm called the meeting to order at 6:02 PM with a quorum present.
  - Members present by Zoom: Fred Thumm, Lee Cattaneo, Peter Carbee, Bill Powell; General Manager (GM) Lisa Liotta.
  - Members absent: Jon Jewett (Joined at 6:10 PM)
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2. Agenda Revisions: None
3. Public Comment Period and Announcements: None
4. Approval of August 16, 2022 SPECIAL Meeting Minutes and August 16, 2022 Joint EB/Facilities Committee Meeting Minutes - ACTION ITEM
  - *Peter Carbee made a motion to accept the minutes of the July 26 meeting, seconded by Bill Powell. Voting in favor: unanimous.*
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5. Change Reschedule Meeting to Fourth Tuesdays –ACTION ITEM
  - At their September meeting, the Board of Supervisors (BOS) moved to remove the stipulation in Policy #9303 that required that the EB meet 10 days prior to the BOS's regular meeting. With the policy so amended, the EB may change their regular meeting day to the fourth Tuesday of each month.
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  - *Bill Powell made a motion that effective November, 2022 the EB establishes that its regular meeting day and time shall be the fourth Tuesday of each month at 5:30 PM, motion seconded by Peter Carbee. Voting in favor: unanimous.*
6. Opening on Executive Board
  - The GM reviewed the information communicated in the memo in the packet. With the current board configuration, the EB may consist of one more member (no more than six total). However, that member who may be appointed may hold no more than 6 accumulated votes, based on the population of the municipality that they represent; this may change if the current configuration of the Board changes.
  - Chair Fred Thumm requested that the vacancy be announced at the November meeting of the BOS. No action was taken.
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  - Convene Personnel Committee**
  - At 6:12 PM, Lee Cattaneo made a motion that to convene the Personnel Committee, seconded by Bill Powell.
7. Personnel, Staffing, Recruitment Update
  - The GM reviewed the information contained in the memo in the packet.
8. Staff Exit Interview

- The GM provided an opportunity for EB members to ask questions or discuss the exit interview provided by an employee who recently left the District. EB members asked the GM for feedback. The long-standing practice of having all fees and price changes (including retail merchandise items and ARCC fees for specific items) be brought to the POC for review and consideration prior to going the Board of Supervisors for adoption was discussed. The (GM) commented that this practice is time consuming for staff, and may not be one specified in our Financial Policies and Procedures, or the POC job description. EB members asked if a standard formula for changing ARCC fees may be considered. The GM will review the policy and Committee job descriptions and bring back recommendations for how the process may be improved.

9. Staff Performance Awards – ACTION ITEM

- The GM provided an overview of the memo in the packet. At the request of Financial Oversight Committee Chair Peter Carbee, the GM estimated payroll costs for FY23 in consideration of open positions and staffing levels, and brought information to the FOC, who recommended at their October 18 meeting:

*Peter Carbee made a motion that the FOC recommend that the Personnel Committee of the Executive Board approve performance awards to all regular staff in the amount of \$1,000 on December 16, 2022, then an additional \$1,000 on March 24, 2023 provided that at the time that each award is to be paid that the staff member is fully employed by the District, they have not submitted a letter of resignation, and are not on probation for disciplinary action; seconded by Bill Powell. Voting in favor: unanimous.*

The EB:

*Bill Powell made a motion that the EB accept the FOC's recommendation and approve performance awards to staff, seconded by Peter Carbee; all in favor: unanimous.*

10. Draft Policy for Vehicle Use - ACTION ITEM

- The GM presented the draft Vehicle Use Policy and reviewed the memo in the packet. The GM explained that there are few guidelines in policy currently related to staff's use of District vehicles, or their own vehicle for District use. The EB discussed that when work resumes on the Personnel Policy, that the Vehicle Use Policy be incorporated into that Policy. Bill Powell requested a copy of the Vehicle Use Policy as a Word document, the GM will forward the file following the meeting.
- *Bill Powell made a motion that the Executive Board approve the draft Vehicle Use Policy as-is until the time which it will be incorporated into the Personnel Policy, seconded by Lee Cattaneo; voting in favor: unanimous.*

**Adjourn Personnel Committee**

- At 6:58, the Personnel Committee adjourned.

11. HHW and Organization Update follow up from Board Meeting discussion

- EB members and the GM discussed the planned HHW facility, and the need for a project management consultant who can take on the project to a greater extent than previously has been done. With several positions open, an ongoing labor shortage, position changes, and five (of nine) staff in their current job less than one year, the GM and Assistant GM are challenged to have time to dedicate to the HHW project. Chair Fred Thumm discussed the need to

reappoint members to the ad-hoc Facilities Committee, and for the discussion to be brought up at the next meeting of the Board of Supervisors.

12. Adjourn

- At 7:05pm, Peter Carbee made a motion to adjourn, and the meeting so adjourned.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lisa Smith".