

**GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS**  
**SPECIAL MEETING MINUTES**  
**150 Pacific Street, Suite 8, Portola, CA**  
**10100 Cypress Cove Drive, Ft. Myers, FL 33908**  
**Monday, February 4<sup>th</sup>, 2019– 11:30am**

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**A CALL MEETING TO ORDER:**

The meeting was called to order at 11:34am.

Present: President Cary Curtis, Vice President: Kathryn Kogge, Board Member Jonathan Sechrist (Via -Telephone),  
Financial Director Rene St. Pierre

Staff: Interim General Manager: Rich McLaughlin, Office Administrator: Tiana Bradley, Operator: Skyler Allingham

Absent: None

**B PUBLIC COMMENT:**

No Comment

**C NEW BUSINESS:**

**1. PUBLIC HEARING AT 11:45AM- LIENS INTENT:**

Financial Director St. Pierre made the motion to approve the filing of a Lien against APN#: 131-290-005. Vice President Kogge seconded the motion and it was unanimously approved by Roll Call vote

**2. JOB DESCRIPTION'S REVIEW:**

Board President Curtis presented for discussion and action the revised and new staff job descriptions. The following job descriptions were revised and/ or newly created: General Manager, Assistant General Manager/Lead Operator, Utility Operator 2, Utility Operator 1 in Training, and Administrative Manager.

Vice President Kogge made the motion to adopt the following job descriptions: General Manager, Assistant General Manager/Lead Operator, Utility Operator 2, Utility Operator 1 in Training, and Administrative Manager. Financial Director St. Pierre seconded the motion and it was unanimously approved by Roll Call vote

**3. WAGE STUDY ANALYSIS:**

Board President Curtis presented for discussion and action the Competitive Wage Analysis. The Analysis was conducted in comparison to other surrounding district's wages and benefits for positions of similar nature and responsibilities. Therefore, the CSD's Wage & Salary ranges would be updated for 2019/2020. Granting both salary & flexible compensation increases for the Assistant General Manager/Lead Operator & the Administrative Manager. This analysis would also adopt a new wage for the newly appointed General Manger. The proposed total compensation increase would still remain under budget for combined wages & flexible compensation.

Vice President Kogge made the motion to adopt the 2019/2020 Competitive Wage & Salary Ranges. Financial Director St. Pierre seconded the motion and it was unanimously approved by Roll Call vote.

Financial Director St. Pierre made the motion to adopt the Total Annual Compensation vs. 2018/19 Budget. Vice President Kogge seconded the motion and it was unanimously approved by Roll Call vote.

**4. STAFF POSITION REVIEW:**

Board President Curtis presented findings and recommendations for District management. The CSD had received eighteen applications for the General Manager (GM) position of which only one, operator Skylar Allingham, had reasonable qualifications. The Board, acting as the hiring committee, offered the GM position to interim GM Rich McLaughlin at .25 FTE, and recommended promoting Skyler Allingham to Assistant General Manager/Lead Operator, Tiana Bradley to Administrative Manager, and Wyatt Corbridge to Operator 1 in Training. Rich McLaughlin accepted the position and executed the aforementioned promotions.

Rich McLaughlin announced his formal resignation letter from the Board of Directors effective February 4th, 2019. Office Administrator Bradley informed the board that she would notify the County and draft an announcement to the community of the board vacancy.

4. **EMPLOYMENT CONTRACT: COMPTROLLER:**

Office Administrator Bradley presented for discussion and action the Employment Contract for the Comptroller. This contract is between the CSD and the District's Comptroller. The contract agrees to a compensation rate of \$45.00 per hour for "as needed" financial consultation and primary bookkeeping services.

President Curtis made the motion to approve the Employment Contract for the Comptroller. Vice President Kogee seconded the motion and it was approved by Roll Call vote.

**D ADJOURN:**

The meeting adjourned at 12:30pm

These minutes were approved by the Board of Directors of the Gold Mountain Community Services District at the regular Board meeting on April 5<sup>th</sup>, 2019.

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Cary Curtis, President

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Attest: Tiana Bradley, District Secretary