

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE  
BACA GRANDE WATER AND SANITATION DISTRICT**

**June 28, 2023 - 2:00 PM**

District Office – 57 Baca Grant Way South

Crestone, Colorado 81131

Meeting held via Zoom & in Person

**ATTENDANCE**

Directors in Attendance:

Vivia Lawson

John Loll

Rick Hart

Mike Smith

David Karas

Also in Attendance:

Marcus Lock, District Legal Counsel

JoAnn Slivka, District Manager

Gary Potter, District Director of Utilities

Natalie DeBon, District Administrative Services Manager

Community Members and Guests:

Michael Scully

Mary Montagano

**CALL TO ORDER**

President Lawson opened the meeting at 2:01 PM.

Board Roll Call: Directors Lawson, Hart and Karas were present. Director Loll joined at 2:15PM.

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

*Attorney Lock has discussed with the Board the requirements pursuant to Colorado law to disclose any potential conflicts of interest to the Baca Grande Water and Sanitation District Board of Directors and to the Secretary of State. It was noted that a quorum was present and members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting. No new disclosures were made.*

**AGENDA**

Establishment of job search goals for the District Manager position, including the writing of the job description, deadlines for applications, requirements for applicants, selection procedures, and the time frame for appointing a new District Manager.

M/S/P: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR KARAS AND UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED THE AGENDA.

Mr. Lock stated the purpose of the Board of Directors Special meeting today is to establish the authority and responsibilities of the search committee, particularly in relation to the job search and setting applications deadline. Mr. Lock noted it would be more efficient if we could delegate as many tasks as possible to the search committee, while ensuring that the board ratifies the requirements. Mr. Lock informed the Board that the district manager position is considered one of a chief executive officer therefore, we are guided by statute, C.R.S. § 24-6-402(3.5).

President Lawson emphasized the importance of recognizing the valuable contribution of our District Manager, JoAnn Slivka. President Lawson expressed confidence in the Board's ability to identify suitable candidates for the position, emphasizing the search for the right person. Additionally, Director Lawson spoke of the need of proper engagement of Mr. Potter and Ms. DeBon, ensuring their involvement in the process. The goal is to ensure a positive experience for everyone involved and maintain professionalism to facilitate a smooth transition for the staff.

President Lawson wanted clarification on the statutory requirements and who is handling operational permits. Mr. Potter stated that he is the ORC (Operator in Responsible Charge) for the District and he carries the necessary certifications for our water and wastewater systems. President Lawson further wanted to clarify if the District Manager needs to hold these qualifications and certifications for water and wastewater. Mr. Potter responded that typically a District Manager does not need to have these certifications and that is why the District has an ORC.

During the meeting, the Board of Directors deliberated on the District Manager role, outlining the necessary qualifications and determining the deadline for applications. Additionally, they addressed the implementation of a new email system for Human Resources. Mr. Lock proposed that the Board establish a minimum time frame until the end of the month to accept applications, as individuals often contemplate whether to submit their applications or not. The Board also briefly touched upon establishing a salary range for the District Manager position and discussed the interview process.

#### Establish a Search Committee:

The Directors had a conversation about forming a search committee. President Lawson expressed her interest in serving on the committee and Director Hart emphasized the importance of skillful candidate identification. He suggested Director Karas for the search committee, who is known for his experience and would be a suitable member for the search committee.

M/S/P: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR SMITH AND UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPOINTED DIRECTORS LAWSON AND KARAS TO BE ON THE SEARCH COMMITTEE.

#### Establish Authority of the Search Committee:

M/S/P: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR SMITH AND UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD EMPOWERED THE SEARCH COMMITTEE TO REVIEW THE APPLICATIONS, SELECT AN INTERVIEW PANEL AND TO KEEP THE BOARD AND CONSTITUENTS UPDATED.

#### Search Committee to Establish the Job Search Goals:

M/S/P: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR LOLL, SECONDED BY DIRECTOR KARAS AND UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD EMPOWERED THE SEARCH COMMITTEE TO APPROVE AND RATIFY THE JOB SEARCH GOALS, INCLUDING THE WRITING OF THE JOB DESCRIPTION, DEADLINES FOR APPLICATIONS, REQUIREMENTS FOR APPLICANTS, SELECTION PROCEDURES, AND THE TIME FRAME FOR APPOINTING THE NEW DISTRICT MANAGER.

#### ADJOURNMENT:

THERE BEING NO FURTHER BUSINESS TO DISCUSS, UPON MOTION DULY MADE DIRECTOR SMITH, SECONDED BY DIRECTOR HART AND UPON VOTE, UNANIMOUSLY CARRIED, THE MEETING WAS ADJOURNED AT 03:05 PM.

THE NEXT REGULAR MEETING IS SCHEDULED FOR  
July 19, 2023

Respectfully Submitted,

*Natalie DeBon*

Signed with OnTask.io - b6653e83edd2

Natalie DeBon

THESE MINUTES ARE APPROVED AS THE OFFICIAL June 28, 2023 MINUTES OF THE BACA GRANDE WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

*Vivia Lawson*

Signed with OnTask.io - 3d687ed71c76

Vivia Lawson

John Loll

*John Loll*

Signed with OnTask.io - cbe72d29b10b

Mike Smith

*Mike Smith*

Signed with OnTask.io - 051c1916c1f1

Rick Hart

David Karas