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KSWCD SPECIAL BOARD MEETING MINUTES October 26, 2022

In Attendance:

Board Members: David Cone, Denise Kandra, Todd Kepple, Ken Masten

KSWCD Staff: Interim Project Manager, Will Natividad

Community Partners: Michelle Sharp, Small Business Consulting

Meeting called to order at 9:35 – Chairman Ken Masten

Agenda Additions: None

Motion 1: Move to Approve the Minutes of the October 19, Special Meeting

Motion: Todd

Second: David

Discussion: None

Vote: Yes – Unanimous, Motion Passes

Motion 2: Move to Approve the Employee Handbook Revision 10/26/2022

Motion: Denise

Second: David

Discussion: Denise suggests that the entire document be carefully reviewed to make sure everything is up-to-date with State and Federal Statutes, dates, etc. At a future meeting the board could elect to send it HR Answers or Eric Nusbaum for review.

Vote: Yes – Unanimous, Motion Passes

Motion 3: Move to Add “District Manager Hiring Recommendation” to the agenda

Motion: David

Second: Todd

Discussion: None

Vote: Yes – Unanimous, Motion Passes

Due to time limitations the Chair elects to hold the following agenda items until the November Meeting:

- No-Till Truck Repair Cost Ceiling Increase
- Request for Office Computer Hardware and Software
- Zone Redraw

Board Members | Ken Masten: Interim District Manager/Chairman/Director, David Cone: Treasurer/Director, Denise Kandra: Secretary/Director, Todd Kepple: Director, Martin Kerns: Director, Grant Knoll: Director

Staff | Will Natividad, Interim Project Manager



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Scheduled Executive Session is not needed

Motion 4: Move to Accept the Hiring Committee's recommendation and offer Will Natividad the District Manager Position

Motion: David

Second: Kepple

Discussion: Todd states that the process should include someone reviewing the DM Job Description with Will, make the offer and see if they can come to an agreement on Salary.

Vote: Yes – Unanimous, Motion Passes

Motion 5: Move to Authorize the Chair Ken Masten, Acting District Manager, to offer Will Natividad the KSWCD District Manager position. Motion allows Ken to go into salary negotiations beginning rate \$27/hour, first review at the end of 3 months with possible pay increase at that time. Three-month time period to begin when/if job offer is accepted.

Motion: Todd

Second: Denise

Discussion: Denise reports that there were a couple of other good candidates and the committee feels like one of them could possibly be a good fit for the open Conservation Coordinator position. Todd is hopeful that the DM would move swiftly to fill the Conservation Coordinator position.

Vote: Yes – Unanimous, Motion Passes

Hiring Committee Report/Discussion:

David reports that the District received 11 applications. The Hiring Committee interviewed the 2 top applicants on October 21, 2022. Each of the committee members scored both interviewees on a pre-established scoring matrix. The committee met separately prior to this morning's meeting to discuss the results of the interviews and have arrived at a recommendation for the Board.

The committee recommends the Board make an offer to Will Natividad for the KSWCD District Manager position.

Todd's opinion is that the Acting DM should be the one to make the offer.

Salary recommendation is to start at \$27/hr. for 3 months then have a review.

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Temporary Worker Discussion:


Will reports that he has hired a temporary worker. Michelle Sharp states for the record; that she is related to the temporary worker. Michelle is employed by Smart Business Consultants who are retained by the District as bookkeepers. Consensus from the board is that Michelle is not a voting board member, she does not have hiring or check signing power, nor does she review or approve the employee time cards; therefore, the board sees no conflict. The October 19, 2022 minutes show approval for the hiring of a temporary employee as well as the hourly rate, maximum number of hours and duration.

Meeting is adjourned at 9:51 – Chairman Ken Masten

Minutes Approved as Written or Amended:



KSWCD Chair 11/9/22
Date



KSWCD Secretary/Treasurer 11/9/22
Date

Attachments:

#1 Employee Handbook Revision 10/26/22

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Staff | Will Natividad, Interim Project Manager