

**SPECIAL MEETING MINUTES
OF THE IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
HELD VIA ZOOM TELECONFERENCING ON
THURSDAY, OCTOBER 6, 2022, 10:00AM**

1. **CALL TO ORDER AND ROLL CALL:** President Terry called the special meeting of the Irish Beach Water District Board of Directors to order at 10:00am. Roll call of directors in attendance: Director Terry, Director Hackett, Director Regan, Director Israel attended by zoom. Director Dyson, absent. This constitutes a quorum. Staff attending by zoom: General Manager Acker and Clerk/Accountant Judy Murray.
2. **PUBLIC INPUT:** President Terry opened up the floor to the public for comments on any topics not on agenda. Attorney Colin Morrow representing William and Tona Moores asked President Terry if he could comment now on the agenda item presented. Clerk/Accountant Judy Murray stated that Mr. Morrow would have to wait for the President to call for discussion on the agenda item.

At this time President Terry thanked Board and staff for the work being done and time spent on several important projects for the district.

3. **DISCUSSION AND OR ACTION: Consider job description for Staff Assistant position to provide support to the General Manager and the Office Manager.** President Terry noted that the District has recently experienced turnover with the resignation of Krista Dial, and thanked her for her service to the District. President Terry then turned the floor over to director Hackett who also noted the current activity of the district and thanked staff as well for the development of the job description to facilitate the recruitment process for the staff assistant position. Director Hackett then called on General Manager Acker to present the job description he prepared for the Staff Assistant position. General Manager Acker then commented on the position and duties saying this phase formalize the hiring. He then asked for any comments or questions from the board. Director Hackett noted, and President Terry concurred that bullet points nine and ten appear to repeat in the PDF version of the document included in the meeting packet. General Manager Acker clarified that there are a total of twelve bullet points in the job description, so it appears to be a clerical error in the material submitted for the meeting packet. At this time Mr. Morrow raised his hand for recognition to speak stating his clients, William and Tona Moores, had concerns regarding the job posting that it would be more appropriate to outsource this role to a CPA firm and delay consideration of this issue while his clients and the District explored options to reconcile differences over the years. President Terry thanked Mr. Morrow for attending on the Moores' behalf but stated that it would not be appropriate at this time to consider such action.

President Terry called for approval of the job description "as corrected" but explained that the approval of this job description by the board was just a formality as the preparation of job descriptions for his staff, is the responsibility of the General Manager. Director Israel made a motion to approve this job description "as corrected" but disagreed with President Terry and emphasized that it was the responsibility of the Board to review and approve expenditures and while the Board has been more hands-off in the past, it is a step in the right direction for the Board to insist that the District honor the policies in place. She noted that if there is a disagreement regarding the General Manager and Administrator's duties and the Board's duties that should be addressed at a later date. Motion to approve the job description from Director Israel and a second from Director Hackett. President Terry explained that it is the District's policy that the Board approve expenditures; however, the position is already budgeted, and not a new position, that it is approved and funded in the budget. Therefore, the motion is not approving expenditure of new funds. Director Hackett cautioned President Terry that the Board's discussion might be venturing off of the agenda item, and suggested that further discussion be postponed and properly agenzized for a future meeting.

Roll call vote: Director Terry aye, Director Hackett aye, Director Regan aye, Director Israel aye, Director Dyson absent, motion carried to approve the job description.

Motion to adjourn the meeting was made by Director Hackett, with second by Director Regan. Roll call vote: Director Israel aye, Director Hackett aye, Director Regan aye, President Terry aye, Director Dyson absent. Motion carried to adjourn the special meeting of the Irish Beach Water District. President Terry stated that the next regular meeting will be scheduled for November 12, 2022

Respectfully submitted:

Attest as submitted:

Kenneth Terry, President

Heather Hackett, Secretary of the Board

date: _____

date: _____

Prepared by: Clerk Annette Fromwiller